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For over 30 years, the Shelly Cashman Series has produced the most trusted textbooks in computer education, effectively introducing computers to millions of students. The Shelly Cashman Series is dedicated to continually producing the highest quality, most up-to-date, and innovative learning materials on the market.

Through all of the changes in technology education, this series has stayed true to its mission by seeking out the real issues educators and students face and answering those needs through innovative courseware. With the Shelly Cashman Series, your success is guaranteed!

Whether you are teaching the latest applications from Microsoft, an introduction to computer concepts, Web design, programming, or dozens of other courses, there is a book in the Shelly Cashman Series for you.

Shelly Cashman Series Users Love This Series For:

- **Pedagogy**: Keeps students on track with a highly visual presentation of step-by-step, screen-by-screen instructions.
- **Chapter Objectives**: Clearly outline tasks and skills students will accomplish by the end of the chapter.
- **Marginal Notes**: Add depth and perspective to topics covered by providing additional background tips and information for students.
- **Extensive End-of-Chapter Exercises**: Require critical thinking and reinforce concepts and skills learned.
- **Robust Online Companions**: Help students learn and master skills through a variety of innovative activities, including chapter reinforcement exercises, practice tests, flash cards, learning games, and more.
NEW PERSPECTIVES SERIES

Give your students a comprehensive, hands-on, and engaging experience learning concepts or applications! The New Perspectives Series offers a critical-thinking, problem-solving approach to teaching computer skills. It challenges students to apply what they’ve learned to real-life tasks, enabling them to easily transfer their skills to new situations.

Extensive end-of-tutorial material and cutting-edge technology ensure that students have the resources they need to practice their skills and enhance their computer knowledge.

The New Perspectives Series—where experience meets innovation.

Hallmarks of the New Perspectives Series:

- **Approach:** Helps students understand why they are learning what they are learning, promoting the retention of skills beyond the course.
- **Tutorial Case:** Students learn applications through an engaging, problem-solving process based on realistic cases.
- **Quick Check Questions:** Gives students a meaningful way to self-evaluate their understanding of conceptual material at key points throughout a tutorial.
- **Cutting-Edge Technology:** Provides numerous opportunities to enhance your course with lab assignments, Internet assignments, rich Online Companions, and more.
- **End-of-Tutorial Material:** Engaging assignments and case problems have always been a highlight of the New Perspective Series.
ILLUSTRATED SERIES

Give students an edge in the classroom with the Illustrated Series.

The Illustrated Series was created more than 10 years ago by a team of instructional designers. The goal was to create a series that appealed to today’s visual learners—students who want to get the most out of their course without a lot of reading. Over the years we’ve perfected this approach based on the classroom experiences of instructors like you.

With a visually intense, skills-building approach, the Illustrated Series uses a structured lesson format to provide concise, easy-to-follow steps, while design features call out important concepts and information. Our popular, streamlined format presents each lesson on a two-page spread, with step-by-step instructions on the left and oversized screen illustrations on the right. This signature style, coupled with the flexibility of our content, makes the Illustrated Series ideal for teaching a wide variety of students.

Illustrated Series Users Love This Series For:

- **Succinct Lessons**: Each two-page spread focuses on a single software skill or concept, making it easy for students to grasp what is being presented.
- **Lesson Overviews**: Concise text introduces the basic principles of the lesson and integrates a real-world case study.
- **Steps**: Clear, step-by-step directions explain how to complete the lesson with action items in green, bold text.
- **Illustrations**: Each lesson features large, full-color visuals and representations of how students’ screens should look.
- **Quality**: All of our products undergo rigorous quality assurance checks to ensure that the content is accurate and clear.
ASSESSMENT AND TRAINING SOFTWARE...
The premier proficiency-based assessment and training environment for Microsoft® Office

Since 1997 the SAM family of products has been building bridges to the most current technology with its integrated testing and training. SAM 2007 continues in this tradition while expanding its reach to assess new skills that are essentials to users of Microsoft Office 2007. With SAM 2007, students can test in high-fidelity, multi-pathway simulation exercises for a true real-world experience. With an interface that is intuitive and easy to navigate, even first-time users will have a positive testing experience.

The SAM “system” includes Assessment, Training and Projects, featuring page references and remediation for Course Technology’s Office textbooks.

**SAM Assessment**
helps evaluate students’ proficiency at Microsoft® Office 2007 applications. Instructors can build custom exams with SAM to address how students will use Office 2007 beyond the classroom.

**SAM Training**
uses rich, engaging interactive learning methods to allow students to learn in the way that works best for them by reading, watching, or receiving guided help. Visual indicators let students know which tasks they’ve completed, allowing for hands-on training tailored specifically for them.

**SAM Projects**
is an online, live-in-the application productivity tool that assesses a student’s ability to use Microsoft Office effectively. SAM Projects evaluate proficiency at completing Word, Excel, PowerPoint or Access projects to effectively communicate, solve a problem, or make a decision. Students receive detailed feedback on their project within minutes. Instructors save time by not hand-grading projects and SAM ensures consistency of grading.

To find out more, go to www.cengage.com/samcentral or contact your Cengage Learning representatives now!

SAM 2007 v6.0 Assessment, Training, Projects Printed Access Code
978-0-8400-6774-6
(0-8400-6774-7)
CaseGrader Microsoft Office 2007

Course is on the Case with Auto-Graded Projects

CaseGrader: Microsoft Office 2007 is designed to take your students’ skills to the next level by offering them instant feedback on 28 case-based assignments in Word, Excel, and PowerPoint.

Your students will get hands-on experience as they work live in the applications to complete projects related to real-world business problems. Upon completion, student work is submitted through CoursePort, our secure grading portal, to receive instant feedback, and save you from manually grading assignments.

To access the site, visit: http://cgoffice2007.course.com

With CaseGrader Office 2007 you can:

► Efficiently assess multiple skills through case-based Microsoft Office 2007 assignments.

► Ensure that students are getting relevant experience by completing projects live in the application.

► Track student performance step-by-step, with incorrect actions highlighted, so you can easily see where students went wrong and target areas for improvement.

► Assess results in the secure Gradebook with CoursePort, where both you and your students can track and view progress.

► Identify students who may have shared files using CaseGrader’s unique Cheating Detection feature.

978-1-4239-9856-3
(1-4239-9856-1)

CaseGrader for Excel 2007 also available!

CaseGrader: Microsoft Office Excel 2007 Casebook with Autograding Technology
978-1-4239-9823-5
(1-4239-9823-5)
FEATURES AND BENEFITS
- Adds excitement to the classroom with information on the hottest technologies available on the Web.
- Sparks classroom discussion with 30 mini-movies on the latest technologies from Google Apps to cloud computing.
- Takes the prep work out of providing students with cutting-edge technology applications.
- Keeps students engaged with content relevant to their lives by allowing them to experience the most cutting-edge new tools on the Web by watching them in action.
- Comes with assignments, which ask students to experience the technology on their own.

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Section II: New Search Engines.

Section III: Cloud Computing.

Section IV: Web Design And Graphics.

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Section VII What’s New In Sharing Information.

Section VIII: What’s New In Web 2.0 Social Networking Information.
Delicious. Stumbleupon. Linked In Professional Social Network.

Section IX: What’s New In Office Tools.

Section X: What’s New In Sites For The College Student.

Section XI: What’s New In Hot Web Sites.
A Guided Tour of Microsoft Windows 7
Corinne Hoisington
978-0-538-75040-0
(0-538-75040-5)
2010 [CD ROM]

FEATURES AND BENEFITS
- Provides a great way to introduce your students to the Microsoft Windows 7. Students can prepare to transition to the new operating system in just over an hour!
- Makes a great companion to any operating system, Office, or computer concepts course.
- Features 10 short movie tutorials that cover the coolest new features of Microsoft Windows 7 as well as improvements from Vista.
- Provides a test bank of questions in the Instructor Resources so that you can assess your students’ comprehension of the movie tutorials.
- Can be purchased as a CD or a printed access code that allows online streaming video.

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Corinne Hoisington
978-1-4239-0564-6
(1-4239-0564-4)
June 2007 [CD-ROM]

FEATURES AND BENEFITS
- Provides a great way to introduce your students to Microsoft Office 2007. Students can prepare to transition to the new software in just over an hour!
- Makes a great companion to any Office or computer concepts course.
- Allows your students to learn from a professional who has demonstrated Microsoft Office 2007 and Windows Vista to over 10,000 people.
- Provides a test bank of questions in the Instructor Resources so that you can assess your students’ comprehension of the movie tutorials.

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A Guided Tour of Microsoft Windows Vista
Corinne Hoisington
978-1-4239-0565-3
(1-4239-0565-2)
May 2007  [CD-ROM]

FEATURES AND BENEFITS
• Provides a great way to introduce your students to Microsoft Windows Vista. Students can prepare to transition to the new operating system in just over an hour.
• Makes a great companion to any operating system, Office, or computer concepts course.
• Features 10 short movie tutorials that cover the new features of Microsoft Windows Vista, plus a PowerPoint presentation that discusses the different versions of Windows Vista.
• Allows your students to learn from a professional who has demonstrated Microsoft Windows Vista to thousands of people.
• Provides a test bank of questions in the Instructor Resources so that you can assess your students’ comprehension of the movie tutorials.

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4. Personalize Windows
5. Photos & Speech
6. New Vista Applications
7. Internet Explorer 7
8. Improve Performance
9. Mobile Computing
10. Security & Safety
11. Network & Troubleshoot

In a Flash
Course Technology
978-1-60334-011-3
(1-60334-011-4)
January 2008  [CD ROM]

FEATURES AND BENEFITS
Microsoft® Office 2007 In a Flash contains 16 Web-based video tutorials on CD, each covering basic skills in Word, Excel, PowerPoint, and Access in 10 minutes or less!
• The first lesson for each application provides the “big picture” for students with a basic explanation of how the application works, a project created from scratch, and examples of how the software is used in various professions.
• One real-world project example is used throughout the whole set of videos for each application, broken down into its logical steps, providing a full understanding of how to complete a project from start to finish.
• Students can work at their own pace by pausing, rewinding to review, or skipping skills that may already be familiar. Closed captioning is available for those who cannot use audio.
• All In a Flash videos are narrated by Ken Baldauf, a real instructor who speaks to students in an engaging, accessible style, accompanied by video demonstrations within the actual software.
Gary B. Shelly, Misty E. Vermaat
978-1-4390-8118-1 (1-4390-8118-2)
©2011 904 pages

Discovering Computers 2011: Complete provides students with a current and thorough introduction to computers by integrating the use of technology with the printed text. This Shelly Cashman Series text offers a dynamic and engaging solution to successfully teach students the most important computer concepts in today's digital world through exciting new exercises that focus on problem solving and critical thinking, along with online reinforcement tools on the unparalleled Online Companion. Updated for currency, students will learn the latest trends in technology and computer concepts and how these topics are integrated into their daily lives.

FEATURES AND BENEFITS
• Gives students a complete introduction to the latest in computers and technology including Web 2.0, green computing and Web applications.
• Brings relevance to concepts with updated FAQ and Ethics & Issues boxes, Companies on the Cutting Edge, Technology Trailblazers, and High-Tech Talk articles.
• Reinforces and encourages students to explore concepts on their own with the robust Online Companion, which features countless quizzes, learning games, exercises, and special features.
• Engages students with New Computer Usage @ Work boxes that describe how computers are utilized in several professional industries and new Innovative Computing boxes that show examples of how particular technologies are used in creative ways.

ADDITIONAL VERSIONS
Discovering Computers 2011: Brief (Chapters 1 – 8), International Edition
978-1-4390-8110-5 (1-4390-8110-7)
Discovering Computers 2011: Introductory (Chapters 1 – 11), International Edition
978-0-538-47933-2 (0-538-47933-7)

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   Special Feature: Digital Imaging and Video Technology
7. Storage
8. Operating Systems and Utility Programs
   Special Feature: Buyer’s Guide 2011
9. Communications and Networks
10. Database Management
11. Computer Security and Safety, Ethics, and Privacy
    Special Feature: Digital Forensics
12. Information System Development
13. Programming Languages and Program Development
    Special Feature: Web 2.0 Program Development
14. Enterprise Computing
    Special Feature: Enterprise Order Processing: A Case Study
15. Computer Careers and Certification
    Special Feature: Living Digitally

APPENDICES
A: Quiz Yourself Answers
B: Computer Acronyms
C: Coding Schemes and Number Systems

“This book reads well for our level of student, and it is rich with resources to vary assignments from semester to semester.”
Sherry Kersey, Hillsborough CC-Dale Mabry Campus
978-1-4390-8119-8 (1-4390-8119-0)
©2011 552 pages

DISCOVERING COMPUTERS - FUNDAMENTALS, 2011 Edition covers the same breadth, but with less depth than Discovering Computers 2011, Complete. The text is ideal for use in a short course on computer concepts or in application software courses because of its thorough and concise coverage. Students will gain a solid understanding of the current trends in technology and computer concepts as they are applied to today’s digital world. Updated for currency, this book and the robust Online Companion provide students with the most up-to-date information on the latest technology in today’s digital world.

FEATURES AND BENEFITS
- Takes a concise approach to covering all of the computer concepts students need to know to be digitally literate in today’s technology-focused environment.
- Brings concepts to students’ practical experience with brand new features highlighting how technology is used in various industries.
- Contains updated Ethics and Issues, Looking Ahead, FAQ, and Web Link boxes, Companies on the Cutting Edge, and Technology Trailblazers allowing students to more deeply explore the content they are studying.
- Engages students with relevant topics including green computing, Web 2.0, and Web applications.
- Reinforces and encourages students to explore concepts on their own with the robust Online Companion, which features countless quizzes, learning games, exercises, and special features.

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8. Communications and Networks
9. Database Management
10. Computer Security and Safety, Ethics, and Privacy
11. Information System Development and Programming Languages
12. Enterprise Computing
   Special Feature: Living Digitally
APPENDIX
A: Quiz Yourself Answers

Want to keep your students engaged?
Offer interactive training in the latest technology with our exciting and visually stimulating Student Edition Labs version 4.0. The Student Edition Labs are available on our computer concepts Online Companions and also on CD for anytime, anywhere access! Visit http://www.course.com/selabs/about.cfm to learn more.
Get ready to learn about today's digital world with Introduction to Computers. This concise text provides a visually-engaging introduction to the most current information on computers and technology. Students will gain an understanding of the essential computer concepts they need to know to help them be successful in today's computing world.

FEATURES AND BENEFITS
- The perfect addition to any course where basic computer concepts are covered in the first few lectures.
- Provides students with an understanding of the components of a computer as well as covering computer concepts.
- Completely updated for currency, ensuring your students will be introduced to the latest computer developments.
- New Case Studies at the end of the chapter require critical thinking and reinforce the concepts learned.

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1. Objectives.
2. What Is a Computer?
3. What Does a Computer Do?
4. Why Is a Computer so Powerful?
5. How Does a Computer Know What to Do?
6. What Are the Components of a Computer?
7. Input Devices.
8. System Unit.
10. Storage Devices.
11. Communications Devices.
12. Computer Software.
13. Networks and the Internet.
14. How to Purchase a Personal Computer.
15. How to Purchase a Desktop Computer.
16. How to Purchase a Notebook Computer.
17. How to Purchase a Tablet PC.
18. How to Purchase a Personal Mobile Device.
Gary B. Shelly, Misty E. Vermaat
978-0-538-47934-9 (0-538-47934-5)
©2011 1000 pages

DISCOVERING COMPUTERS & MICROSOFT OFFICE 2007: A FUNDAMENTAL COMBINED APPROACH is designed to provide you with everything you need for your Intro to Computers course in one book. This new offering from the Shelly Cashman Series combines the best selling Discovering computers computer concepts material with Microsoft Office 2007 applications content to provide you and your students with a single offering for your Intro to computers Course.

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Microsoft Windows Vista.
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Introduction to Windows Internet Explorer.
Microsoft PowerPoint 2007.
  1. Creating and Editing a Presentation.
  2. Creating a Presentation with Illustrations and Shapes.
Microsoft Excel 2007.
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  1. Creating and Using a Database.
  2. Querying a Database.
Microsoft Office 2007 Integration.

APPENDIX

B: Help.
C: Customizing Microsoft Office 2007.

FEATURES AND BENEFITS

• A singular text provides all of your students’ needs for coverage of both computer concepts and Microsoft office 2007 skills.
• A proven step-by-step pedagogy and enhanced callouts on screenshots walk students through each step of a task, making it easy to learn difficult tasks.
Creating a fully integrated and interactive teaching and learning environment, NEW PERSPECTIVES ON COMPUTER CONCEPTS 2011 consists of a printed book, companion Web site, media rich BookOnCD, and WebTrack assessment. Students and Instructors work in sync to explore, understand, and apply computer technology in everyday life.

FEATURES AND BENEFITS
- Comes with ample assessment opportunities to give your students plenty of practice. Plus, they’re auto graded and tracked to your gradebook.
- Helps students visualize computer concepts with the BookOnCD, which contains screen tours, animations, and quizzes.
- Enables students and instructors to work in sync by using the multiple technology assets that come with New Perspectives on Computer Concepts 2011.
- Emphasizes social and ethical issues to draw attention to important topics and provide material for thought-provoking classroom discussions.
- Covers new, emerging trends and the latest technological advances.

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1. Computers and Digital Basics
2. Computer Hardware
3. Computer Software
4. Operating Systems and File Management
5. LANs and WLANs
6. The Internet
7. The Web and E-Mail
8. Digital Media
9. The Computer Industry: History, Careers, and Ethics
10. Information Systems Analysis and Design
11. Databases
12. Computer Programming

Make today’s most timely computer concepts engaging and relevant for your students! The Illustrated Series has thoroughly revised this 8th edition to reflect the feedback from instructors and students. Among the improvements are the additions of interactive lab scenarios, new assessment opportunities, and a new streamlined design.

FEATURES AND BENEFITS
- Highly visual streamlined layout presents topics on two facing pages and appeals to a wide variety of learning style.
- Comprehensive coverage includes detailed lessons on important computer concepts and the newest technology trends.
- Ample end of unit exercises provide review, practice, and assessment opportunities.
- Online Companion – The addition of games and study tools to the 8th edition Online Companion will make students more active in the learning process and help them to retain information.

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Getting Started with Student Edition Labs.
Unit A: Computer and Internet Basics.
Unit B: Computer Hardware.
Unit C: Computer Software.
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Unit E: Networks and Connecting to the Internet.
Unit F: Data Security.
Unit G: The Web and E-Commerce.
Unit H: Digital Media.
Unit I: The Computer Industry and Careers.

ADDITIONAL VERSION:
ESSENTIAL
978-0-538-75390-6 (0-538-75390-0)
Understanding Computers: Today and Tomorrow gives your students a classic introduction to computer concepts with a modern twist! Known for its emphasis on industry insight, this text makes concepts relevant to today's career-focused students.

**FEATURES AND BENEFITS**
- MODULAR ORGANIZATION emphasizes the relationship among topics and chapters.
- "ASK THE EXPERT" BOXES offer career advice from industry leaders.
- "EXPERT INSIGHT" ARTICLES relate that chapter's topic to IT careers.
- ONLINE COMPANION is a portal to extra content such as quizzes, videos, and study guides that help reinforce material and engage students.

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   6. Application Software.
      Networks and the Internet Module
   7. Computer Networks
   8. The Internet and World Wide Web
      Web Applications Module
10. Multimedia and the Web
11. E-Commerce.
12. Systems Module
13. Information Systems and System Development
14. Program Development and Programming Languages
15. Databases and Database Management Systems
16. Computers and Society Module
17. Computer Security and Privacy
Today’s managers are increasingly expected to successfully oversee and understand information systems -- even when it is an area in which they have had little formal training or expertise. *Information Technology for Managers* is targeted at these future managers who are expected to understand the business implications of information technology. Real world examples show future managers how information technology can be applied to improve their organization. *Information Technology for Managers* provides a framework for managers to understand their important role vis-a-vis information technology and it emphasizes the importance of working effectively with all members of the organization to achieve results.

