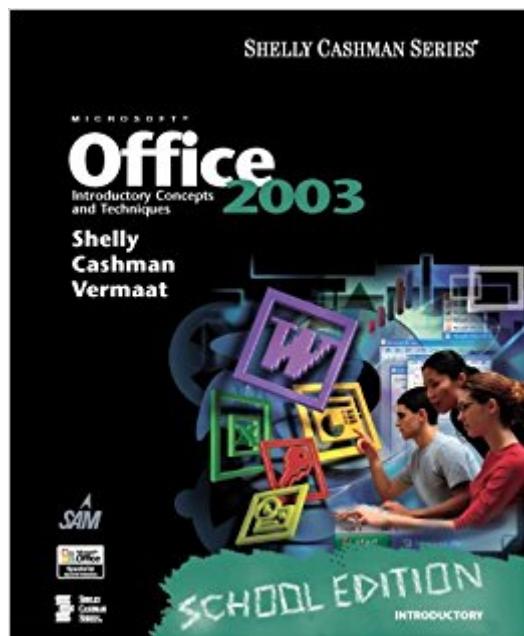


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# Microsoft Office 2003: Introductory Concepts And Techniques, School Edition



## **Synopsis**

For the past three decades, the Shelly Cashman Series has successfully introduced computers to millions of students - consistently presenting the highest quality, most up-to-date, and innovative materials in computer education. Microsoft Office 2003: Introductory Concepts and Techniques, School Edition presents material using an easy-to-follow pedagogy that combines a vastly improved project-oriented, step-by-step approach with corresponding screens and numerous exercises at the end of each project.

## **Book Information**

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## **Customer Reviews**

"I use the Cases and Places exercises as graded assignments, as well as for extra credit. They provide little guidance; the student has to apply what they learned in the project itself. This allows for flexibility; the student can use the formatting and layout that they want to in solving the problem. The solution files provided on CD make it convenient for grading/correcting as well as demonstration. I plan to continue to use the Shelly Cashman Series in my online and traditional course. The student feedback on the text is excellent. In fact, most students say they will keep the text as a source for future reference." - Associate Professor Thaddeus Jones, Jefferson Community College --This text refers to an out of print or unavailable edition of this title.

Gary B. Shelly wrote and published his first computer education textbook in 1969. More than twenty million copies of Shelly Cashman Series' textbooks have been sold. Gary and a talented group of contributing authors have produced books on computer programming, computer concepts, and

application software that are the leading textbooks in the computer technology market today. Gary has hosted the annual Shelly Cashman Institute, a week-long training event focusing on the latest topics in technology, for the past 34 years. Thomas J. Cashman received his education at California State University, Los Angeles. He established one of the first business data processing programs in the U.S. at Long Beach City College in California, where he taught and served as department head. In 1969, he began collaborating with now best-selling author, Gary Shelly. Misty E. Vermaat has more than 25 years of experience in the field of computer and information technology. In addition to consulting in the field, she was an Associate Professor at Purdue University Calumet, teaching or developing Microsoft Office, computer concepts, database management, systems analysis and design, and programming courses. Since 1990, Ms. Vermaat has led the development of the Shelly Cashman Series and has written or co-authored numerous Series textbooks, including many editions of *DISCOVERING COMPUTERS*, *DISCOVERING COMPUTERS FUNDAMENTALS*, and Microsoft Word books.

Office: Premium Edition was purchased for a required graduate computer class. I'm pretty savvy with all the office products (so I thought) and know quite a few "tricks." When I started going through this book it was quite refreshing to have a "how to" book that is REALLY user friendly! This book caters from the Novice to the Experienced. Now I know why it is considered premium! Purchase of this book is really an investment as well as a time-saver. *Microsoft Office 2003: Introductory Concepts and Techniques*

The book is well written providing indepth discussion of techniques necessary to understand the principles of the various components of Microsoft Office. The Student Companion Disk provides practice further discussion of techniques thru on screen direction. Subsequent practice of the techniques solidifies the learniing and use of the principles discussed in the text. Program is "User Friendly", easy to comprehend, quickly mastered, and useful to both the beginner and advanced student.

ordered for someone else but they liked it

This book is a must-have for the beginner of Office 2003. It will also help to shapen skills for the intermediate as well. I've owned a Shelly-Cashman Office 97 book back in '97 and it helped me alot with the college course I was taking at the time. I bought this book to help me with the "new

features" etc. that has been used in this new Office Edition. I think anyone would get use from this book that has the 2003 version.Scott, TN

I had to purchase this for class, it has everything you need to know in an easy to understand format.

A terrific product to help one learn the craft of windows.

I bought this for a university course, thinking that it would be similar to the newer ones. I liked that it was so affordable; however, being that it's from 2003, some stuff are a little outdated. I recommend buying the 2007 or current one, if you are planning to purchase an office book.

This book is to help my husband and show him how to work a computer. Even though these books aren't to today's Microsoft Window 8, he can still read the book for better understanding.

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