**FEATURES AND BENEFITS**

- **COMPREHENSIVE TABLE OF CONTENTS:** Comprehensive table of contents gives readers easy reference to particular sections of the book.
- **REAL-WORLD BUSINESS EXAMPLES:** Addresses timely topics in the opening business vignettes by examining real world businesses and how management oversees information technology in various capacities.
- **END OF CHAPTER FEATURES:** End of Chapter features promote lively classroom discussions and assignments.
- **INSTRUCTOR RESOURCES:** Valuable Instructor’s Resources include End of Chapter solutions, a detailed Instructor’s Manual, PowerPoint presentations, and Test Banks.

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1. Managers: Key to Information Technology Results.
2. Strategic Planning.
3. Project Management.
5. Corporate Governance and IT.
7. E-Business.
10. Knowledge Management.
11. Enterprise Architecture
12. Ethical, Privacy, and Security Issues

**SUCCEEDING WITH TECHNOLOGY – FOURTH EDITION**

Teaches students how to apply technology to practical situations that they’ll encounter in their academic and professional lives. Focusing on current trends that impact the way we live, *Succeeding with Technology* provides just the right amount of foundational concepts to provide a thorough understanding.

**FEATURES AND BENEFITS**

- Introduces students to technologies they may not be familiar with through concise and conversational text and engaging screenshots and photographs.
- Features updates of current technology trends such as Web 2.0, smart phone technology, and changes in social networks.
- Allows students to see how computer concepts are relevant to their own lives with a focus on current and emerging technologies.
- Contains pertinent real life examples embedded throughout the text, providing just the right amount of insight into how technology is used outside of the classroom.
- Includes a variety of end of chapter material, including Discussion Questions, Try It Yourself exercises, Virtual Classroom Activities, and Teamwork projects.

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2. Hardware Designed to Meet the Need.
4. The Internet and World Wide Web.
8. E-Commerce.
10. Systems Development.
FEATURES AND BENEFITS

- Offers 30 articles featuring the latest topics and trends in technology.
- Provides Things to Think About critical thinking questions which stimulate student discussions of the topics covered.
- Serves as a perfect addition to a Computer Concepts or Office course to build awareness of the role of technology in both personal and professional areas.
- Introduces the article topic and provides background information in a preface and then presents the topic as a mini case study.

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1. Mobile Data Protection.
2. The Hybrid Manager.
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8. Mobile WiMax.
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11. Purchasing Information.
13. Information Censorship.
15. The Threat of Complex Networks.
17. Digitization and Copyright Law.
19. Cell Phone Technology.
24. Electronic Resources.
27. Internet Crime.
28. Cyber Infrastructure.
29. Electronic Commerce.
30. Technology Addiction.
Part of the Practical series, this text offers an engaging, interactive approach to teaching PC concepts. The companion BookOnCD features videos, animations, screen tours, and activities, giving students hands-on experience with their PC.

FEATURES AND BENEFITS

- Addresses the specific needs of beginning computer users by focusing on essential concepts and basic practical skills, without getting bogged down in specialized terminology or technical explanations.
- Uses a reader-friendly FAQ's (Frequently Asked Questions) approach to help students focus on what they really need to know.
- Includes coverage of buying and upgrading a PC: information students can use outside of the classroom.
- Offers built-in assessment with updated, interactive Quick Checks and on-screen quizzes that allow students to track their progress.
- The accompanying BookOnCD contains an electronic version of the entire textbook, filled with animation, screen tours, and hands on activities.

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  9. Sending E-Mail and Attachments
- PART D: Application Software
  10. Writing and Printing Documents
  11. Accessing Databases
- PART E: Graphics, Sound, and Video
  13. Working with Graphics
  14. Recording and Editing Sound
  15. Creating Desktop Video and Animation
- PART F: Upgrades and Expansion
  16. Looking "Under the Hood"
  17. Buying a PC
  18. Upgrading and Expanding Your PC
PRACTICAL COMPUTER LITERACY, Second Edition, provides clear, comprehensive instruction on the basics of computer literacy. This convenient, reader-friendly text integrates computer concepts, Microsoft Office 2007 applications, and Internet essentials within a streamlined package that meets the latest IC3 and other computer literacy exam standards. Concise lessons within each chapter, usually one page in length, are presented in an appealing Frequently Asked Questions format and include full-color screenshots or diagrams. Additionally, the textbook comes with a robust BookOnCD, which is a digital version of the textbook that “brings the book to life” with videos, animated diagrams, software tours and provides assessment opportunities via WebTrack technology.

FEATURES AND BENEFITS
- This text maps to the globally recognized IC3 exam standards, providing students with all of the information and skills needed to become Internet and computer core certified
- Nearly 50 projects in the back of the book allow students develop their skills by applying what they learn to real-world scenerios.

TABLE OF CONTENTS

Part I: FUNDAMENTALS.
1. Computer Hardware
2. Peripheral Devices.
3. System and Application Software.
4. Installing Software.
5. Getting Started with Windows XP.
7. Working with Files.

Part II: APPLICATIONS.
8. Getting Started with Application Software.
10. Formatting a Document.
11. Finalizing a Document.
12. Creating a Worksheet.
13. Formatting a Worksheet.
14. Finalizing a Worksheet.
15. Creating a Presentation.
16. Finalizing a Presentation.
17. Creating a Database.
18. Finalizing a Database.

Part III: ONLINE CONNECTIONS.
20. Working with E-mail.

Part IV: PROJECTS.
23. Introduction to Projects.
24. Submitting an Assignment as a Printout or on a Removable Storage Device.
25. Submitting an Assignment as E-mail Attachment.
29. Projects for Microsoft Word.
30. Projects for Microsoft Excel.
31. Projects for Microsoft PowerPoint.
32. Projects for Microsoft Access.
33. E-mail Projects.
34. Web Projects.
Teachers Discovering Computers introduces future educators to technology and digital media. Tomorrow’s teachers will learn about the latest trends in technology and how to integrate these concepts into their classroom using a variety of practical applications to successfully teach the current generation of digital students.

FEATURES AND BENEFITS
- Includes eight chapters, eight special features, and two appendices that instruct teachers on using technology and digital media in today’s classroom.
- Provides tomorrow’s teachers with extensive ideas and resources for teaching today’s digital students through integrating technology into their curriculum.
- Offers updated features, including Integration Strategies boxes and Special Features focusing on teaching online, blogs, and wikis.
- Enhances student learning through updated end of chapter exercises highlighting Web 2.0 and other technology updates.
- Guides students to popular educational Web sites and software programs through the dedicated Companion Web Site.

TABLE OF CONTENTS

1. Integrating Educational Technology into the Curriculum
   Special Feature: A World Without Wires
2. Communications, Networks, the Internet, and the World Wide Web
3. Application Software Productivity Tools for Educators
   Special Feature: Creating Web Pages, Blogs, Wikis, and More
4. Hardware for Educators
   Special Feature: Buyer’s Guide
5. Integrating Multimedia and Educational Software Applications
   Special Feature: Digital Imaging and Video Technology
6. Technology, Digital Media, and Curriculum Integration
   Special Feature: Learning Theories and Educational Research
7. Evaluating Educational Technology and Integration Strategies
   Special Feature: Integrating Web Pages, Blogs, Wikis, and More
8. Security Issues, Ethics, and Emerging Technologies in Education
   Special Feature: Guide to Professional, State, and Federal Educational Web Sites

APPENDIX
A: Guide to Professional Educational Organizations
B: Guide to State and Federal Government Educational Web Sites
C: References
FEATURES AND BENEFITS

• Gives students a complete presentation of Access 2010, including new features of the software, using the highly-successful Shelly Cashman Series pedagogy.
• Gives students the information they need to know, when they need to know it through enhancements to the step-by-step instructions, a new Q&A feature, and improved call-outs on screenshots.
• Increases students’ retention with brand new end-of-chapter exercises, including Make It Right, Extend Your Knowledge, and Make It Personal, which emphasize problem-solving and experimentation.

ADDITIONAL VERSIONS

COMPLETE (available October 2010)
978-0-538-74819-3 (0-538-74819-2)

COMPREHENSIVE (available December 2010)
978-0-538-74863-6 (0-538-74863-X)

TABLE OF CONTENTS

1. Creating and Using a Database
2. Querying a Database
3. Maintaining a Database
4. Creating Reports and Forms
5. Multi-Table Forms
6. Using Macros, Switchboards, PivotTables, and PivotCharts

SQL Feature: Using SQL
7. Advanced Report Techniques
8. Advanced Form Techniques
9. Administering a Database System

APPENDICES

A: Project Planning Guidelines
B: Microsoft Business Certification Program
C: Publishing Office 2010 Web Pages to a Web Server
D: Web Apps Appendix

Capstone Projects

FEATURES AND BENEFITS

- Business case scenarios keep students engaged throughout the tutorials, providing a real-world context in which they can apply the concepts and skills presented.
- Visual Overview – a two-page spread at the start of each session – gives a preview of the topics and terms covered in the session and can be used as a study guide before quizzes and tests.
- Key Steps highlight important steps to help students pay close attention to completing the step correctly and avoid time-consuming rework.
- ProSkills Boxes tie Access 2010 concepts and skills with career relevancy by providing guidance for using the software in professional situations.
- ProSkills exercises integrate the technology skills students learn with one or more of today’s necessary professional skills, such as teamwork, written communication, verbal communication, problem solving and decision making.

ADDITIONAL VERSIONS

BRIEF: (Tutorials 1 - 4)
978-0-538-47644-7 (0-538-47644-3)

INTRODUCTORY: (Tutorials 1 - 8)
978-0-538-47097-1 (0-538-47097-6)

TABLE OF CONTENTS

Getting Started with Microsoft Office 2010.
1. Creating a Database
2. Building a Database and Defining Table Relationships.
3. Maintaining and Querying a Database.
4. Creating Forms and Reports.
5. Creating Advanced Queries and Enhancing Table Design.
7. Creating Custom Reports.
8. Sharing, Integrating, and Analyzing Data
9. Using Action Queries and Advanced Table Relationships.
10. Automating Tasks with Macros.
12. Managing and Securing a Database.

APPENDICES

A: Relational Databases and Database Design.
FEATURES AND BENEFITS

- Easy-to-follow and easy-to-absorb two-page spread lessons appeal to a wide variety of learning styles.
- End-of-chapter Independent Challenges and Visual Workshops make concepts relevant and easier to understand through hands-on applications and detailed explanations.
- Quick Tips and Trouble boxes within the step-by-step instructions help students avoid typical errors and pitfalls.
- Clues to Use boxes offer concise information that expands on the lesson skill or describes a related task, adding context to skills and concepts.
- SkyDrive appendix covers how to store and share files with almost anyone anywhere!

TABLE OF CONTENTS

Unit A: Getting Started with Windows 7.
Unit B: Understanding File Management.
Getting Started with Office 2010.
Unit A: Building and Using Access Tables.
Unit B: Building and Using Queries.
Unit C: Creating and Using Forms.
Unit D: Creating and Using Reports.
Unit E: Modifying the Database Structure.
Unit F: Creating Multiple Table Queries.
Unit G: Enhancing Forms.
Unit H: Analyzing Data with Reports.
Unit I: Importing and Exporting Data.
Unit K: Creating Advanced Queries.
Unit L: Creating Advanced Reports.
Unit M: Building a Database Interface.
Unit N: Creating Macros.
Unit O: Creating Modules and VBA.
Unit P: Maintaining the Database.
Appendix: Working with SkyDrive and Office Web Apps.
FEATURES AND BENEFITS

● Offers a flexible format making this book ideal for classrooms with students who have varying abilities.

● Provides numerous step-by-step exercises, review exercises and case projects to enhance students’ learning experiences.

● Helps students develop skills individually or in a team setting using strong end-of-lesson material, including Concepts Review projects, and Critical Thinking activities.

● Gives students additional information and guidance through Did you Know? boxes, Net tips boxes, and Important boxes.

● Increases students’ retention of skills through end-of-lesson exercises including lesson summary, vocabulary and review questions.

TABLE OF CONTENTS

Introduction Unit.
Office 2010 Basics and the Internet.
Windows 7 Basics.
ACCESS UNIT.
Lesson 1: Access Basics.
Lesson 2: Creating a Database.
Lesson 3: Creating Queries.
Lesson 4: Creating and Modifying Forms.
Lesson 5: Creating and Modifying Reports.
Lesson 6: Integrating Access.

APPENDICES

B: Keyboarding

Microsoft® Office Access 2010: Introductory
Pasewark/Pasewark,
Jessica Evans
978-0-538-47520-4
(-0-538-47520-X)
©2011 279 pages
FEATURES AND BENEFITS

- Gives students a comprehensive presentation of Access 2007, including new features of the software, using the highly successful Shelly Cashman Series pedagogy.
- Offers a new Plan Ahead feature, which prepares students to create successful projects by encouraging them to think about what they are trying to accomplish before they begin.
- Gives students the information they need to know, when they need to know it, through enhancements to the step-by-step instructions, a new Q&A feature, and improved callouts.
- Engages students with new Experimental steps, which encourage them to go beyond step-by-step instructions to take advantage of the features in the Microsoft Office 2007 new user interface.
- Increases students’ retention with brand new end-of-chapter exercises, including Make It Right, Extend Your Knowledge, and Make It Personal, which emphasize problem solving and experimentation.
- Meets the requirements of the Microsoft Certified Application Specialist exam for Microsoft Office Access 2007.

ADDITIONAL VERSIONS

INTRODUCTORY: Chapters 1–3; 1 Special Feature; Appendices
978-1-4188-4339-7 (1-4188-4339-3)

COMPLETE: Chapters 1–6; 2 Special Features; Appendices
978-1-4188-4340-3 (1-4188-4340-7)

TABLE OF CONTENTS

1. Creating and Using a Database
2. Querying a Database
3. Maintaining a Database
   Integration Feature: Sharing Data Among Applications
4. Creating Reports and Forms
5. Multi-Table Forms
6. Using Macros, Switchboards, PivotTables, and PivotCharts
   SQL Feature: Using SQL
7. Advanced Report Techniques
8. Advanced Form Techniques
9. Administering a Database System
   Web Feature: Sharing Access Data

APPENDICES

A: Project Planning Guidelines
B: Introduction to Microsoft Office 2007
C: Microsoft Office Access 2007 Help
D: Publishing Office 2007 Web Pages to a Web Server
E: Customizing Microsoft Office Access 2007
F: Steps for the Windows XP User
G: Microsoft Business Certification Program
H: Database Design
FEATURES AND BENEFITS

- Offers comprehensive coverage of the new Access 2007 features including working with Layout View, interactive form and report design capabilities, the Navigation Pane, the Access Trust Center, and changes to security features.
- Allows students to begin creating databases in the first tutorial, giving them the opportunity to build databases right from the start.
- Provides a Getting Started with Microsoft Office 2007 tutorial that gets students up and running with the new features and user interface.
- Presents new InSight boxes, which offer best practices for working with the software, and a new Tip feature, which provides hints for more efficient use of the software.
- Features Reality Check exercises, new comprehensive, open-ended assignments that give students the opportunity to practice skills by creating practical, real-world documents.
- Meets the requirements for the Microsoft Certified Application Specialist exam for Microsoft Office Access 2007.

TABLE OF CONTENTS

1. Managing Your Files
   - Getting Started with Microsoft Office 2007
     1. Creating a Database
     2. Building a Database and Defining Table Relationships
     3. Maintaining and Querying a Database
     4. Creating Forms and Reports
     5. Creating Advanced Queries and Enhancing Table Design
     6. Using Form Tools and Creating Custom Forms
     7. Creating Custom Reports
     8. Sharing, Integrating, and Analyzing Data
     9. Using Action Queries and Advanced Table Relationships
     10. Automating Tasks with Macros
     11. Using and Writing Visual Basic for Applications Code
     12. Managing and Securing a Database

APPENDIX

- Relational Databases and Database Design
Microsoft Office Access 2007—Illustrated Complete
Lisa Friedrichsen
978-1-4239-0519-6
(1-4239-0519-9)
August 2007  488 pages

FEATURES AND BENEFITS
- Presents lessons in a clean, easy-to-follow two-page spread layout that appeals to a wide variety of learning styles.
- Provides complete coverage of how to use Access to create databases and how to manage and retrieve data using tables, queries, forms, and reports.
- Now includes expanded coverage of queries and gives students the opportunity to practice retrieving, comparing, and analyzing their data.
- Gets students hands-on with creating and manipulating databases from the beginning, while teaching database concepts in context of the skills.
- Offers a new Real Life Independent Challenge exercise where students create databases for use in their everyday lives, such as trip planners and travel collections.
- Meets the requirements of the Microsoft Certified Application Specialist exam for Microsoft Office Access 2007.

TABLE OF CONTENTS

Introduction
1. Microsoft Windows Vista Basics
2. Microsoft Office 2007 Basics
   A. Access Basics
   B. Creating a Database
   C. Creating Queries
   D. Creating and Modifying Forms
   E. Creating and Modifying Reports
   F. Integrating Access

APPENDICES
A. Computer Concepts
B. Keyboarding Touch System Improvement

ADDITIONAL VERSIONS
BRIF: Getting Started with Office 2007; Units A–D
978-1-4239-0517-2  (1-4239-0517-2)
INTRODUCTORY: Getting Started with Office 2007; Units A–H
978-1-4239-0518-9  (1-4239-0518-0)
32  Introduction to the Internet
36  Internet Explorer
38  Firefox
38  Microsoft Outlook
Gary B. Shelly, Mark Frydenberg
978-0-538-74526-0
(0-538-74526-6 )
©2011 312 pages

**FEATURES AND BENEFITS**
- Engaging coverage of the most commonly used Web 2.0 skills and concepts including blogging, RSS feeds, and social networking, providing students with a solid understanding of how to integrate Web 2.0 tools in their professional and personal lives.
- Explore Exercises provide students with hands-on experiential learning that will aid in retention of skills and concepts.
- Integration of student blogs and class wikis so that students can learn through applying the skills.
- Discussion of social and business uses of Web 2.0 applications, illustrating the relevancy of these skills to students lives

**TABLE OF CONTENTS**
1. The Web Becomes 2.0.
2. Publishing Online.
3. Syndicating Content.
4. Organizing Information.
5. Connecting People.

**Web 2.0: Making the Web Work for You, Illustrated**
Jane Hosie-Bounar, Barbara Waxer
978-0-538-47321-7
(0-538-47321-5)
©2011 102 pages

**FEATURES AND BENEFITS**
- Makes Web 2.0 topics relevant to students’ academic lives with instruction on evaluating research results and finding media for projects.
- Teaches students to collaborate and share information over the Web.
- Discusses the importance and consequences of perfecting your online persona.
- Gives plenty of assessment and practice opportunities.
- Perfect for teacher training courses! This streamlined book gets teachers up to speed on the latest Web 2.0 tools and uses in their classroom.

**TABLE OF CONTENTS**
Unit 1. Research 2.0.
Unit 2. Finding Media for Projects.
Unit 3. Collaborating and Sharing Information.
Unit 4. Perfecting Your Persona.
FEATURES AND BENEFITS

- Contains seven chapters and one appendix that provide thorough coverage of the Internet and the World Wide Web.
- Provides a broad understanding of the most up-to-date functions, Internet resources, and topics such as security, personal and business blogs, RSS, privacy, copyright and fair use.
- Includes coverage of new features in Windows Internet Explorer 8.
- Offers extensive hands-on activities throughout the text, including updated Facts@Hand, @Source, and @Issue content, assuring that students have an accurate understanding of concepts to get started on the Internet.
- Reinforces Internet concepts and skills with comprehensive end-of-chapter exercises that require critical thinking.

TABLE OF CONTENTS

1. Into the Internet.
2. Browsing the Web.
4. Communicating Online.
5. Getting More Out of the Internet.

APPENDICES
A: Exploring Other Browsers

ADDITIONAL VERSION
BRIEF: Chapters 1 – 4
978-0-538-74470-6 (0-538-74470-7)

FEATURES AND BENEFITS

- Covers the latest software, including Internet Explorer 8, Mozilla Firefox 3, and Google Chrome
- Provides basic through advanced Internet concepts information and is perfect for a browser-generic, full-semester course on the Internet.
- Engages students with its hands-on approach and up-to-date coverage of emerging Internet technologies and hot topics such as security, the coolest Web 2.0 applications, and more!
- Allows users to operate on Windows XP, Windows Vista, or Windows 7.
- Features Student Edition Labs on the Online Companion to give students a hands-on, multimedia approach to learning skills.

TABLE OF CONTENTS

1. Browser Basics.
2. Basic Communication on the Internet: E-Mail.
3. Webmail.
4. Searching the Web.
5. Information Resources on the Web.
6. User-Generated Content on the Internet.
10. Electronic Commerce

APPENDIX
A: The Internet and the World Wide Web
B: Microsoft Outlook Express.
   Additional Research Assignments (1–8)

ADDITIONAL VERSION
INTRODUCTORY: Tutorials 1–5
978-0-538-47294-4 (0-538-47294-4)
FEATURES AND BENEFITS

- Features the reader-friendly Illustrated Series’ two-page spread format, which provides succinct lessons with instructions on the left page and large, full-color screenshots on the right page.
- Makes concepts relevant with end-of-chapter Independent Challenges and Visual Workshops.
- Helps students get the most the Internet with the broad range of topics covered!
- Predicts commonly made mistakes and offers “Quick Tips” within the step-by-step directions to help students avoid typical errors and pitfalls.
- Makes a great reference for future use, thanks to its concise content and streamlined design.

TABLE OF CONTENTS

A. Understanding Internet Basics
B. Understanding Browser Basics
C. Using E-Mail
D. Searching the Web
E. Getting Information from the Web
F. Communicating on the Web
G. Downloading Programs and Sharing Files
H. Extending Browser Capabilities
I. Increasing Web Security

APPENDIX
Using Other Browser and E-Mail Programs
Copyright on the Internet—Illustrated Essentials
Barbara Wexer, Marsha Baum
978-1-4239-0551-6
(1-4239-0551-2)
September 2006 64 pages

Google—Illustrated Essentials
Elizabeth Eisner Reding
978-1-4239-9953-9
(1-4239-9953-3)
©2009 54 pages

FEATURES AND BENEFITS

• Gives a brief explanation of understanding the concept of copyright so that students understand when it is acceptable to download and use media from the Internet and when it is necessary to obtain permission.

• Provides an Online Companion that contains links to many public domain sites where students can find free copyright-cleared media.

• Each lesson title is framed as a question, making the content more relevant and understandable for students.

• Makes a great companion to any Microsoft Office, computer concepts, Internet concepts, graphic arts, Web design, or freshman orientation course!

TABLE OF CONTENTS

A. Why Copyright Matters
B. Unauthorized Use and Fair Use

TABLE OF CONTENTS

A. Getting Started with Google
B. Expanding Your Productivity
**Windows Internet Explorer 8: Introductory Concepts and Techniques**
Gary B. Shelly
Steven M. Freund
978-0-324-78167-0
(0-324-78167-9)
©2010 264 pages

**FEATURES AND BENEFITS**
- Gives students an introduction to Internet Explorer 8, including coverage of Web Research Techniques, Internet Communication, Internet security and citing Web sources.
- Includes coverage of two exciting new Internet Explorer 8 features: Activities and Web Slices.
- Gives students the information they need to know when they need to know it through enhancements to the step-by-step instructions, Q&A features and improved call-outs on screenshots.
- Engages students with Experiment steps, which encourage them to go beyond step-by-step instructions.
- Increases students' retention with end-of-chapter exercises, including Extend Your Knowledge, which emphasize problem-solving and experimentation.

**TABLE OF CONTENTS**
A. Introduction to Windows Internet Explorer.
B. Internet Research.
C. Internet Communication.

**APPENDIX**
A. Internet Explorer Options.
B. Web-Based E-Mail Accounts.

**Internet Explorer 8, Illustrated Essentials**
Katherine T. Pinard
978-0-538-74485-0
(0-538-74485-5)
©2010 72 pages

**FEATURES AND BENEFITS**
- Uses a reader-friendly two-page spread format with succinct instructions on the left and large, full-color screenshots on the right.
- Gets students up to speed quickly on navigating, exploring, and searching the World Wide Web using Microsoft Internet Explorer 8.
- Helps students get hands-on with the World Wide Web through Independent Challenges in the end-of-unit material.

**TABLE OF CONTENTS**
A. Getting Started with Internet Explorer 8.
B. Getting the Most from Internet Explorer 8.
FEATURES AND BENEFITS

- Gives students an introduction to Internet Explorer 7, including coverage of Web research techniques and communication over the Internet.
- Offers a new Plan Ahead feature, which prepares students to create successful projects by encouraging them to think about what they are trying to accomplish before they begin.
- Gives students the information they need to know, when they need to know it, through enhancements to the step-by-step instructions, a new Q&A feature, and improved callouts on screen shots.
- Engages students with new Experimental steps, which encourage them to go beyond step-by-step instructions to take advantage of the new features in Internet Explorer 7.
- Increases students’ retention with brand new end-of-chapter exercises, including Extend Your Knowledge, which emphasize problem solving and experimentation.

TABLE OF CONTENTS

1. Introduction to Windows Internet Explorer
2. Web Research Techniques and Search Engines
3. Communicating Over the Internet

APPENDICES

A: Internet Options
B: Signing up for a Free Web-Based E-Mail Account
Mozilla Firefox: Introductory Concepts and Techniques
Gary B. Shelly, Thomas J. Cashman, Steven G. Forsythe, Steven M. Freund
978-1-4188-5994-7 (1-4188-5994-X)
September 2005 256 pages

FEATURES AND BENEFITS
- Includes three projects, one special feature, and three appendices for an introduction on Firefox; perfect for adding to any concepts or Microsoft Office title.
- Provides step-by-step instruction on the popular features of the Firefox browser, including tabbed browsing, pop-up blocking, and integrated search capability.
- Utilize the free, bound-in CD containing the Firefox browser and Thunderbird e-mail client software to introduce students to the concepts of open-source software.
- Encourages critical thinking with extensive end-of-project exercises, including the unique Cases and Places case studies, which reinforce the concepts and skills learned.
- Helps students learn and master skills with the Learn It Online Web page, which includes project reinforcement exercises, practice tests, flashcards, learning games, and more.

TABLE OF CONTENTS
1. Introduction to Mozilla Firefox
2. Web Research Techniques and Search Engines
3. Communicating Over the Internet Using Mozilla Thunderbird

Special Feature: Open Source Concepts and Firefox Customization

APPENDICES
A: Installing Mozilla Firefox
B: Installing Mozilla Thunderbird
C: Mozilla Firefox Options

Donald I. Barker, Carol D. Terry
978-0-538-74658-8 (0-538-74658-0)
©2011 296 pages

FEATURES AND BENEFITS
- Gives students an introduction to Outlook 2010, including new features of the software, using the highly-successful Shelly Cashman Series pedagogy.
- Gives students the information they need to know when they need to know it through enhancements to the step-by-step instructions, a new Q&A feature, and improved call-outs.
- Chapter topic redistribution offers concise chapters that ensure complete skill coverage and lead to more manageable chapters.
- New pedagogical elements enrich material and create an accessible and user-friendly approach allowing easy navigation through the skills in each chapter.

TABLE OF CONTENTS
Outlook Common Elements.
1. Using Email and Working with Messages.
3. Managing Contacts and Personal Information

Outlook Apps for Word.

APPENDICES
A: Project Planning Guidelines.
B: Publishing Office 2010 Web Pages to a Web Server.
C: Microsoft Business Certification Program.

ADDITIONAL VERSION
Complete (available November 2010)
978-0-8400-5476-0 (0-8400-5476-9)
FEATURES AND BENEFITS

- Easy-to-follow and easy-to-absorb two-page spread lessons appeal to a wide variety of learning styles.
- End-of-chapter Independent Challenges and Visual Workshops make concepts relevant and easier to understand through hands-on applications and detailed explanations.
- Quick Tips and Trouble boxes within the step-by-step instructions help students avoid typical errors and pitfalls.
- SkyDrive appendix covers how to store and share files with almost anyone anywhere!

TABLE OF CONTENTS

Getting Started with Office 2010.
  A. Getting Started with E-Mail.
  B. Managing Information Using Outlook.

APPENDICES
  A: Working with SkyDrive.
FEATURES AND BENEFITS

• Presents lessons in a clean, easy-to-follow two-page spread layout that appeals to a wide variety of learning styles.
• Provides a quick introduction to basic e-mail skills, including creating and replying to messages, forwarding messages, and managing the Inbox.
• Covers additional features of Microsoft Outlook 2007, such as organizing e-mail and contacts, managing appointments, creating notes and using the journal.
• Introduces Quest Specialty Travel, a new case study that provides a practical scenario for students as they learn skills.

TABLE OF CONTENTS

Getting Started with Office 2007
A. Getting Started with E-Mail
B. Managing Information with Outlook 2007
OFFICE SUITES...
In Microsoft Office 2010: Introductory you’ll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the Office 2010 software through experimentation, exploration, and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents.

**TABLE OF CONTENTS**

- Essential Introduction to Computers.
- Common Elements Chapter.
- Word 2010:
  2. Creating a Research Paper with Citations and References.
  3. Creating a Business Letter with a Letterhead and Table
- Excel 2010:
  1. Creating a Worksheet and an Embedded Chart
  2. Formulas, Functions, and Formatting.
  3. What-If Analysis and Working with Large Worksheets.
- Access 2010:
  1. Creating and Using a Database
  2. Querying a Database
  3. Maintaining a Database
- PowerPoint 2010:
  1. Creating and Editing a Basic Presentation.
  2. Reusing a Presentation and Adding Multimedia.
- OUTLOOK 2010:
  1. Using Email and Working with Messages.
  1. Managing Your Time Using Calendar.
- WEB APPS CHAPTER
- APPENDICES
  A: Project Planning Guidelines
  B: Publishing Office 2010 Web Pages to a Web Server.
  C: Microsoft Business Certification Program.
  Capstone, SAM Projects.
With the New Perspectives’ critical-thinking, problem-solving approach, students will gain a comprehensive understanding of Microsoft Office 2010 and will learn how to take advantage of the flexibility it offers. Case-based tutorials challenge students to apply what they are learning to real-life tasks, preparing them to easily transfer skills to new situations. With New Perspectives, students understand why they’re learning what they’re learning and are better situated to retain skills beyond the classroom.

Ann Shaffer, Patrick Carey, June Jamrich Parsons, Dan Oja, Kathleen T. Finnegan
978-0-538-47098-8
(0-538-47098-4)
©2011 1032 pages

FEATURES AND BENEFITS
• New business case scenarios keep students engaged throughout the tutorials, providing a real-world context in which they can apply the concepts and skills presented.
• Key Steps highlight important points to help students pay close attention to completing the step correctly and avoiding time-consuming rework.
• Visual Overview — a two-page spread at the start of each tutorial — gives a visual look at the tasks and elements covered in the tutorial and can be used as a study guide before quizzes and tests.
• ProSkills boxes tie Office 2010 concepts with career relevancy by providing guidance on how to use the software in professional situations.
• ProSkills Exercises integrate technology skills with professional skills, further grounding concepts in reality. ProSkills exercises include topics such as teamwork, written communication, verbal communication, problem solving, and decision making.

ADDITIONAL VERSIONS
First Course, Brief: 978-0-538-47099-5 (0-538-47099-2)
Second Course: 978-0-538-47050-6 (0-538-47050-X)
Loved by instructors for its visual and flexible way to build computer skills, the Illustrated Series is ideal for teaching Microsoft Office 2010 to both computer rookies and hotshots. Each two-page spread focuses on a single skill, making information easy to follow and absorb. Large, full-color illustrations represent how the students’ screen should look. Concise text introduces the basic principles of the lesson and integrates a case study for further application.

**CONCEPTS.**
- Unit A: Getting Started with Windows 7.
- Unit B: Understanding File Management.

**INTERNET EXPLORER.**
- Unit A: Getting Started with Internet Explorer 8.

**Microsoft Office 2010.**
- Unit A: Getting Started with Microsoft Office 2010.
- **WORD 2010.**
  - Unit A: Creating Documents with Word 2010.
  - Unit B: Editing Documents.
  - Unit C: Formatting Text and Paragraphs.
  - Unit D: Formatting Documents.
- **Excel 2010.**
  - Unit A: Getting Started with Excel 2010.
  - Unit B: Working with Formulas and Functions.
  - Unit C: Formatting a Worksheet.
  - Unit D: Working with Charts.

**INTEGRATION.**
- Unit A: Integrating Word and Excel.
- **Access 2010.**
  - Unit A: Building and Using Access tables.
  - Unit B: Building and Using Queries.
  - Unit C: Creating and Using Forms.
  - Unit D: Creating and Using Reports.
- **POWERPOINT 2010.**
  - Unit A: Creating a Presentation in PowerPoint.
  - Unit B: Modifying a Presentation.
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  - Unit D: Finishing a Presentation.
- **OUTLOOK 2010.**
  - Unit A: Getting Started with E-mail.
  - Unit B: Managing Information Using Outlook.
- Appendix: Working with SkyDrive and Office Web Apps.
Prepare your students to transition their Microsoft® Office 2007 skills to the Microsoft® Office 2010 software with UPGRADING TO MICROSOFT OFFICE 2010. This print product is closely integrated with SAM 2007 v6.0. Using both products together will allow you to expose your students to Office 2010, enable them to stay current and gauge their competency in Microsoft Office 2007 and 2010 with one assessment product.

FEATURES AND BENEFITS
- An Upgrading Task Reference shows comparisons between commands in Office 2007 and Office 2010 to help students make the transition.
- Tightly integrated with SAM 2007 v6.0 to provide assessment and training opportunities on Office 2010 tasks.
- Easy-to-follow and easy-to-absorb two-page spread lessons appeal to a wide variety of learning styles.
- End of unit Independent Challenges and Visual Workshops make concepts relevant and easier to understand through hands-on application and detailed explanations.

TABLE OF CONTENTS
- Unit A: Upgrading to Word 2010.
- Unit B: Upgrading to Excel 2010.
- Unit C: Upgrading to Access 2010.
- Unit D: Upgrading to PowerPoint 2010.
- Appendix: Getting Started with Office 2010.
- Appendix: Working with SkyDrive and Office Web Apps.
Features and Benefits

- Offers a flexible format making this book ideal for classrooms with students who have varying abilities.
- Provides numerous step-by-step exercises, review exercises, case projects, integration lessons, and a Capstone project to enhance students’ learning experiences.
- Helps students develop skills individually or in a team setting using strong end-of-lesson material, including Command Skills, Concept Skills, Concepts Review, and On-the-Job simulations.
- Increases student’s retention of skills through end-of-lesson exercises including lesson summary, vocabulary, and review questions.

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Lesson 3: Helpful Word Features.
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Lesson 5: Formatting Paragraphs and Documents.
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Lesson 2: Enhancing Publisher Documents.

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B: Keyboarding.
This text is ideal for inexperienced computer users who need to learn Microsoft Office 2010 skills for everyday life. Although introductory in nature, this text is comprehensive enough to cover the most important features of Word, Excel, PowerPoint, Access, and Publisher.

FEATURES AND BENEFITS

• Covers the primary features and commands of each application in self-contained units, which are comprised of multiple lessons.
• Emphasizes learning-by-doing with step-by-step exercises that allow students to apply the skills covered in that lesson.
• Illustrates concepts with large, full-color screenshots that will help students visualize each step.
• Comes with extensive end-of-lesson material such as multiple-choice exercises, individual and teamwork projects, and Critical Thinking activities.

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2: Formatting and Modifying Presentations.
3: Delivering the Presentation.
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UNIT 5: MICROSOFT ACCESS.
1: Understanding Access Basics.
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UNIT 6: MICROSOFT PUBLISHER.
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   1. Creating a Worksheet and an Embedded Chart
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E: Customizing Microsoft Office 2007
F: Steps for the Windows XP User
G: Microsoft Business Certification Program.
   Capstone Projects .SAM Projects.
FEATURES AND BENEFITS

• Uses the highly successful Shelly Cashman Series pedagogy to teach students advanced Microsoft Office 2007, Outlook 2007, and integration skills, while providing in-depth coverage of the new software features.

• Meets the requirements of the Microsoft Certified Application Specialist exams for Microsoft Office Word, Access, Excel, PowerPoint, and Outlook 2007 when used in conjunction with the Shelly Cashman Series Introductory and Post-Advanced Concepts and Techniques books.

• Offers a new Plan Ahead feature which prepares students to create successful projects by encouraging them to think about what they are trying to accomplish before they begin.

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5. Generating Form Letters, Mailing Labels, and Directories
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6. Creating Templates and Working with Multiple Worksheets and Workbooks
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Microsoft Access 2007
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D: Publishing Office 2007 Web Pages to a Web Server
E: Customizing Microsoft Office 2007
F: Steps for the Windows XP User
G: Microsoft Business Certification Program
Microsoft Office 2007: Post-Advanced Concepts and Techniques
Gary B. Shelly, Thomas J. Cashman, Misty E. Vermaat
978-1-4188-4334-2
(1-4188-4334-2)
September 2007  1064 pages

FEATURES AND BENEFITS

- Uses the highly successful Shelly Cashman Series pedagogy to teach students the most advanced Microsoft Office 2007 skills, while providing in-depth coverage of the new software features.
- Offers a new Plan Ahead feature, which prepares students to create successful projects by encouraging them to think about what they are trying to accomplish before they begin.
- Gives students the information they need to know, when they need to know it, through enhancements to the step-by-step instructions, a new Q&A feature, and improved callouts on screen shots.
- Engages students with new Experimental steps, which encourage them to go beyond step-by-step instructions to take advantage of the features in the Microsoft Office 2007 new user interface.
- Increases students’ retention with brand new end-of-chapter exercises, including Make It Right, Extend Your Knowledge, and Make It Personal, which emphasize problem-solving and experimentation.
- Meets the requirements of the Microsoft Certified Application Specialist exams for Microsoft Office Word, Access, Excel, and PowerPoint 2007 when used in conjunction with the Shelly Cashman Series Introductory and Advanced Concepts and Techniques books.

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8. Formula Auditing, Data Validation, and Complex Problem Solving
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   Collaboration Feature: Using SharePoint and Excel Services
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7. Advanced Report Techniques
8. Advanced Form Techniques
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E: Customizing Microsoft Office 2007
F: Steps for the Windows XP User
G: Microsoft Business Certification Program
NEW PERSPECTIVES SERIES — MICROSOFT OFFICE 2007
www.course.com/newperspectives

Give your students a comprehensive, hands-on, and engaging learning experience with the NEW PERSPECTIVES ON MICROSOFT OFFICE 2007, FIRST COURSE, PREMIUM VIDEO EDITION. This Premium Video Edition includes a Video Companion containing 75 videos of challenging skills, 10 Capstone Projects and SAM Projects instruction files to help “Bring Learning To Life.” The New Perspectives Series challenges students to apply what they are learning to real-life tasks, preparing them to easily transfer skills to new situations. With the New Perspectives Series’ case-based, critical thinking approach, students understand why they’re learning what they’re learning, and are better situated to retain skills and concepts beyond the classroom.

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“I really love the Tips feature, which adds ‘tricks of the trade’ to students’ skills package. In addition, the Reality Check exercises provide for practical application of students’ knowledge. I can’t wait to use it in the classroom when we adopt Office 2007.”

Terry Morse Colucci, Institute of Technology, Inc.

Ann Shaffer, Patrick Carey, Kathleen T. Finnegan, Joseph J. Adamski, Roy Ageloff, S. Scott Zimmerman, Beverly B. Zimmerman
978-1-4390-4033-1 (1-4390-4033-8)
©2010 1168 pages

FEATURES AND BENEFITS

- Video Companion. 75 illustrative videos on the most challenging skills presented in the text support diverse learning modalities and provide instructors with pre-class video assignments or post-class topic refresher options.
- Capstone Projects. 10 Capstone Projects (2 per application and 2 Integration Projects) present new case scenarios in which students must apply all the major skills they’ve learned for each application, demonstrating their understanding of and proficiency with the software.
- SAM Projects. Inclusion of SAM Projects instructions provides a convenient and easy way to utilize SAM Projects assessment software.
- The series’ case-based, critical-thinking approach helps students understand why they’re learning what they’re learning.
FEATURES AND BENEFITS

- Video Companion. Approximately 150 illustrative videos correlate to a two-page lesson in the book, support diverse learning modalities and provide instructors with pre-class video assignments or post-class topic refresher options.

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- SAM Projects. Inclusion of SAM Projects instructions provides a convenient and easy way to utilize SAM Projects assessment software.

- Presents lessons in a clean, easy-to-follow two-page spread layout that appeals to a wide variety of learning styles.
Marjorie Hunt, Barbara Waxer
978-0-538-74440-9
(0-538-74440-5)
©2010  484 pages

Give your students a comprehensive, hands-on, and engaging learning experience with the MICROSOFT OFFICE 2007-ILLUSTRATED BRIEF PREMIUM VIDEO EDITION. This Premium Video Edition includes a Video Companion containing approximately 100 videos each based on a two-page lesson in the book, 8 Capstone Projects and SAM Projects instruction files to help Bring Learning To Life!

FEATURES AND BENEFITS
• Video Companion. Approximately 100 illustrative videos correlate to a two-page lesson in the book, support diverse learning modalities and provide instructors with pre-class video assignments or post-class topic refresher options.
• Capstone Projects. 8 Capstone Projects (2 per application) present new case scenarios in which students must apply all the major skills they’ve learned for each application, demonstrating their understanding of and proficiency with the software.
• SAM Projects. Inclusion of SAM Projects instructions provides a convenient and easy way to utilize SAM Projects assessment software.
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16. Windows XP – Getting Started with Windows XP.
19. SAM Projects.
This text is ideal for inexperienced computer users who need to learn Microsoft Office 2007 skills for everyday life. Although introductory in nature, this text is comprehensive enough to cover the most important features of Word, Excel, PowerPoint, Access, and Publisher.

FEATURES AND BENEFITS

- Covers the primary features and commands of each application in self-contained units, which are comprised of multiple lessons.
- Emphasizes learning-by-doing with step-by-step exercises that allow students to apply the skills covered in that lesson.
- Illustrates concepts with large, full-color screenshots that will help students visualize each step.
- Comes with extensive end-of-lesson material such as multiple-choice exercises, individual and teamwork projects, and Critical Thinking activities, which are designed to give students extra practice on skills and concepts covered in that lesson.

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4. Microsoft PowerPoint.
Understanding PowerPoint Basics. Formatting and Modifying Presentations. Delivering the Presentation. Unit Review.

5. Microsoft Access.
Understanding Access Basics. Creating Forms and Reports. Querying a Database.

6. Microsoft Publisher.
Understanding Publisher Basics. Formatting Publications.

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A: Vista Basics.
B: Outlook Basics.
Microsoft Office 2007—Illustrated Second Course
David Beskeen, Carol M. Cram, Jennifer Duffy, Lisa Friedrichsen, Lynn Wermers
978-1-4239-0513-4
(1-4239-0513-X)
June 2007  640 pages

FEATURES AND BENEFITS
• Builds upon our Introductory Office 2007 text, providing coverage of more advanced skills for Word, Excel, Access, PowerPoint, and Publisher.
• Presents lessons in a clean, easy-to-follow two-page spread layout that appeals to a wide variety of learning styles.
• Offers three units on Microsoft Publisher 2007 to get students up to speed on this easy-to-use desktop publishing software.
• Offers a new Real Life Independent Challenge exercise where students create documents that are relevant to their daily lives such as a resume, a budget, and a personal database.
• New case study, Quest Specialty Travel, provides a practical scenario for students as they learn skills.

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PowerPoint 2007
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H. Using Advanced Features

Integration
F. Integrating Word, Excel, Access, and PowerPoint Publisher 2007

A. Getting Started with Publisher 2007
B. Working with Texts and Graphics
C. Creating a Web Publication
Microsoft Office 2007—Illustrated Projects
Carol M. Cram
978-1-4239-0546-2
(1-4239-0546-6)
September 2007  256 pages

FEATURES AND BENEFITS
• Offers a visual, project-based approach to learning Microsoft Office 2007, where students utilize Office skills to complete different types of projects.
• Includes exciting, realistic projects for each of the four main Microsoft Office 2007 applications, including integration projects.
• Integrates Web material into projects and independent challenges throughout the book, driving students to the Web to practice their new skills.
• Students create all projects from scratch.
• Provides projects that increase in difficulty throughout the unit, covering beginning through intermediate skills.

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G. Integration Projects II
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- Contains an interactive BookOnCD featuring animations, screen tours, and plenty of hands-on practice activities in a simulated Office 2007 environment.
- Frequently Asked Questions (FAQs) found in each chapter help students focus on what they really need to know in each application.
- A 60-page section of projects at the end of the book offers students the chance to apply their Office 2007 skills using the actual software. (Note: Users must have the Microsoft Office 2007 software to complete these projects.)
- Offers built-in assessment with interactive Quick Check Questions, and Skill Set Checks enable students to track their progress.

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**Microsoft Office 2007: Introductory**

Pasewark and Pasewark,  
Rachel Blheller Bunin,  
Jessica Evans,  
Katherine T. Pinard,  
Robin M. Romer,  
Ann Fisher, Barbara Waxer  
978-1-4239-0396-3  
(1-4239-0396-X)  
October 2007  952 pages

**FEATURES AND BENEFITS**
- Offers a flexible format making this book ideal for classrooms with students who have varying abilities.
- Provides numerous step-by-step exercises, review exercises, case projects, integration lessons, and a Capstone project to enhance students’ learning experiences.
- Helps students develop skills individually or in a team setting using strong end-of-lesson material, including Concepts Review projects and Critical Thinking activities.
- Gives students additional information and guidance through Did You Know? boxes, Net Tips boxes, and Important boxes.
- Increases students’ retention of skills through end-of-lesson exercises including lesson summary, vocabulary, and review questions.
- Includes an Online Companion Web site with PowerPoint presentations, key terms, and more for additional student learning.

**ADDITIONAL VERSIONS**

- [softcover]  
  978-1-4239-0397-0  (1-4239-0937-8)
- [hardcover, spiral-bound]  
  978-1-4239-0398-7  (1-4239-0398-6)

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Performing with Microsoft Office 2007: Introductory
Iris Blanc, Cathy Vento
978-1-4239-0420-5
(1-4239-0420-6)
December 2007 1100 pages

FEATURES AND BENEFITS
- Takes an entrepreneurial, thematic, four-phased approach that engages students.
- Teaches the basics of Microsoft Office 2007 and the different steps to perform a task in the Tryout phase.
- Gives students a chance to practice what they have learned in the Rehearsal phase.
- Provides critical thinking activities for applied learning and problem-solving reinforcement in the Performance phase.
- Offers students additional critical thinking practice using a real-world case in the Encore phase.

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3. Creating Sales/Marketing Presentations
4. Creating Persuasive Presentations
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6. Integration
Exploring Outlook
1. Outlook Basics
Final Project

www.cengage.com/coursetechnology
Mastering Applications in the Real World: Discipline-Specific Projects for Microsoft Office 2007, Introductory
Course Technology
978-1-4239-2528-6
(1-4239-2528-9)
November 2007  80 pages

FEATURES AND BENEFITS
- Provides challenging, comprehensive, and engaging projects in specific disciplines, such as Agriculture, Health Care, Entertainment, Education, Hospitality, and Business/Finance.
- Complements introductory Office 2007 and application courses, requiring students to demonstrate their understanding of Word, Excel, Access, or PowerPoint.
- Prepares students for their future careers by bringing real-world examples into the classroom.
- Evaluates students’ knowledge as they complete the class; a perfect addition to any Course Technology Office 2007 text.

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Mastering Applications in the Real World: Discipline-Specific Projects for Microsoft Office 2007, Advanced
Course Technology
978-1-4239-2527-9
(1-4239-2527-0)
January 2008  80 pages

FEATURES AND BENEFITS
- Provides challenging, comprehensive, and engaging projects in specific disciplines, such as Agriculture, Health Care, Marketing, Education, Finance, and Accounting.
- Complements comprehensive Office 2007 and application courses, requiring students to demonstrate their understanding of Word, Excel, Access, or PowerPoint.
- Prepares students for their future careers by bringing real-world examples into the classroom.
- Evaluates students’ knowledge as they complete the class; a perfect addition to any Course Technology Office 2007 text.

TABLE OF CONTENTS
Word
1. Human Resources and Office Management
2. Office Management and Agriculture
3. Education
Excel
1. Human Resources and Accounting
2. Finance, Accounting, Operations, and Fashion
3. Finance, Agriculture, and Operations
4. Finance, Accounting, Medical Research, and Healthcare
5. Education
Access
1. MIS, CIS-Database Programming, and Finance
2. Healthcare, MIS, and Operations
3. MIS, CIS-Database Programming, and Operations
PowerPoint
1. Education and Marketing
2. Marketing, Human Resources, and Accounting
3. Restaurant Management, Healthcare, and Marketing
FEATURES AND BENEFITS

- Challenges students to apply their Microsoft Office 2007 skills to business and entrepreneurial tasks.
- Reinforces software skills with tasks that encourage critical thinking.
- Increases students’ retention through three comprehensive Integration projects where they apply software, business, and entrepreneurial skills.
- Engages students with annotated illustrations and “what you need to know” software and business cues.
- Contains business appendix material on portfolio basics, PowerPoint presentations, and more.

TABLE OF CONTENTS

Part 1: Tool-Specific Projects

Word Unit
1. Word Basics
2. Correspondence
3. Reports and Long Documents
4. Meeting Documents and Schedules
5. Sales and Marketing Documents
6. Integration/Word and the Web

Excel Unit
1. Excel Basics
2. Create Business Forms/Work with Templates
3. Create Accounting Records
4. Create Data Analysis Worksheets
5. Create Financial Reports
6. Create Charts
7. Integration

PowerPoint Unit
1. PowerPoint Basics
2. Informative Presentations
3. Sales Presentations
4. Persuasive Presentations
5. Integration

Access Unit
1. Access Basics
2. Access Tables and Datasheets
3. Access Forms
4. Getting Information
5. Access Reports
6. Integration

Part 2: Integrated Simulation Projects

Project 1: Organizing a Business Trip
Project 2: New Employee Orientation
Project 3: Starting a New Business

APPENDICES

A: Portfolio Basics
B: Proofreader’s Marks
C: Ways to Cite from Source Material
D: Rubric for an Oral Report and PowerPoint Presentation Developed from Scratch
FEATURES AND BENEFITS

- Prepares students to take the Microsoft Certified Application Specialist Exams.
- Exam Tips chapter provides helpful background information about the Microsoft Certified Application Specialist program, the general process for taking an exam, and helpful hints for successfully passing the exams.
- Can be used as a study companion to help students brush up on skills before taking the exams or as a desk reference when using Microsoft Office 2007 programs.

TABLE OF CONTENTS

Microsoft Windows Vista 2007 Exam Reference
Microsoft Office Word 2007 Exam Reference
Microsoft Office Excel 2007 Exam Reference
Microsoft Office Access 2007 Exam Reference
Microsoft Office PowerPoint 2007 Exam Reference
Microsoft Office Outlook 2007 Exam Reference
FEATURES AND BENEFITS

- Provides lessons that use real-world examples.
- Engages students with margin notes, such as Did You Know? and Computer Concepts, that add extra information.
- Covers additional topics such as working in a connected world and ethics in technology.
- Introduces and describes tasks, defines vocabulary words, and helps students apply the skills they have learned with step-by-step exercises.
- Includes two new end of lesson exercises: Hands-on Review, which uses all skills from the lesson in one document, and a Screen ID in which students identify 4–5 elements on a screen.
- Increases students’ retention with additional end of lesson activities: Critical Thinking, Practice, and Teamwork.

TABLE OF CONTENTS

1. Using Microsoft Office 2007
2. Word Processing Basics
3. Editing and Formatting Documents
4. Using Tables
5. Adding Features to Multi-Page Documents
6. Spreadsheet Basics
7. Arranging Worksheet Data
8. Using Formulas and Creating Charts
9. Presentation Graphics Basics
10. Adding Multimedia to Presentations
11. Database Basics
12. Modifying and Analyzing Database Information

Microsoft® Office 2008 for Mac, Illustrated Brief
Kelley Shaffer
Marjorie Hunt
978-1-4390-4047-8
(1-4390-4047-8)
©2010  416 pages

FEATURES AND BENEFITS

- Covers the primary features and commands of each application in self-contained units, which are comprised of multiple lessons.
- Emphasizes learning-by-doing with step-by-step exercises that allow students to apply the skills covered in that lesson.
- Illustrates concepts with large, full-color screenshots that will help students visualize each step.
- Comes with extensive end-of-lesson material such as multiple-choice exercises, individual and teamwork projects, and Critical Thinking activities, which are designed to give students extra practice on skills and concepts covered in that lesson.

TABLE OF CONTENTS

Unit B: Getting Started with Mac OS X Leopard.
Unit C: Understanding File Management.
Unit D: Getting Started with Safari.
Unit E: Getting Started with Microsoft Office 2008.
Unit F: Creating a Document.
Unit G: Enhancing a Document.
Unit H: Adding Special Elements to a Document.
Unit I: Creating and Enhancing a Worksheet.
Unit J: Using Complex Formulas, Functions, and Tables.
Unit K: Working with Charts.
Unit L: Creating a Presentation.
Unit M: Polishing and Running a Presentation.
Unit N: Integrating Office 2008 Programs.

APPENDICES
Setting System Preferences.
FEATURES AND BENEFITS

- Contains four projects that introduce students to the essentials of Microsoft Word, PowerPoint, Excel, and Access and includes curriculum-specific integration ideas and projects.
- Supplements any technology integration course with coverage of Microsoft Office 2000, XP, and 2003.
- Includes a more streamlined design and easy-to-follow steps and screen shots to create an essential learning reference.
- Uses extensive end-of-chapter exercises written specifically for educational situations to provide reinforcement and support of concepts learned.
- Contains the Learn It Online Web page to help students learn and master skills through a variety of innovative activities, including project reinforcement exercises, practice tests, flashcards, learning games, and more.

TABLE OF CONTENTS

Introduction
Using and Integrating Microsoft Office
Microsoft Word
1. Creating and Editing a Word Document
Microsoft PowerPoint
1. Using a Design Template and Text Slide Layout to Create a Presentation
Microsoft Excel
1. Creating a Worksheet and an Embedded Chart
Microsoft Access
1. Creating and Using a Database

APPENDICES
A: Microsoft Office 2003 Help System
B: Speech and Handwriting Recognition and Speech Playback
C: Publishing Office Web Pages to a Web Server
D: Changing Screen Resolution and Resetting the Word Toolbars and Menus
E: Microsoft Office Specialist Certification
FEATURES AND BENEFITS

- Engaging coverage of the latest Windows operating system allows students to master updated applications such as file, document and folder management as well as new Windows 7 features such as Libraries.
- Explains new features of Windows 7 Editions and how they can be used in both the students personal and professional life.
- Updated End of Chapter Exercises, including Make It Right, Extend Your Knowledge and Make It Personal allow students to become more proficient and capable users through extended engagement in the material.
- Plan Ahead feature prepares students to create successful projects by encouraging them to think about what they are trying to accomplish before they begin.
- Engages students with new Experimental steps, which encourage them to go beyond step-by-step instructions to take advantage of the new features in Microsoft Windows 7.

TABLE OF CONTENTS

2. Working on the Windows 7 Desktop.
3. File and Folder Management.

APPENDICES

A: Comparison of the New Features of Windows 7 Editions.
B: Windows 7 Security.
C: Windows Live Essentials.
D: Introduction to Networking
FEATURES AND BENEFITS

- Uses a case-based, problem-solving approach to teach students essential Windows 7 skills and concepts.
- Visual Overview – a two-page spread at the start of each tutorial – gives students a visual look at the content and can be used as a study guide before quizzes and tests.
- Coverage of the newest and coolest Windows 7 features including Live TV and Windows Touch.
- Keeps students engaged with new business case scenarios throughout the tutorials, providing a real-world context in which they can apply the concepts and skills presented.
- ProSkills boxes provide information on Professional Skills that relate to that tutorial’s content. Among topics are Teamwork, Verbal and Written Communication, and Problem Solving.
- ProSkills Exercises provide instruction on Professional Skills and then ask students to complete a related activity, further grounding the concepts and skills of that tutorial in reality.
- Comes with a Student Online Companion, a portal to quizzes, study tools, and additional information.

TABLE OF CONTENTS

1: Exploring the Basics.
2: Organizing Files and Folders.
4: Working with the Internet and E-mail.
5: Protecting Your Computer.
6: Searching for Files and Collaborating with Others.
7: Managing Multimedia Files.
8: Connecting to Networks with Mobile and Remote Computing.
9: Maintaining Hardware and Software.
10: Improving Your Computer’s Performance.

APPENDICES
A: Connecting Computers to the Internet.
B: Exploring Additional Windows 7 Tools

ADDITIONAL VERSIONS
INTRODUCTORY: Tutorials 1 – 6
978-0-538-47071-1 (0-538-47071-2)
BRIEF: Tutorials 1 – 2
978-0-538-47072-8 (10-538-47072-0)
FEATURES AND BENEFITS

- Gives students a comprehensive presentation of the Microsoft Windows Vista operating system, including new features of the software, using the highly successful Shelly Cashman Series pedagogy.
- Offers a new Plan Ahead feature, which prepares students to create successful projects by encouraging them to think about what they are trying to accomplish before they begin.
- Gives students the information they need to know, when they need to know it, through enhancements to the step-by-step instructions, a new Q&A feature, and improved callouts on screen shots.
- Engages students with new Experimental steps, which encourage them to go beyond step-by-step instructions to take advantage of the features in Microsoft Windows Vista.
- Increases students’ retention with brand new end-of-chapter exercises that emphasize problem solving and experimentation.

ADDITIONAL VERSIONS

INTRODUCTORY: Chapters 1–3; Appendices
978-1-4188-5980-0  (1-4188-5980-X)

COMPLETE: Chapters 1–6; Appendices
978-1-4188-5981-7  (1-4188-5981-8)

TABLE OF CONTENTS

1. Fundamentals of Using Microsoft Windows Vista
2. Working on the Windows Vista Desktop
3. File and Folder Management
4. Communicating Over the Internet
5. Modifying Your Desktop Work Environment
6. Customizing Your Computer Using Control Panel
7. Advanced File and Web Searching
8. Mastering Digital Media: Audio and Video Files
9. Mastering Digital Media: Picture Files

APPENDICES

A: Comparison of the New Features of Windows Vista Editions
B: Windows Vista Security Features
C: Networking in Windows Vista
D: Maintaining Your Computer
Microsoft Windows Vista: Essential Concepts and Techniques
Gary B. Shelly, Thomas J. Cashman, Steven G. Forsythe
978-1-4188-5979-4 (1-4188-5979-6)
June 2007  88 pages

Features and Benefits
- Offers a new Plan Ahead feature, which prepares students to create successful projects by encouraging them to think about what they are trying to accomplish before they begin.
- Gives students the information they need to know, when they need to know it, through enhancements to the step-by-step instructions, a new Q&A feature, and improved callouts on screen shots.
- Engages students with new Experimental steps, which encourage them to go beyond step-by-step instructions to take advantage of the features in Microsoft Windows Vista.
- Gives students an introduction to the Microsoft Windows Vista operating system, including new features of the software, using the highly successful Shelly Cashman Series pedagogy.
- Increases students’ retention with brand new end-of-chapter exercises that emphasize problem solving and experimentation.

Table of Contents
1. Introduction to Windows Vista
   APPENDIX
   A: Introduction to Microsoft Office 2007

New Perspectives on Microsoft Windows Vista, Comprehensive
June Jamrich Parsons, Dan Oja, Joan Carey, Patrick Carey, Lisa Ruffolo
978-1-4239-0602-5 (1-4239-0602-0)
July 2007  704 pages

Features and Benefits
- Uses a case-based, problem-solving approach to teach students comprehensive Windows Vista skills and concepts.
- Presents a new feature, InSight boxes, which offer expert advice and best practices to help students achieve a better understanding of the concepts behind the software.
- Includes a new Tip feature, which provides hints for more efficient use of the software.
- Features Reality Check exercises, new comprehensive, open-ended assignments that give students the opportunity to complete practical, real-world tasks, such as managing their files and folders and personalizing the Windows Vista environment.
- Keeps students engaged with new business case scenarios throughout the tutorials, providing real-world contexts in which students can apply the concepts and skills presented.
- Meets the requirements for the Microsoft Certified Application Specialist exam for Windows Vista.

Table of Contents
1. Exploring the Basics of Microsoft Windows Vista
2. Organizing Your Files
3. Personalizing Your Windows Environment
4. Working with the Internet and E-Mail
5. Protecting Your Computer
6. Searching for Information and Collaborating with Others
7. Managing Multimedia Files
8. Connecting to Networks with Mobile Computing
9. Maintaining Hardware and Software
10. Improving Your Computer’s Performance

Appendices
A: Connecting Computers to the Internet
B: Exploring Additional Windows Vista Tools

Additional Versions
BRIEF: Tutorials 1–2
978-1-4239-0600-1 (1-4239-0600-4)
INTRODUCTORY: Tutorials 1–6; Appendix A
978-1-4239-0601-8 (1-4239-0601-2)
New Perspectives on Microsoft Windows Vista for Power Users
Harry L. Phillips
978-1-4239-0603-2
(1-4239-0603-9)
July 2008 1080 pages

FEATURES AND BENEFITS
- Offers extensive coverage of Microsoft Windows Vista, including troubleshooting, backing up files, optimizing disks, evaluating system performance, and more.
- Presents the exciting new features of Windows Vista, including Instant Search, Windows Defender, updated Internet Explorer security tools, the Aero user interface, and streamlined problem reports and solutions.
- Challenges students with extensive end-of-chapter material, including projects, cases, and key reinforcement exercises.
- Covers introductory Windows Vista concepts quickly and is geared towards students unfamiliar with Windows Vista, but proficient with computers and operating systems.

TABLE OF CONTENTS
1. The Windows Vista Operating System
2. Personalizing Windows Vista
3. Working with Folders and Files
4. Creating and Customizing Shortcuts
5. The Windows Vista File Systems
6. Optimizing Your Computer
7. Enhancing Your Computer’s Security
8. Troubleshooting System Problems
9. Evaluating Memory Usage
10. Backing Up and Restoring Your Computer
11. Installing, Updating, and Troubleshooting Software
12. Installing, Configuring, and Troubleshooting Hardware
13. Using the Windows Command Line Environment
14. Exploring the Windows Registry

Microsoft Windows Vista—Illustrated Complete
Steve Johnson
978-1-4239-0545-5
(1-4239-0545-8)
January 2008 272 pages

FEATURES AND BENEFITS
- Provides complete coverage of the operating system Windows Vista.
- Presents lessons in a clean, easy-to-follow two-page spread that appeals to a wide variety of learning styles.
- Makes a great reference for future use thanks to its concise content and streamlined design.
- Offers clear, step-by-step instructions for completing tasks, with action items in green bold text to keep students on track.
- Incorporates large illustrations of screens so users can compare their results as they complete key steps.

TABLE OF CONTENTS
A. Introducing Windows Vista
B. Working with Windows Programs
C. Managing Files and Folders
D. Customizing File and Folder Management
E. Customizing Windows Using the Control Panel
F. Securing Your Computer
G. Exploring the Internet
H. Exchanging Mail, News, and Appointments
I. Communicating Over the Internet
J. Creating Movies Using Movie Maker
K. Working with Windows Media
L. Managing Shared Files Using a Network
M. Going Mobile
N. Maintaining Your Computer
O. Backing Up and Restoring Your Files
P. Managing Hardware

APPENDICES
A: Setting Up Windows Vista
B: Administering Your Computer

ADDITIONAL VERSIONS
INTRODUCTORY: Units A–H
978-1-4239-0544-8 (1-4239-0544-X)

ESSENTIALS: Units A–B
978-1-4239-0543-1 (1-4239-0543-1)
Microsoft Windows XP—Illustrated Complete
Steve Johnson
978-0-619-05702-2
(0-619-05702-5)
June 2002 448 pages

ADDITIONAL VERSIONS
ESSENTIALS
978-0-619-10937-0
(0-619-10937-8)

Microsoft Windows XP: Comprehensive Concepts and Techniques, Service Pack 2 Edition
Gary B. Shelly, Thomas J. Cashman, Steven G. Forsythe
978-0-619-25497-1
(0-619-25497-1)
April 2005 960 pages

ADDITIONAL VERSIONS
INTRODUCTORY
978-0-619-25495-7
(0-619-25495-5)
COMPLETE
978-0-619-25496-4
(0-619-25496-3)

New Perspectives on Microsoft Windows XP, Comprehensive, 2005 Service Pack 2 Update
June Jamrich Parsons, Dan Oja, Joan Carey, Patrick Carey, Lisa Ruffolo,
978-0-619-26818-3
(0-619-26818-2)
February 2005 624 pages

ADDITIONAL VERSIONS
BRIEF
978-0-619-04460-2
(0-619-04460-8)
INTRODUCTORY
978-0-619-04461-9
(0-619-04461-6)

New Perspectives on Microsoft Windows XP Professional for Power Users, Update Edition
Harry L. Phillips
978-1-4188-3943-7
(1-4188-3943-4)
September 2005 1080 pages

Steve Johnson
978-1-4188-6041-7
(1-4188-6041-7)
February 2006 272 pages

Microsoft Windows XP BASICS
Marly Bergerud, Donald Busche
978-0-619-05981-1
(0-619-05981-8)
July 2002 408 pages
FEATURES AND BENEFITS
• Gives students a complete presentation of PowerPoint 2010, including new features of the software, using the highly-successful Shelly Cashman Series pedagogy.
• Engages students with new Experimental steps, which encourage them to go beyond step-by-step instructions to take advantage of the features in the Microsoft Office 2010 new user interface.
• Chapter topic redistribution offers concise chapters that ensure complete skill coverage and lead to more manageable chapters.
• New pedagogical elements enrich material and create an accessible and user-friendly approach allowing easy navigation through the skills in each chapter.

TABLE OF CONTENTS
1. Creating and Editing a Presentation with Clip Art.
2. Enhancing a Presentation with Pictures, Shapes and WordArt.
3. Reusing a Presentation and Adding Media.

APPENDICES
A: Project Planning Guidelines.
B: Microsoft Business Certification Program.
C: Publishing Office 2010 Web Pages to a Web Server.
D: Web Apps.

ADDITIONAL VERSIONS
COMPLETE: (available October 2010)
978-0-538-74665-6; 0-538-74665-3

COMPREHENSIVE: (available December 2010)
978-0-538-74885-8, 0-538-74885-0

FEATURES AND BENEFITS
• New business case scenarios keep students engaged throughout the tutorials, providing a real-world context in which they can apply the concepts and skills presented.
• Visual Overview — a two-page spread at the start of each tutorial – gives a visual look at the tasks and elements covered in the tutorial and can be used as a study guide before quizzes and tests.
• Key Steps highlight important points to help students pay close attention to completing the step correctly and avoiding time-consuming rework.
• ProSkills boxes tie PowerPoint 2010 concepts with career relevancy by providing guidance on how to use the software in professional situations.
• ProSkills Exercises integrate technology skills with professional skills, further grounding concepts in reality. ProSkills exercises include topics such as teamwork, written communication, verbal communication, problem solving, and decision making.

TABLE OF CONTENTS
Getting Started with Microsoft Office 2010
Tutorial 1: Creating a Presentation.
Tutorial 2: Applying and Modifying Text and Graphic Objects.

ADDITIONAL VERSIONS
INTRODUCTORY: (available October 2010)
978-0-538-47052-0; 0-538-47052-6

COMPREHENSIVE: (available December 2010)
978-0-538-47051-3; 0-538-47051-8
FEATURES AND BENEFITS
- Easy-to-follow and easy-to-absorb two-page spread lessons appeal to a wide variety of learning styles.
- End-of-chapter Independent Challenges and Visual Workshops make concepts relevant and easier to understand through hands-on applications and detailed explanations.
- Quick Tips and Trouble boxes within the step-by-step instructions help students avoid typical errors and pitfalls.
- Clues to Use boxes offer concise information that expands on the lesson skill or describes a related task, adding context to skills and concepts.
- SkyDrive appendix covers how to store and share files with almost anyone anywhere!

TABLE OF CONTENTS

Getting Started with Microsoft Office 2010.
Unit A: Creating a Presentation in PowerPoint 2010.
Unit B: Modifying a Presentation.
Unit C: Inserting Objects into a Presentation.
Unit D: Finishing a Presentation.
Unit E: Working with Advanced Tools and Masters.
Unit F: Enhancing Charts.
Unit G: Inserting Illustrations, Objects and Media Clips.
Unit H: Using Advanced Features.

APPENDIX
A: Working with SkyDrive and Office Web Apps.

FEATURES AND BENEFITS
- Offers a flexible format making this book ideal for classrooms with students who have varying abilities.
- Provides numerous step-by-step exercises, review exercises, case projects, integration lessons, and a Capstone project to enhance students’ learning experiences.
- Helps students develop skills individually or in a team setting using strong end-of-lesson material, including Command Skills, Concept Skills, Concepts Review, and On-the-Job simulations.
- Gives students additional information and guidance through Did you Know? boxes, Net tips boxes, and Important boxes.
- Increases student’s retention of skills through end-of-lesson exercises including lesson summary, vocabulary, and review questions.

TABLE OF CONTENTS

Introduction Unit.
Office 2010 Basics and the Internet.
Windows 7 Basics.
PowerPoint Unit.
Lesson 1: PowerPoint Basics.
Lesson 2: Creating and Enhancing PowerPoint Presentations.
Lesson 4: Expanding on PowerPoint Basics.

APPENDIX
B: Keyboarding.
Microsoft Office PowerPoint 2007: Comprehensive Concepts and Techniques
Gary B. Shelly, Thomas J. Cashman, Susan L. Sebok
978-1-4188-4347-2 (1-4188-4347-4)
July 2007 576 pages

FEATURES AND BENEFITS
- Gives students a comprehensive presentation of PowerPoint 2007, including new features of the software, using the highly successful Shelly Cashman Series pedagogy.
- Offers a new Plan Ahead feature, which prepares students to create successful projects by encouraging them to think about what they are trying to accomplish before they begin.
- Gives students the information they need to know, when they need to know it, through enhancements to the step-by-step instructions, a new Q&A feature, and improved callouts on screen shots.
- Engages students with new Experimental steps, which encourage them to go beyond step-by-step instructions to take advantage of the features in the Microsoft Office 2007 new user interface.
- Increases students’ retention with brand new end-of-chapter exercises, including Make It Right, Extend Your Knowledge, and Make It Personal, which emphasize problem solving and experimentation.
- Meets the requirements of the Microsoft Certified Application Specialist exam for Microsoft Office PowerPoint 2007.

ADDITIONAL VERSIONS
INTRODUCTORY: Chapters 1–2; 1 Special Feature; Appendices 978-1-4188-4345-8 (1-4188-4345-8)
COMPLETE: Chapters 1–4; 2 Special Features; Appendices 978-1-4188-4346-5 (1-4188-4346-6)

TABLE OF CONTENTS
INTRO
1. Creating and Editing a Presentation
2. Creating a Presentation with Illustrations and Shapes
   Web Feature: Creating Web Pages Using PowerPoint
3. Creating a Presentation with Custom Backgrounds and SmartArt Diagrams
4. Working with Information Graphics
   Collaboration Feature: Collaborating on and Delivering Presentations
5. Reusing a Presentation with Multimedia
6. Creating a Self-Running Presentation Containing Animated Shapes
   Online Feature: Importing Files from the Microsoft Office Online Web Site

APPENDICES
A: Project Planning Guidelines
B: Introduction to Microsoft Office 2007
C: Microsoft Office PowerPoint 2007 Help
D: Publishing Office 2007 Web Pages to a Web Server
E: Customizing Microsoft Office PowerPoint 2007
F: Steps for the Windows XP User
G: Microsoft Business Certification Program
New Perspectives on Microsoft Office PowerPoint 2007, Comprehensive
Beverly B. Zimmerman, S. Scott Zimmerman
978-1-4239-0593-6 (1-4239-0593-8)
August 2007 528 pages

FEATURES AND BENEFITS

- Offers comprehensive coverage of the new PowerPoint 2007 features, including design themes, Live Preview, and SmartArt, teaching students how to create unique, tailored presentations.
- Includes two presentation concepts tutorials that teach students the principles of developing and delivering effective presentations.
- Provides a Getting Started with Microsoft Office 2007 tutorial that gets students up and running with the new features and user interface.
- Presents new InSight boxes, which offer best practices for working with the software, and a new Tip feature, which provides hints for more efficient use of the software.
- Features Reality Check exercises, new comprehensive, open-ended assignments that give students the opportunity to practice skills by creating practical, real-world presentations they might deliver in the classroom or at work.
- Meets the requirements for the Microsoft Certified Application Specialist exam for Microsoft Office PowerPoint 2007.

ADDITIONAL VERSIONS

COMPREHENSIVE, PREMIUM VIDEO EDITION
978-0-8400-6211-6 (0-8400-6211-7)

BRIEF: Getting Started with Microsoft Office 2007; Tutorials 1–2
978-1-4239-0591-2 (1-4239-0591-1)

INTRODUCTORY: Getting Started with Microsoft Office 2007; Tutorials 1–4
978-1-4239-0592-9 (1-4239-0592-X)

TABLE OF CONTENTS

Presentation Concepts
1. Planning and Developing Your Presentation
Managing Your File
Getting Started with Microsoft Office 2007
1. Creating a Presentation
2. Applying and Modifying Text and Graphic Objects
3. Presenting a Slide Show with Special Effects
4. Integrating PowerPoint with Other Programs and Collaborating with Workgroups
5. Applying Advanced Special Effects in Presentations
6. Creating Special Types of Presentations
Additional Cases
FEATURES AND BENEFITS
- Allows students to create PowerPoint Presentations from scratch without relying on the auto content wizard, giving students the flexibility to design for their needs.
- Covers the new Theme feature, a set of formatting choices such as colors, fonts, and objects that can be saved and used for future use.
- Teaches students about the protection and management tools, allowing them to use these features to digitally sign and protect their presentation.
- Features a Getting Started with Office 2007 unit that prepares students with an in-depth introduction to the common features in each software application.
- Offers a new Real Life Independent Challenge exercise where students create presentations for their everyday lives.
- Meets the requirements of the Microsoft Certified Application Specialist exam for Microsoft Office PowerPoint 2007.

TABLE OF CONTENTS

Getting Started with Office 2007
A. Creating a Presentation in PowerPoint 2007
B. Modifying a Presentation
C. Inserting Objects into a Presentation
D. Finishing a Presentation
E. Working with Advanced Tools and Masters
F. Enhancing Charts
G. Inserting Illustrations, Objects, and Media Clips
H. Using Advanced Features

ADDITIONAL VERSION
BRIEF: Getting Started with Office 2007; Units A–D
978-1-4239-0523-3 (1-4239-0523-7)
SPREADSHEETS...
FEATURES AND BENEFITS

- Gives students an introductory presentation of Excel 2010, including new features of the software, using the highly-successful Shelly Cashman Series pedagogy.
- A step-by-step, screen-by-screen approach allows students to successfully learn and retain information to be used in their personal and professional lives.
- New opening chapter presents essential Office 2010 and Windows® 7 skills preventing repetitive coverage of basic skills in the applications chapters and providing students with a strong base for further learning.
- New pedagogical elements enrich material and create an accessible and user-friendly approach allowing easy navigation through the skills in each chapter.

TABLE OF CONTENTS

Excel Common Elements.
1. Creating a Worksheet and an Embedded Chart.
2. Formulas, Functions, and Formatting.
3. What-If Analysis and Working with Large Worksheets.

APPENDICES

A: Working with Text Functions and Creating Custom Formats
B: Integrating Excel with Other Windows Programs
C: Creating a Shared Workbook
D: Working with Enhanced Formatting Tools

ADDITIONAL VERSIONS

COMPLETE: (Available September 2010) 978-0-538-75004-2 (0-538-75004-9)
COMPREHENSIVE: (Available December 2010) 978-0-538-74591-8 (0-538-74591-6)

FEATURES AND BENEFITS

- Business case scenarios keep students engaged throughout the tutorials, providing a real-world context in which they can apply the concepts and skills presented.
- Visual Overview — a two-page spread at the start of each session — gives a preview of the topics and terms covered in the session and can be used as a study guide before quizzes and tests.
- ProSkills Boxes tie Excel 2010 concepts and skills with career relevancy by providing guidance for using the software in professional situations.
- ProSkills exercises integrate the technology skills students learn with one or more of today’s necessary professional skills, such as teamwork, written communication, verbal communication, problem solving and decision making.

TABLE OF CONTENTS

Getting Started with Microsoft Office 2010.
1. Getting Started with Excel.
2. Formatting a Workbook.
3. Working with Formulas and Functions.
4. Working with Charts and Graphics.
5. Working with Excel Tables, PivotTables, and PivotCharts.
8. Developing an Excel Application.
11. Connecting to External Data.

APPENDICES

A: Working with Text Functions and Creating Custom Formats.
B: Integrating Excel with Other Windows Programs
C: Creating a Shared Workbook.
D: Working with Enhanced Formatting Tools

ADDITIONAL VERSION

INTRODUCTORY: (Tutorials 1 – 8, Appendices A & B) 978-0-538-47069-8 (0-538-47069-0)
FEATURES AND BENEFITS

- Easy-to-follow and easy-to-absorb two-page spread lessons appeal to a wide variety of learning styles.
- End-of-chapter Independent Challenges and Visual Workshops make concepts relevant and easier to understand through hands-on applications and detailed explanations.
- Quick Tips and Trouble boxes within the step-by-step instructions help students avoid typical errors and pitfalls.
- SkyDrive appendix covers how to store and share files with almost anyone anywhere!
- Clues to Use boxes offer concise information that expands on the lesson skill or describes a related task, adding context to skills and concepts.

TABLE OF CONTENTS

Unit A. Getting Started with Windows 7.
Unit B. Understanding File Management.
Unit A. Getting Started with Office 2010.
Unit A. Getting Started with Excel 2010.
Unit B. Working with Formulas and Functions.
Unit C. Formatting a Worksheet.
Unit D. Working with Charts.
Unit E. Analyzing Data Using Formulas.
Unit F. Managing Workbook Data.
Unit G. Using Tables.
Unit H. Analyzing Table Data.
Unit I. Automating Worksheet Tasks.
Unit J. Enhancing Charts.
Unit K. Using What-if Analysis.
Unit L. Analyzing Data with PivotTables.
Unit M. Exchanging Data with Other Programs.
Unit N. Sharing Excel Files and Incorporating Web Information.
Unit O. Customizing Excel and Advanced Worksheet Management.
Unit P. Programming with Excel.

APPENDICES

A: Working with SkyDrive and Office Web Apps
This text prepares students to analyze data and solve real-life business problems using Microsoft Excel 2010 as a tool.

FEATURES AND BENEFITS

- Emphasizes problem-solving, critical thinking, and analysis to challenge students to find efficient and effective solutions to business situations.
- Introduces students gradually to more challenging and broader problems through three levels of complexity in each chapter.
- Offers steps to Success activities within each level offer students the opportunity to apply the skills they have learned before moving to the next level.
- Teaches students to manage not only with immediate problems, but the inevitable “what if” scenarios that occur in business situations.
- Offers business case problems (such as accounting, finance, marketing, and operations management) and Steps to Success activities that provide additional practice in a real-world context.
- Provides feature boxes throughout the chapters provide quick references to steps needed to complete tasks, and tips to help students become more efficient users of Excel.

TABLE OF CONTENTS

3. Determining Effective Data Display with Charts.
7. Organizing Data for Effective Analysis.

Introduction.
Glossary.
Index.
Gary B. Shelly, Thomas J. Cashman, Jeffrey J. Quasney
978-0-538-74570-3 (0-538-74570-3) ©2008 880 pages

FEATURES AND BENEFITS

- Gives students a comprehensive presentation of Excel 2007, including new features of the software, using the highly successful Shelly Cashman Series pedagogy.
- Offers a new Plan Ahead feature, which prepares students to create successful projects by encouraging them to think about what they are trying to accomplish before they begin.
- Gives students the information they need to know, when they need to know it, through enhancements to the step-by-step instructions, a new Q&A feature, and improved callouts on screen shots.
- Engages students with new Experimental steps, which encourage them to go beyond step-by-step instructions to take advantage of the features in the Microsoft Office Excel 2007 new user interface.
- Increases students’ retention with brand new end-of-chapter exercises, including Make It Right, Extend Your Knowledge, and Make It Personal, which emphasize problem solving and experimentation.
- Meets the requirements of the Microsoft Certified Application Specialist exam for Microsoft Office Excel 2007.

ADDITIONAL VERSIONS

INTRODUCTORY: Chapters 1–3; 1 Special Feature; Appendices 978-1-4188-4342-7 (1-4188-4342-3)
COMPLETE: Chapters 1–6; 2 Special Features; Appendices 978-1-4188-4343-4 (1-4188-4343-1)

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APPENDICES

A: Project Planning Guidelines
B: Introduction to Microsoft Office 2007
C: Microsoft Office Excel 2007 Help
D: Publishing Office 2007 Web Pages to a Web Server
E: Customizing Microsoft Office Excel 2007
F: Steps for the Windows XP User
G: Microsoft Business Certification Program
New Perspectives on Microsoft Office Excel 2007, Comprehensive
June Jamrich Parsons, Dan Oja, Roy Ageloff, Patrick Carey
978-1-4239-0585-1
(1-4239-0585-7)
August 2007 904 pages

FEATURES AND BENEFITS
• Offers comprehensive coverage of the new Excel 2007 features including table styles, design themes, conditional formatting tools, workbook formats, and the new Excel charts.
• Gives students additional practice building simple formulas and formatting worksheets in the opening tutorials before moving on to more advanced skills.
• Provides a Getting Started with Microsoft Office 2007 tutorial that gets students up and running with the new features and user interface.
• New InSight boxes offer best practices for working with the software, and a new Tip feature provides hints for more efficient use of the software.
• Features Reality Check exercises, new comprehensive, open-ended assignments that give students the opportunity to practice skills by creating practical, real-world documents such as personal budgets and loans.
• Meets the requirements for the Microsoft Certified Application Specialist exam for Microsoft Office Excel 2007.

ADDITIONAL VERSIONS
COMPREHENSIVE, PREMIUM VIDEO EDITION 978-0-8400-6210-9 (0-8400-6210-9)
BRIEF: Getting Started with Microsoft Office 2007; Tutorials 1–4 978-1-4239-0583-7 (1-4239-0583-0)
INTRODUCTORY: Getting Started with Microsoft Office 2007; Tutorials 1–8; Appendices A–B 978-1-4239-0584-4 (1-4239-0584-9)

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Managing Your Files
Getting Started with Microsoft Office 2007
  1. Getting Started with Excel
  2. Formatting a Workbook
  3. Working with Formulas and Functions
  4. Working with Charts and Graphics
  5. Working with Excel Tables, PivotTables, and PivotCharts
  6. Managing Multiple Worksheets and Workbooks
  7. Using Advanced Functions, Conditional Formatting, and Filtering
  8. Developing an Excel Application
  9. Developing a Financial Analysis
  10. Performing What-If Analyses
  11. Connecting to External Data
  12. Expanding Excel with Visual Basic for Applications

APPENDICES
A: Working with Text Functions and Creating Custom Formats
B: Integrating Excel with Other Windows Programs
C: Creating a Shared Workbook
D: Working with Enhanced Formatting Tools
Microsoft Office Excel 2007—Illustrated Complete
Elizabeth Eisner Reding, Lynn Wermers
978-1-4239-0522-6
(1-4239-0522-9)
June 2007 488 pages

FEATURES AND BENEFITS
- Presents lessons in a clean, easy-to-follow two-page spread layout that appeals to a wide variety of learning styles.
- Includes a new lesson on basic math skills in the opening unit to help students as they learn about formulas and functions.
- Covers the new features of Microsoft Excel 2007, including the new user interface, charting capabilities, new functions, and structured references in table formulas.
- Offers a new Real Life Independent Challenge exercise where students create spreadsheets for their everyday lives, such as personal budgets or loan calculators.
- Introduces Quest Specialty Travel, a brand new case study that provides a practical scenario for students as they learn skills.
- Meets the requirements of the Microsoft Certified Application Specialist exam for Microsoft Office Excel 2007.

ADDITIONAL VERSIONS
BRIEF: Units A–D
978-1-4239-0520-2 (1-4239-0520-2)
INTRODUCTORY: Units A–H
978-1-4239-0521-9 (1-4239-0521-0)

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Windows Vista Unit B: Understanding File Management
Getting Started with Office 2007
A. Getting Started with Excel 2007
B. Working with Formulas and Functions
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E. Analyzing Data Using Formulas and Functions
F. Managing Workbook Data
G. Using Tables
H. Analyzing Table Data
I. Automating worksheet Tasks
J. Enhancing Charts
K. Using What-If Analysis
L. Analyzing Data with PivotTables
M. Exchanging Data with Other Programs
N. Sharing Excel Files and Incorporating Web Information
O. Customizing Excel and Advanced Worksheet Management
P. Programming with Excel
FEATURES AND BENEFITS

- Emphasizes problem solving, critical thinking, and analysis to challenge students to find efficient and effective solutions to business situations.
- Introduces students gradually to more challenging and broader problems through three levels of complexity in each chapter.
- Offers Steps to Success activities within each level that give students the opportunity to apply the skills they have learned before moving to the next level.
- Teaches students to manage not only immediate problems, but the inevitable "what if" scenarios that occur in business situations.
- Offers business case problems, such as accounting, finance, marketing, and operations management, and Steps to Success activities that provide additional practice in a real-world context.
- Provides Feature boxes throughout the chapters as quick references to steps needed to complete tasks, and tips to help students become more efficient users of Excel.

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**Introduction**
1. Applying Fundamental Excel Skills and Tools in Problem Solving
2. Solving Problems with Statistical Analysis Tools
3. Determining Effective Data Display with Charts
4. Applying Logic in Decision Making
5. Retrieving Data for Computation, Analysis, and Reference
6. Evaluating the Financial Impact of Loans and Investments
7. Organizing Data for Effective Analysis
8. Using Data Tables and Excel Scenarios for What-If Analysis
9. Enhancing Decision Making with Solver
10. Troubleshooting Workbooks and Creating Excel Applications
FEATURES AND BENEFITS

- Provides the Riverwalk Medical Clinic case study, which is threaded throughout the text, along with the end-of-unit exercises as examples of typical tasks students will encounter in a medical office, hospital, or clinic work setting.

- Teaches a single skill at a time using a two-page spread format; students follow the steps on the left-hand page, and screen shots showing examples are on the right-hand page.

- Offers optional Advanced Challenge Exercises in the end-of-unit material, allowing advanced students to practice the more challenging skills covered in the lesson material.

TABLE OF CONTENTS

- Getting Started with Office 2007
  A. Getting Started with Excel 2007
  B. Working with Formulas and Functions
  C. Formatting a Worksheet
  D. Working with Charts
  E. Analyzing Data Using Formulas
  F. Managing Workbook Data
  G. Using Tables
  H. Analyzing Table Data
WEB DESIGN & DEVELOPMENT...
This third edition explains the connection between a detailed design plan that considers audience needs, site purpose, and various technical issues of a successful Web site. Written for an introductory course, the text offers a variety of challenging written and hands-on activities at the end of each chapter that test comprehension, build Web research skills and design awareness, and provoke thought regarding current issues in technology. Web Design, Third Edition reveals useful design concepts and techniques typically not addressed in HTML or Web authoring texts, and is written in a style that makes the concepts presented easy to understand.

FEATURES AND BENEFITS
- Uses real-world examples and up-to-date design tools to illustrate the basic concepts and principles of good Web design.
- Encourages students to apply Web design concepts through multiple hands-on Your Turn activities in each chapter.
- Enriches chapter topics with Q&A elements, Design Tips, and @Source online references.
- Challenges students to research, analyze, and report on real-world Web design issues through the @Issue, Hands On, and Team Approach end-of-chapter exercises.
- Provides a running case study in which students apply Web design concepts as they plan and create their own Web site

TABLE OF CONTENTS
1. The Environment and the Tools.
2. Web Publishing Fundamentals
3. Planning a Successful Web Site: Part 1
4. Planning a Successful Web Site: Part 2
5. Typography and Graphics
6. Multimedia and Interactivity on the Web
7. Promoting and Maintaining a Web Site.

APPENDICES
A: Design Tips
B: Hypertext Markup Language (HTML)
C: Cascading Style Sheets (CSS)
NEW PERSPECTIVES ON ADOBE DREAMWEAVER CS5, COMPREHENSIVE offers a critical-thinking approach to teaching Web design. This text explains and reinforces design software concepts and skills through the New Perspectives’ signature case-based, problem-solving pedagogy. Students will transcend point-and-click skills to take full advantage of the software’s utility.

FEATURES AND BENEFITS
- Business case scenarios keep students engaged throughout the tutorials, providing a real-world context in which they can apply the concepts and skills presented.
- Key Steps highlight important steps to help students pay close attention to completing the step correctly and avoid time-consuming rework.
- Visual Overview – a two-page spread at the start of each session – gives a preview of the topics and terms covered in the session and can be used as a study guide before quizzes and tests.
- ProSkills Boxes tie Dreamweaver CS5 concepts and skills with career relevancy by providing guidance for using the software in professional situations.
- ProSkills exercises integrate the technology skills students learn with one or more of today’s necessary professional skills, such as teamwork, written communication, verbal communication, problem solving and decision making.

TABLE OF CONTENTS

1. Getting Started with Adobe Dreamweaver CS5.
2. Planning and Designing a Successful Web Site.
3. Adding and Formatting Text.
5. Working with Graphics and Tables.
9. Adding Database Functionality.

APPENDICES
- A: Exploring Wrap Up Tasks and Working in a Team.
- Using Dreamweaver CS5 on a Macintosh (available on Web site only).

Teaching your students has never been easier than with ADOBE DREAMWEAVER CS5 ILLUSTRATED. This reader-friendly book presents each skill on two facing pages, providing detailed instructions on the left-hand page and large, full-color screenshots on the right page. The visual format helps students intuitively grasp the concepts in the book and apply them to the classroom and workplace environment.

FEATURES AND BENEFITS
- Easy-to-follow and easy-to-absorb two-page spread lessons appeal to a wide variety of learning styles.
- Coverage of the newest Dreamweaver CS5 design functions helps students get the most from the software.
- Trouble and Quick Tips boxes within the step-by-step directions helps users avoid typical errors and pitfalls.
- End of unit Independent Challenges and Visual Workshops make concepts relevant and gives students extra practice with the skills covered in the unit.

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1. Getting Started
   Unit A: Getting Started with Adobe Dreamweaver CS5.
   Unit B: Creating a Web Site.
   Unit C: Developing a Web Page.
   Unit D: Formatting a Text with CSS Styles.
   Unit E: Inserting and Managing Images.
   Unit F: Creating Links and Menu Bars.
   Unit G: Using CSS for Page Layout.
   Unit H: Adding Media Content.
   Unit I: Positioning Objects with HTML Tables.
   Unit J: Collecting Data with Forms.

APPENDICES
- A: Maintaining and Publishing Your Web Site.
ADOBE DREAMWEAVER CS5 REVEALED uses detailed, vibrant illustrations; clear, straightforward lessons; and real-world case studies to provide an overview of the Dreamweaver interface and how to use it effectively. This latest edition includes expanded content on CSS best practices, the new Navigation toolbar, the simplified site setup, Spry menu bars, improved CSS layouts, and Live View navigation. Sidebars throughout the book incorporate basic Web design principles, providing readers with a skill set that goes beyond the software interface and can be applied in a variety of situations.

FEATURES AND BENEFITS
• Covers all the latest Dreamweaver CS5 tools—including the new CSS Enable/Disable CSS Property button, redesigned CSS layouts, Live View Navigation feature and much more.
• All new features are highlighted throughout the text with a new features icon.
• Color illustrations correspond to lesson steps for clear visual instruction.
• Extensive redesigned data files—including HTML files, text, images, Flash content, and video content—are included with the text to engage readers and give them the tools they need to develop a website from start to finish.
• Power User Shortcuts offer readers tips and tricks for quick learning and efficient use of the software.

TABLE OF CONTENTS
1. Getting Started with Dreamweaver.
2. Developing a Web Page.
3. Working with Text and CSS.
4. Adding Images.
5. Working with Links and Navigation.
6. Positioning Content with CSS and Div Tags.
7. Managing and Publishing a Site.
9. Using Tables to Display Data.
10. Collecting Data with Forms.
11. Adding Media and Interactivity with Flash and Spry.
13. Working with Library Items and Snippets.

FEATURES AND BENEFITS
• Offers updated coverage of the newest features of Adobe Dreamweaver CS4 including CSS functionality without writing the code, new Live View feature, and JavaScript code hinting.
• Provides extensive information about planning and designing a professional Web page, including information on architecture, market and target audience research, and end-user analysis and profiling.
• Bolsters concepts and skills through end-of-chapter materials including Quick Checks, Review Assignments, and multiple Case Problems.
• Illustrates concepts with full-color screen shots and diagrams.

TABLE OF CONTENTS
1. Getting Started
2. Planning and Designing a Successful Web Site
3. Creating Page and Site Structure with CSS Style.
4. Adding and Formatting Text with CSS Styles
5. Adding and Editing Graphics (Photoshop Integration)
6. Adding Rich Media to a Web Site
7. Spicing things with Spry Elements, Behaviors, and JavaScript.
8. Adding Rich Media to a Web Site
9. Creating Reusable Assets and Forms
10. Adding Database Functionality
Adobe®
Dreamweaver®
CS4: Comprehensive
Concepts and
Techniques,
International Edition
Gary B. Shelly, Dolores J. Wells
978-0-538-74564-2
0-538-74564-9
©2010 760 pages
CS5 in Dec 2010

FEATURES AND BENEFITS
- Teaches students to build a Web site as a continuing case project throughout the book that they can use as a Web portfolio.
- Includes material for a ten- to fifteen-week course that teaches Dreamweaver CS4 as the primary component.
- Updated for the Dreamweaver CS4 software, including coverage of the popular feature for creating a Web Photo Album in the Dreamweaver CS4 environment.
- Offers project-specific cases to give students an understanding of the objectives taught in each chapter.

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| SF Dreamweaver Web Photo Album |
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| A. Dreamweaver CS4 Help. |
| B. Dreamweaver and Accessibility. |
| C. Publishing to a Web Server. |
| D. Customizing Adobe Dreamweaver CS4. |
| E. Steps for the Windows XP User. |

Adobe Dreamweaver CS4 - Illustrated, International Edition
Sherry Bishop
978-0-538-74712-7
0-538-74712-9
©2010 288 pages

TABLE OF CONTENTS

2. Creating a Web Site.
3. Developing a Web Page.
5. Using and Managing Images.
8. Positioning Objects with HTML Tables.
9. Collecting Data with Forms.

APPENDICES
A: Maintaining and Publishing Your Web Site.
Adobe Dreamweaver CS4—Revealed
Sherry Bishop
978-1-4354-4192-7
(1-4354-4192-3)
©2010 560 pages

FEATURES AND BENEFITS
• Color illustrations correspond to lesson steps for clear visual instruction.
• Extensive data files—including HTML files, text, images, Flash content, and video content—are included with the text to engage readers and give them the tools they need to develop a website from start to finish.
• Power User Shortcuts offer readers tips and tricks for quick learning and efficient use of the software.

New Perspectives on Adobe Flash CS5, Comprehensive, International Edition
Luis A. Lopez, Robin M. Romer
978-0-538-47258-6
(0-538-47258-8)
©2011 536 pages

FEATURES AND BENEFITS
• Business case scenarios keep students engaged throughout the tutorials, providing a real-world context in which they can apply the concepts and skills presented.
• Visual Overview—a two-page spread at the start of each session—gives a preview of the topics and terms covered in the session and can be used as a study guide before quizzes and tests.
• Key Steps highlight important steps to help students pay close attention to completing the step correctly and avoid time-consuming rework.
• ProSkills Boxes tie Flash Professional CS5 concepts and skills with career relevancy by providing guidance for using the software in professional situations.
• ProSkills exercises integrate the technology skills students learn with one or more of today’s necessary professional skills, such as teamwork, written communication, verbal communication, problem solving and decision making.

TABLE OF CONTENTS
1. Introducing Adobe Flash CS5 Professional.
2. Drawing Shapes, Adding Text, and Creating Symbols.
3. Creating Animations.
5. Making a Document Interactive.
7. Planning and Creating a Flash Web Site.
   Additional Case 1: Creating an Interactive Banner for a Web Site.
   Additional Case 2: Creating a Web Site with a Banner, a Payment Calculator, a Photos Page and a Video Page.

APPENDIX
A: Becoming an Adobe Certified Associate.
B: Using Adobe Flash CS5 on a Macintosh.
This reader-friendly book presents each skill on two facing pages, providing detailed instructions on the left-hand page and large, full-color screenshots on the right page. The visual format helps students intuitively grasp the concepts in the book and apply them to the classroom and workplace environment.

FEATURES AND BENEFITS
- Easy-to-follow and easy-to-absorb two-page spread lessons appeal to a wide variety of learning styles.
- Coverage of the newest Flash Professional CS5 design functions helps students get the most from the software.
- Trouble and Quick Tips boxes within the step-by-step directions help users avoid typical errors and pitfalls.
- End of unit Independent Challenges and Visual Workshops make concepts relevant and gives students extra practice with the skills covered in the unit.

TABLE OF CONTENTS

Unit A: Getting Started with Flash CS5.
Unit B: Creating Graphics and Text.
Unit C: Using The Timeline.
Unit D: Creating Animation.
Unit E: Publishing and Exporting a Document.
Unit F: Creating Buttons and Using Media.
Unit G: Adding Interactivity.
Unit H: Integrating with Other Programs.

Adobe Flash CS5 Revealed, International Edition
Jim Shuman
978-1-111-3057-2
©2011 608 pages

FEATURES AND BENEFITS
- Full coverage of Adobe Flash CS5’s new features, and enhancements to current features, as well as a new section on learning the basics of ActionScript 3.0.
- All new features are highlighted throughout the text with a new features icon.
- Step-by-step instructions clearly show how to create, modify, and enhance Flash files.
- Extensive end-of-chapter projects reinforce critical skills by applying them to real-world applications.

TABLE OF CONTENTS

1. Getting Started with Adobe Flash CS5.
2. Drawing Objects in Adobe Flash.
3. Working with Symbols and Interactivity.
5. Creating Special Effects
11. Adding Sound and Video.
12. Working with Components.

www.cengage.com/coursetechnology
New Perspectives on Adobe Flash CS4: Comprehensive, International Edition  
Luis Lopez  
978-0-538-74549-9  
©2010  528 pages

Adobe® Flash® CS4 - Illustrated Introductory, International Edition  
Barbara Waxer  
978-0-538-75164-9  
©2010  224 pages

FEATURES AND BENEFITS
• Provides students with comprehensive instruction on Adobe Flash CS4 using the New Perspectives Series’ signature case-based, problem-solving approach.
• Illustrates concepts with full-color screen shots and diagrams.
• Fosters student confidence with increasingly difficult tasks within each tutorial.
• Bolsters concepts and skills through end-of-chapter materials including Quick Checks, Review Assignments, and multiple Case Problems.

TABLE OF CONTENTS
1. Introducing Adobe Flash CS3 Professional
2. Drawing Shapes, Adding Text, and Creating Symbols
3. Creating Animations
4. Creating Special Animations
5. Making a Document Interactive
6. Working with Bitmaps and Gradients, and Publishing Flash Files
7. Planning and Creating a Flash Web Site
8. Programming with ActionScript 3.0
9. Using Flash Components and Video
Additional Cases.
Appendix A.
Appendix B.

FEATURES AND BENEFITS
• ADOBE FLASH CS4 – ILLUSTRATED uses a reader-friendly two-page spread format with succinct instructions on the left and large, full-color screenshots on the right.
• The author features instructions on the newest Adobe Flash CS4 features, keeping students up-to-date on the latest Adobe trends.
• Concepts come to life with relevant and extended case studies and Independent Challenges.
• ADOBE FLASH CS4 – ILLUSTRATED helps students avoid common mistakes and offers “Quick Tips” within the step-by-step directions.

TABLE OF CONTENTS
1. Getting Started with Flash CS4.
2. Creating Graphics and Text
3. Using the Timeline
4. Creating Animation
5. Publishing and Exporting a Document
6. Creating Buttons and Using Media
7. Adding Interactivity
8. Integrating with Other Programs
FEATURES AND BENEFITS
- Step-by-step instruction guides you through creating, modifying, and enhancing Flash files.
- Hundreds of full-color illustrations engage readers and clarify key concepts.
- Extensive end-of-chapter projects reinforce critical skills by requiring readers to apply them to real-world scenarios.
- Back-of-book glossary provides a quick reference and at-your-fingertips access to information.

FEATURES AND BENEFITS
- Easy-to-follow and easy-to-absorb two-page spread lessons appeal to a wide variety of learning styles.
- Coverage of the newest Illustrator CS5 design functions helps students get the most from the software.
- Trouble and Quick Tips boxes within the step-by-step directions helps users avoid typical errors and pitfalls.
- End of unit Independent Challenges and Visual Workshops make concepts relevant and gives students extra practice with the skills covered in the unit.

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Unit A: Getting Started with Adobe Illustrator CS5.
Unit B: Performing Essential Operations.
Unit C: Going Beyond the Basics.
Unit D: Created Blends and Complex Objects.
Unit E: Working with Text and Gradients.
Unit F: Drawing in Illustrator.
Unit G: Working with Advanced Techniques.
Glossary. Index.
Adobe Illustrator CS5 Revealed, International Edition
James L. Mohler
978-1-111-3048-0
(1-1111-3048-5)
©2011 640 pages

FEATURES AND BENEFITS
- Four-color graphics vividly illustrate key features and concepts.
- Expert author with more than 20 years of graphic design experience offers tips and techniques from the user’s perspective.
- Updated exercises and extensive coverage of new CS5 features including the new Perspective Grid feature, the new Shape Builder tools, Bristle Brush and “Beautiful Strokes.”
- All new features are highlighted throughout the text with a new features icon.
- Data Files included at the back of the book let the user work through real-world projects step-by-step, with guidance through the entire process.
- Users are encouraged to build a portfolio by completing the projects at the end of each chapter, many of which give users the opportunity to explore and express their unique creative talents.

TABLE OF CONTENTS
1. Getting to Know Illustrator.
2. Creating Text and Gradients.
3. Drawing and Composing an Illustration.
4. Transforming and Distorting Objects.
5. Working with Layers.
6. Working with Patterns and Brushes.
7. Working with Distortion, Gradient Meshes, Envelopes, and Blends.
10. Creating 3D Objects.
12. Drawing with Symbols.
13. Creating Interactive Layouts.

Adobe Illustrator® CS4 - Illustrated, International Edition
Chris Botello
978-0-538-46902-9
(0-538-46902-1)
©2010 200 pages

FEATURES AND BENEFITS
- ADOBE ILLUSTRATOR CS4 - ILLUSTRATED features the reader-friendly two-page spread format that is a signature of the ILLUSTRATED SERIES. This easy-to-comprehend layout provides succinct lessons with instructions on the left-hand page and large, full-color screenshots on the right page—ensuring thorough user understanding.
- Comprehensive coverage includes detailed instruction on Adobe Illustrator CS4’s newest vector graphic drawing and editing functions.
- End-of-chapter Independent Challenges and Visual Workshops make concepts relevant for users and easier to understand through hands-on applications and detailed explanations.
- “Quick Tips” predict commonly made mistakes to help students avoid typical errors and pitfalls.

TABLE OF CONTENTS
Unit A: Getting Started with Adobe Illustrator CS5.
Unit B: Performing Essential Operations.
Unit C: Going Beyond the Basics.
Unit D: Created Blends and Complex Objects.
Unit E: Working with Text and Gradients.
Unit F: Drawing in Illustrator.
Unit G: Working with Brushes and Effects.
FEATURES AND BENEFITS

- With clear, straightforward descriptions, end-of-chapter learning projects, and step-by-step tutorials, readers will acquire the skills needed to master the software and create strong design pieces.
- Before jumping into instructions, each chapter’s objectives are clearly outlined and the chapter introductions offer in-depth conceptual information that tells you ‘why skills are applied.
- Each chapter concludes with four projects; two Project Builders, one Design Project, and one Group Project.

TABLE OF CONTENTS

1. Getting Started with Illustrator
2. Creating Text and Gradients
3. Drawing and Composing an Illustration
4. Transforming and Distorting Objects
5. Working with Layers
6. Working with Patterns and Brushes
7. Working with Filters, Gradient Meshes, Envelopes, and Blends
8. Working with Transparency, Effects, and Graphic Styles
9. Creating Graphs in Illustrator
10. Working with Symbols
11. Creating 3D Objects
12. Preparing a Document for Prepress and Printing
13. Preparing Graphics for the Web
FEATURES AND BENEFITS

- Includes extensive coverage of new CS5 features: Presentation Mode, Multiple Page Sizes, New Layers Features, Content Indicator, Live Distribute, Grid Place, Gridify Behavior, the Gap Tool, Super Step & Repeat, Color Labels in the Pages Panel, and Live Corner Effects.
- All new features are highlighted throughout the text with a new features icon.
- Visually appealing full-color graphics illustrate key concepts and skills.
- Hands-on projects throughout the text put software knowledge into a real-world design context.
- Source files for all exercises are included in the book, giving readers visual step-by-step guidance when working through the application.
- Provides clear instruction on how to work in InDesign using either Mac or PC platforms.

TABLE OF CONTENTS

1. Getting to Know InDesign.
2. Working with Text.
4. Working with Frames.
5. Working with Color.
9. Working with Tabs and Tables.
11. Preparing, Packaging, and Exporting Documents for Print.
12. Creating Interactive Layouts.
FEATURES AND BENEFITS

- Includes coverage of new CS4 features: the redesigned interface with preset workspaces, Smart Dimensions and Smart Spacing, new Links panel, Export to Flash, and more.
- Visually stimulating four-color graphics clearly illustrate key concepts and skills.
- Hands-on projects throughout the text—such as creating advertisements, brochures, and flyers—put software knowledge into a real-world design context and encourage readers to build their portfolio in a variety of ways.
- Exercises use the same files that are included in the book, allowing readers to work through an application, step-by-step, with guidance through the entire process.
- Provides clear instruction on how to work in the latest release of InDesign using either Mac or PC platforms.

TABLE OF CONTENTS

1. Exploring the InDesign Workspace  
2. Working with Text  
3. Setting Up a Document  
4. Working with Frames  
5. Working with Color  
6. Placing and Linking Graphics  
7. Creating Graphics  
8. Working with Transparency  
9. Working with Tabs and Tables  
10. Making Books, Tables of Contents, and Indexes  
11. Exploring Advanced Techniques  
12. Preparing, Packaging, and Exporting Documents
Adobe Photoshop CS5 Illustrated, International Edition
Chris Botello
978-0-538-47757-4
(0-538-47757-1)
©2011 230 pages

FEATURES AND BENEFITS
- Easy-to-follow and easy-to-absorb two-page spread lessons appeal to a wide variety of learning styles.
- Coverage of the newest Photoshop CS5 design functions helps students get the most from the software.
- Trouble and Quick Tips boxes within the step-by-step directions helps users avoid typical errors and pitfalls.
- End of unit Independent Challenges and Visual Workshops make concepts relevant and gives students extra practice with the skills covered in the unit.

TABLE OF CONTENTS
Unit A: Getting Started with Photoshop CS5.
Unit B: Selecting Pixels.
Unit C: Working with Layers.
Unit D: Working with Type and Gradients.
Unit E: Improve Images with Adjustment Layers.
Unit F: Work with Brushes and Color Effects.
Unit G: Creating Special Effects.
Unit H: Improving Productivity.
Glossary. Index.

Adobe® Photoshop® CS5 Revealed, International Edition
Elizabeth Eisner Reding
978-1-1111-3043-5
(1-1111-3043-4)
©2011 640 pages

FEATURES AND BENEFITS
- All new features are highlighted throughout the text with a new features icon.
- Thoroughly introduces all the fundamental features of Adobe Photoshop, providing extensive tutorials and exercises so that readers can apply what they learn.
- Emphasizes the how and why behind each Photoshop tool to help readers excel at design as well as master the software.
- Progresses from basic to advanced Photoshop techniques so that readers can build on the skills they acquire as they work their way through the book.
- Includes a lesson on fixing common photography problems, and a bonus appendix of additional projects so that students can practice and hone the skills they’ve learned in the book.

TABLE OF CONTENTS
1. Getting Started with Adobe Photoshop CS5.
2. Working with Photoshop.
5. Incorporating Color Techniques.
6. Placing Type in an Image.
8. Working with Special Layer Functions.
9. Creating Special Effects with Filters.
10. Enhancing Specific Selections.
11. Adjusting Colors.
12. Using Clipping Masks, Paths, and Shapes.
13. Transforming Type.
18. Working with Animation, Video, and Photography.
Adobe Photoshop CS4: Comprehensive Concepts and Techniques
Gary B. Shelly, Joy L. Starks
978-1-4390-7927-0
(1-4390-7927-7)
©2010 736 pages

FEATURES AND BENEFITS
- Gives students the information they need to know, when they need to know it through enhancements to the step-by-step instructions, a new Q&A feature, and improved callouts on screenshots.
- Engages students with new Experimental steps, which encourage them to go beyond step-by-step instructions to take advantage of the features in the Adobe Photoshop CS4 software.
- Increases students’ retention with brand new end-of-chapter exercises, including Make It Right, Extend Your Knowledge, and Make It Personal, which emphasize problem-solving and experimentation.

TABLE OF CONTENTS
1. Editing a Photo.
2. Using Selection Tools and Shortcut Keys.
4. Drawing and Painting with Color.
5. Enhancing and Repairing Photos.
6. Creating Color Channels and Actions.
7. Applying Filters and Patterns.
8. Working with Vector Graphics.
   - APPENDICES
A: Project Planning Guidelines.
B: Graphic Design Overview.
C: Changing Screen Resolution and Editing Preferences.
D: Using Photoshop Help.
E: Using Adobe Bridge CS4.

Adobe Photoshop CS4 - Illustrated, International Edition
Chris Botello
978-0-538-74530-7
(0-538-74530-4)
©2010 240 pages

FEATURES AND BENEFITS
- ADOBE PHOTOSHOP CS4 - ILLUSTRATED features the reader-friendly two-page spread format that is a signature of the ILLUSTRATED SERIES. This easy-to-comprehend layout provides succinct lessons with instructions on the left-hand page and large, full-color screenshots on the right page—ensuring thorough user understanding.
- Helping students get the most from Photoshop, the text’s comprehensive coverage includes detailed instruction on Adobe Photoshop CS4’s newest photo-editing functions.
- End-of-chapter Independent Challenges and Visual Workshops make concepts relevant for users and easier to understand through hands-on applications and detailed explanations.
- Predicting commonly made mistakes, the text offers “Quick Tips” within its solid, step-by-step directions to help users avoid typical errors and pitfalls.

TABLE OF CONTENTS
Unit A: Getting Started with Photoshop CS4.
Unit B: Selecting Pixels.
Unit C: Working with Layers.
Unit D: Working with Type and Gradients.
Unit E: Improve Images with Adjustment Layers.
Unit F: Work with Brushes and Color Effects.
Unit G: Working with Special Effects and Blending Modes.
Unit H: Exploring Production and Productivity Techniques.
FEATURES AND BENEFITS

- Covers all the latest Photoshop CS4 tools—including adding color with kuler, using improved CS4 Tablet features, creating 3D shapes, using content-aware scaling, and working with video in Photoshop.
- Thoroughly introduces all the fundamental features of Adobe Photoshop, providing extensive tutorials and exercises so that readers can apply what they are learning.
- Emphasizes the how and why behind each Photoshop tool to help readers excel at design as well as master the software.
- Progresses from basic to advanced Photoshop techniques so that readers can build on the skills they are acquiring as they work their way through the book.
- Includes a bonus appendix of additional projects so that students can practice and hone the skills they’ve learned in the book.

TABLE OF CONTENTS

1. Getting Started with Adobe Photoshop CS3
2. Working with Layers
3. Making Selections
4. Incorporating Color Techniques
5. Placing Type in an Image
6. Using Painting Tools
7. Working with Special Layer Functions
8. Creating Special Effects with Filters
9. Enhancing Specific Selections
10. Adjusting Colors
11. Using Clipping Masks, Paths, and Shapes
12. Transforming Type
13. Liquifying an Image
14. Performing Image Surgery
15. Annotating and Automating an Image
16. Creating Images for the Web
New Perspectives on Microsoft® Expression Web 3.0: Comprehensive, International Edition
Henry Bojack
978-0-538-47023-0
(0-538-47023-2)
©2011 656 pages

Gary B. Shelly, Jennifer Campbell
978-0-8400-5477-7
(0-8400-5477-7)
©2011

FEATURES AND BENEFITS

- Offers a case based, problem-solving approach to creating Web pages, covering the functions and features of the Microsoft Expression Web software.
- Presents InSight boxes, a new feature that offers expert advice and best practices to help students achieve a better understanding of the concepts behind the software.
- Includes a Tip feature, which provides hints for more efficient use of the software.
- Provides succinct summaries and step-by-step instructions on how to perform a specific task with Reference Windows.

TABLE OF CONTENTS

1. Getting Started.
2. Formatting Text.
3. Formatting with CSS.
5. Working with Hyperlinks.
6. Creating Interactivity.
7. Creating Tables.
8. Creating Forms.

NEW

FEATURES AND BENEFITS

- Engage students with the information they need to know, when they need to know it, with enhancements to the step-by-step instructions, a Q&A feature, and improved call outs and screen shots, students will be able to successfully navigate and retain new information.
- Features WYSIWYG design interface of Expression Web and other tools such as task panes and dialog boxes to create and modify Web sites and CSS also introduces HTML and CSS code views to enhance students understanding of the back-end of Web site creation, allowing students to use these skills in both their professional and personal lives.
- Integration of the interactive activities and videos on the Online Companion, in conjunction with the end-of-chapter student’s assignment aid in retention of material through a variety of assessment.
- Plan Ahead feature employs real world scenarios and prepares students to create successful projects by encouraging them to think about what they are trying to accomplish before they begin.

TABLE OF CONTENTS

2. Working with Text, Images, and Links.
3. Working with Templates and Importing a Web Site.
4. Creating Reports and Publishing to the Internet.
5. Creating Styles and Layouts with CSS.
6. Adding Interactive Buttons and Behaviors.
7. Working with Tables and Frames.
8. Working with Forms.
9. Introduction to ASP.NET Controls and Data Access Technologies.

APPENDICES

A: Using Microsoft Expression Web 3 Help.
B: Web standards and accessibility.
C: Publishing Content to the Web.
D: The Expression product Studio.
E: Steps for the Windows XP User.
F: Steps for the Windows Vista User.
G: Changing the Screen Resolution.
H: ASP.NET.
I: Silverlight.

ADDITIONAL VERSION
COMPLETE: 978-0-8400-5478-8 (0-8400-5478-8)
FEATURES AND BENEFITS

- Presents lessons in a clean, easy-to-follow two-page spread layout that appeals to a wide variety of learning styles.
- Provides complete coverage of Microsoft Expression Web 3, teaching students how to create professional, graphically appealing Web pages.
- Offers clear, step-by-step instructions for completing tasks, with action items in green bold text to keep students on track.
- Coverage of adding multimedia such as Silverlight and Flash content to sites, making sites interactive and professional.
- Includes instruction on how to use SuperPreview - a tool that allows users to preview their site in multiple browsers - ensuring that sites support all platforms.

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Julie Riley
978-0-538-75045-5
(0-538-75045-6)
©2011 424 pages

Microsoft Expression Web 2: Comprehensive Concepts and Techniques
Gary B. Shelly, Jennifer T. Campbell, Ollie N. Rivers
978-0-538-74541-3
(0-538-74541-X)
©2010 752 pages
FEATURES AND BENEFITS

- Gives students a complete presentation of Publisher 2007, including new features of the software, using the highly successful Shelly Cashman Series pedagogy.
- Offers a new Plan Ahead feature, which prepares students to create successful projects by encouraging them to think about what they are trying to accomplish before they begin.
- Gives students the information they need to know, when they need to know it, through enhancements to the step-by-step instructions, a new Q&A feature, and improved callouts.
- Engages students with new Experimental steps, which encourage them to go beyond step-by-step instructions to take advantage of the features in the Microsoft Office 2007 new user interface.
- Increases students’ retention with brand new end-of-chapter exercises, including Make It Right, Extend Your Knowledge, and Make It Personal, which emphasize problem solving and experimentation.

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1. Creating and Editing a Publication
2. Designing a Newsletter
3. Publishing a Tri-Fold Brochure
E-Mail Feature: Creating an E-Mail Letter Using Publisher
4. Using Business Information Sets
5. Merging Publications and Data
6. Creating an Interactive Web Site
Integration Feature: Object Linking and Embedding

APPENDICES
A: Project Planning Guidelines
B: Introduction to Microsoft Office 2007
C: Microsoft Office Publisher 2007 Help
D: Publishing Office 2007 Web Pages to a Web Server
E: Customizing Microsoft Office Publisher 2007
F: Steps for the Windows XP User

ADDITIONAL VERSION
INTRODUCTORY: Chapters 1–3; 1 Special Feature; Appendices
978-1-4188-4348-9 (1-4188-4348-2)
FEATURES AND BENEFITS

Henry Bojack
978-0-538-74223-8
©2010 512 pages

- Focuses on achieving page layouts through CSS positioning, which more closely reflects the way “real world applications” are built.
- Integrates CSS right from the start, allowing students to feel confident about their knowledge of CSS upon completion of the course.
- Reflects the signature New Perspectives pedagogical elements with updates to the interior that include Margin Tips, InSight boxes, and Reality Check exercises.
- Includes new coverage of fixed layouts, adding multimedia, and forms!

TABLE OF CONTENTS

1. Using XHTML to Create Web Pages.
2. Introducing Cascading Style Sheets.
4. Working with the Box Model.
5. Creating Fixed Layouts.
7. Using Links to Navigate the Web.
8. Adding Data, Sound, and Video to a Web Page.

APPENDICES
A: Colors by Name and Hexadecimal Value.
B: Named Character Entities.
C: Numeric Character Entities.
D: HTML Elements.
E: CSS 2.1 Properties and Values.

HTML, XHTML, and CSS: Comprehensive, 6E
Gary B. Shelly,
Denise M. Woods
William J. Dorin
978-0-538-47241-8
(0-538-47241-3)
©2011 776 pages

FEATURES AND BENEFITS

- New Special feature on how to convert web page frames to another technique.
- Updated HTML tags.
- Contains twelve chapters and five appendices that offer comprehensive coverage of HTML, including the Web development life cycle, Web page creation using HTML, creating lists, creating links, inserting images, and formatting text.
- Offers a new Plan Ahead feature which prepares students to create successful projects by encouraging them to think about what they are trying to accomplish before they begin.
- Gives students the information they need to know, when they need to know it through enhancements to the step-by-step instructions, a new Q&A feature, and improved call-outs on screenshots.
- Engages students with new Experimental steps, which encourage them to go beyond step-by-step instructions to explore and experiment with HTML code.

TABLE OF CONTENTS

1. Introduction to HTML, XHTML, and CSS.
   Special Feature 1: Attracting Visitors to Your Web Site.
5. Creating an Image Map.
6. Creating a Form on a Web Page.
   Special Feature 2: Converting Frames on Your Web Site.
9. Integrating JavaScript and HTML.

APPENDICES
A: HTML Quick Reference.
B: Browser-Safe Color Palette.
C: Accessibility Standards and the Web.
D: CSS Properties and Values.
E: Publishing Web Pages to a Web Server.
F: JavaScript Quick Reference.
G: XML Quick Reference.
FEATURES AND BENEFITS

- The Fourth Edition includes numerous new cases throughout the tutorials and end-of-chapter exercises, providing realistic, current scenarios to engage students’ interest and allow them to explore the practical applications of key concepts.
- This thorough text provides students with comprehensive instruction on HTML, XHTML, and DHTML using the New Perspectives Series’ signature case-based, problem-solving approach, which makes even complex material more interesting and easier to master.
- This proven text teaches students how to create and validate well-formed documents that are compliant with XHTML standards.
- The student online companion site enhances learning by providing additional resources for exploration, allowing students to seek further information or support in areas of interest or uncertainty.
- The text is designed to foster students’ confidence by helping them continually increase their knowledge and build skills as they progress to increasingly difficult tasks within each chapter.

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1. Developing a Web Page
2. Developing a Web Site
3. Working with Cascading Style Sheets
4. Creating Special Effects with CSS
5. Working with Web Tables
6. Working with Web Forms
7. Designing a Multimedia Experience
8. Designing a Web Site with Frames
9. Working with XHTML
10. Introducing JavaScript

Additional Cases 1-3.

APPENDICES
A: Putting a Site on the World Wide Web
B: Making Your Web Site More Accessible
C: Optimizing Your Web Page for Search Engines
D: Working with Cookies
E: Color Names and Color Values
F: Character Entities
G: XHTML Elements and Attributes
H: Cascading Style Sheets
I: JavaScript Objects, Properties, and Methods
NEW PERSPECTIVES ON CREATING WEB PAGES WITH HTML, XHTML, AND XML teaches students how to create simple to complex Web sites from scratch using HTML, XHTML, and XML. Students are asked to think critically in order to solve problems and complete Case Studies, which reinforces key concepts critical to creating Web pages.

FEATURES AND BENEFITS
• Gives students hands-on experience in learning HTML, CSS, JavaScript, and XML with interactive Web pages.
• Enhances student learning with a new Student Online Companion at www.cengage.com/coursetechnology/carey featuring additional resources for exploration.
• Increases retention with new case scenarios and end-of-tutorial exercises.
• Features reorganized and updated content based on instructor and author feedback.
• Explores how to create XML documents using custom and standard vocabularies and how to create compound documents that involve several namespaces.
• Prepares students to code Web pages from scratch using a simple text editor with comprehensive, easy-to-follow instructions.

TABLE OF CONTENTS
1. Developing a Web Page
2. Developing a Web Site
3. Working with Cascading Style Sheets
4. Creating Special Effects with CSS
5. Working with Table
6. Working with Web Forms
7. Working with Multimedia
8. Designing a Web Site with Frames
9. Working with XHTML
10. Programming with JavaScript
11. Creating an XML Document
12. Creating Compound Documents with Namespaces
13. Validating Documents with DTDs
14. Validating Documents with XML Schema
Appendix A: Color Names and Color Values.
Appendix B: HTML Character Entities.
Appendix D: Making the Web More Accessible.
Appendix E: HTML and XHTML Elements and Attributes.
Appendix F: Cascading Style Sheets.
Appendix G: JavaScript Objects, Properties, Methods, and Event Holders.
Appendix H: JavaScript Operators, Keywords, and Syntactical Elements.
Appendix I: Working with Cookies.
New Perspectives on JavaScript, Comprehensive
Patrick Carey, Frank Canovatchel
978-0-619-26797-1 (0-619-26797-6)
September 2005 816 pages

FEATURES AND BENEFITS
- Teaches students how to apply JavaScript to create real-world applications, including validating financial information and creating a working online shopping cart.
- Contains detailed coverage of foundation concepts, such as objects, expressions, arrays, and loops.
- Provides Demo pages, an interactive way for students to learn JavaScript.
- Helps students review basic HTML, XHTML, and CSS concepts in two review tutorials and an extended appendix listing markup tags, style elements, and JavaScript commands.
- Includes an appendix on common JavaScript programming mistakes, capturing errors, and debugging code.

TABLE OF CONTENTS

Review 1: Introducing HTML and XHTML
  1. Introducing JavaScript
  2. Working with Operators and Expressions
  3. Working with Arrays, Loops, and Conditional Statements
  4. Working with Objects
  5. Working with Special Effects
  6. Working with Windows and Frames
  7. Working with Forms and Regular Expressions
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10. Working with Dynamic Content and Styles

APPENDICES
A: HTML and XHTML Elements and Attributes
B: Cascading Style Sheets
C: JavaScript
D: JavaScript
E: Creating Dynamic Web Pages with Netscape 4
F: Debugging your JavaScript Code

New Perspectives on XML, Second Edition, Comprehensive
Patrick Carey
978-1-4188-6064-6 (1-4188-6064-6)
August 2006 725 pages

FEATURES AND BENEFITS
- Includes ten tutorials and five appendices—perfect for a semester-long introductory course on XML.
- Covers XML syntax to create valid, well-formed documents, and shows how to work with namespaces to create documents combining several XML vocabularies.
- Gives a thorough lesson on schemas in Tutorial 4 including employing multiple schemas in large document structures.
- Shows students how to work with several standard XML vocabularies including XHTML, MathML, and RSS.
- Provides cross-browser solutions to programming with the W3C document object model.

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1. Creating an XML Document
2. Working with Namespaces
3. Validating an XML Document
4. Working with Schemas
5. Working with Cascading Style Sheets
6. Working with XSLT and XPath
7. Creating a Computational Style Sheet
8. Creating Element Groups
9. Using XML as a Data Source
10. Working with the Document Object Model

APPENDICES
A: Installing XMLSpy
B: XSLT Elements and Attributes
C: XPath Reference
D: DTD Reference
E: XML Schema Reference
Gary B. Shelly, Misty E. Vermaat
978-0-538-75002-8
(0-538-75002-2)
©2011 376 pages

Features and Benefits
- Gives students an introductory presentation of Word 2010, including new features of the software, using the highly-successful Shelly Cashman Series pedagogy.
- Engages students with new Experimental steps, which encourage them to go beyond step-by-step instructions to take advantage of the features in the Microsoft Office 2010 new user interface.
- Increases students’ retention with brand new end-of-chapter exercises, including Make It Right, Extend Your Knowledge, and Make It Personal, which emphasize problem-solving and experimentation.
- A brand new introduction to Windows 7 and Introduction to Office chapter presents students with an overview of the latest in the Windows operating system and the Office suite giving them a strong base for further learning.
- Additional appendix found only in Word.

Table of Contents
Introduction to Windows 7 and Microsoft Office 2010.
1: Creating, Formatting, and Editing a Word Document with a Picture.
2: Creating a Research Paper with Citations and References.
3: Creating a Business Letter with a Letterhead and Table.

Appendices
A: Project Planning Guidelines.
B: Publishing Office 2010 Web Pages to a Web Server.
C: Microsoft Business Certification Program.
Index/Quick Reference.

Additional Versions
Complete: (available October 2010)
978-0-538-74386-0 (0-538-74386-7)
Comprehensive: (available December 2010)
978-0-538-74594-9 (0-538-74594-0)

S. Scott Zimmerman, Beverly B. Zimmerman, Ann Shaffer, Katherine T. Pinard
978-0-538-47065-0
(0-538-47065-8)
©2011 248 pages

Features and Benefits
- New business case scenarios keep students engaged throughout the tutorials, providing a real-world context in which they can apply the concepts and skills presented.
- Visual Overview – a two-page spread at the start of each tutorial – gives a visual look at the tasks and elements covered in the tutorial and can be used as a study guide before quizzes and tests.
- Key Steps highlight important points to help students pay close attention to completing the step correctly and avoiding time-consuming rework.
- ProSkills boxes tie Word 2010 concepts with career relevancy by providing guidance on how to use the software in professional situations.
- ProSkills Exercises integrate technology skills with professional skills, further grounding concepts in reality. ProSkills exercises include topics such as teamwork, written communication, verbal communication, problem solving, and decision making.

Table of Contents
Getting Started with Microsoft Office 2010.
1: Creating a Document.
2: Editing and Formatting a Document.
3: Creating a Multiple-Page Report.
4: Desktop Publishing and Mail Merge.

Additional Versions
Introductory: (available September 2010)
978-0-538-47064-3 (0-538-47064-X)
Comprehensive: (available December 2010)
978-0-538-47613-3 (0-538-47613-3)
FEATURES AND BENEFITS

- Easy-to-follow and easy-to-absorb two-page spread lessons appeal to a wide variety of learning styles.
- End-of-chapter Independent Challenges and Visual Workshops make concepts relevant and easier to understand through hands-on applications and detailed explanations.
- Quick Tips and Trouble boxes within the step-by-step instructions help students avoid typical errors and pitfalls.
- Clues to Use boxes offer concise information that expands on the lesson skill or describes a related task, adding context to skills and concepts.
- Increased coverage of research in Word Unit D gives students hands-on experience crafting research papers, helping students to retain and apply skills outside of the classroom.
- SkyDrive appendix covers how to store and share files with almost anyone anywhere!

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Unit D: Formatting Documents.
Unit E: Creating and Formatting Tables.
Unit F: Illustrating Documents with Graphics.
Unit G: Working with Themes and Building Blocks.
Unit H: Merging Word Documents.
Unit I: Working with Styles and Templates.
Unit J: Developing Multipage Documents.
Unit K: Working with References.
Unit L: Integrating Word with Other Programs.
Unit M: Exploring Advanced Graphics.
Unit N: Building Forms.
Unit O: Collaborating with Co-Workers.
Unit P: Customizing Word.

APPENDICES
B: Keyboarding.
Microsoft Office Word 2007: Comprehensive Concepts and Techniques
Gary B. Shelly, Thomas J. Cashman, Misty E. Vermaat
978-1-4188-4338-0
(1-4188-4338-5)
August 2007 816 pages

FEATURES AND BENEFITS
• Gives students a comprehensive presentation of Word 2007, including new features of the software, using the highly successful Shelly Cashman Series pedagogy.
• Offers a new Plan Ahead feature, which prepares students to create successful projects by encouraging them to think about what they are trying to accomplish before they begin.
• Gives students the information they need to know, when they need to know it, through enhancements to the step-by-step instructions, a new Q&A feature, and improved callouts on screen shots.
• Engages students with new Experimental steps, which encourage them to go beyond step-by-step instructions to take advantage of the features in the Microsoft Office Word 2007 new user interface.
• Increases students’ retention with brand new end-of-chapter exercises, including Make It Right, Extend Your Knowledge, and Make It Personal, which emphasize problem solving and experimentation.
• Meets the requirements of the Microsoft Certified Application Specialist exam for Microsoft Office Word 2007.

ADDITIONAL VERSIONS
INTRODUCTORY: Chapters 1–3; 1 Special Feature; Appendices 978-1-4188-4336-6 (1-4188-4336-9)
COMPLETE: Chapters 1–6; 2 Special Features; Appendices 978-1-4188-4337-3 (1-4188-4337-7)

TABLE OF CONTENTS
1. Creating and Editing a Word Document
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New Perspectives on Microsoft Office Word 2007, Comprehensive
S. Scott Zimmerman, Beverly B. Zimmerman, Ann Shaffer, Katherine T. Pinard
978-1-4239-0582-0 (1-4239-0582-2)
August 2007  680 pages

FEATURES AND BENEFITS
• Offers comprehensive coverage of the new Word 2007 features, including the design themes, Live Preview, and SmartArt, preparing students to create professional, polished documents.
• Provides a Getting Started with Microsoft Office 2007 tutorial that gets students up and running with the new features and user interface.
• Presents new InSight boxes, which offer best practices for working with the software, and a new Tip feature, which provides hints for more efficient use of the software.
• Features Reality Check exercises, new comprehensive, open-ended assignments that give students the opportunity to practice skills by creating practical, real-world documents such as resumes, cover letters, and reports.
• Meets the requirements for the Microsoft Certified Application Specialist exam for Microsoft Office Word 2007.

ADDITIONAL VERSIONS
COMPREHENSIVE:, PREMIUM VIEO EDITION
978-0-538-47597-6  (0-538-47597-8)
BRIEF: Getting Started with Microsoft Office 2007, Tutorials 1–4
978-1-4239-0580-6  (1-4239-0580-6)
INTRODUCTORY: Getting Started with Microsoft Office 2007, Tutorials 1–7
978-1-4239-0581-3  (1-4239-0581-4)

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1. Creating a Document
2. Editing and Formatting a Document
3. Creating a Multiple-Page Report
4. Desktop Publishing and Mail Merge
5. Working with Templates and Outlines
6. Using Mail Merge
7. Collaborating with Others and Creating Web Pages
8. Customizing Word and Automating Your Work
9. Creating On-Screen Forms Using Advanced Table Techniques
10. Managing Long Documents
Additional Cases
APPENDIX
A: Structuring Documents Using XML
FEATURES AND BENEFITS

• Provides more in-depth material in the opening units allowing students to gain a better understanding of the lessons.
• Contains advanced coverage on the powerful new footnotes, endnotes, and bibliography features, providing a useful lesson for all students.
• Educates students on the enhanced security features available in Word, where they learn how to secure their documents before distributing them to the public.
• Features a Getting Started with Office 2007 Unit that prepares students with an in-depth introduction to the common features in each software application.
• Presents relevant Real Life Independent Challenge exercises where students get useful experience creating documents for their everyday lives, such as resumes and letterheads.
• Provides extensive opportunities to practice using advanced new features, such as customizing building blocks and graphic objects and applying developer functions to automate tasks.
• Meets the requirements of the Microsoft Certified Application Specialist exam for Microsoft Office Word 2007.

ADDITIONAL VERSIONS

BRIEF: Units A–D
978-1-4239-0525-7 (1-4239-0525-3)

INTRODUCTORY: Units A–H
978-1-4239-0526-4 (1-4239-0526-1)

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J. Developing Multipage Documents
K. Working with References
L. Integrating Word with Other Programs
M. Exploring Advanced Graphics
N. Building Forms
O. Collaborating with Co-Workers
P. Customizing Word
FEATURES AND BENEFITS

- Provides examples and end-of-unit exercises that are related to the medical field and are typical of the tasks that students will encounter in a medical office, hospital, or clinic work setting.
- Contains comprehensive applied end-of-unit exercises that increase in level of difficulty and maps to SAM (Skill Assessment Manager), providing an opportunity for the reinforcement of skills.
- Includes a case study throughout on a fictitious outpatient medical facility, Riverwalk Medical Clinic, which is staffed by family doctors and specialists, as well as a large nursing and support staff.
- Teaches a single skill at a time using a two-page spread format, which shows steps students follow on the left-hand page and screen shots on the right-hand page.
- Offers optional Advanced Challenge Exercises in the end-of-unit material that let students practice the more advanced skills covered in the lesson material.

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H. Developing Multipage Documents
I. Building Forms

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1. Illustrating Documents with Graphics
2. Collaborating on Documents

FEATURES AND BENEFITS

- Offers a flexible format making this book ideal for classrooms with students who have varying abilities.
- Provides numerous step-by-step exercises, review exercises, and case projects to enhance students’ learning experiences.
- Helps students develop skills individually or in a team setting using strong end-of-lesson material, including Concepts Review projects and Critical Thinking activities.
- Gives students additional information and guidance through Did You Know? boxes, Net Tips boxes, and Important boxes.
- Increases students’ retention of skills through end-of-lesson exercises including lesson summary, vocabulary, and review questions.
- Includes an Online Companion with PowerPoint presentations, key terms, and more for additional student learning.

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B: Keyboarding Touch System Improvement
New Perspectives: Portfolio Projects for Business Communication, Second Edition
Carol M. Cram
978-1-4390-3746-1
(1-4390-3746-9)
©2010  296 pages

NEW PERSPECTIVES: PORTFOLIO PROJECTS FOR BUSINESS COMMUNICATION, Second Edition, teaches students how to communicate effectively in today’s constantly changing business environment. By solving realistic business case problems, students learn how to create a wide range of business documents and oral presentations, use technology to communicate effectively, address the needs of diverse audiences, and consider the ethical implications of their communication practices.

FEATURES AND BENEFITS
• REAL WORLD APPLICATION. Case scenarios, review assignments, and case problems help students review course material and apply what they’ve learned to real life business scenarios.
• TECHNOLOGY. Reference Windows teach students how to use technology to create a document or presentation.
• REVIEW. Review assignments, focused on conceptual information and writing skills, help students apply the book’s content.
• CRITICAL THINKING. Focused on concepts, best practices, and applications in business communication, Case Problems encourage critical thinking and include guidelines to help students create brochures, short proposals, online forms, and financial presentations.
• HANDS-ON PRACTICE. In addition to covering business communications skills, the book provides hands-on practice in the skills students need to perform business functions successfully.

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