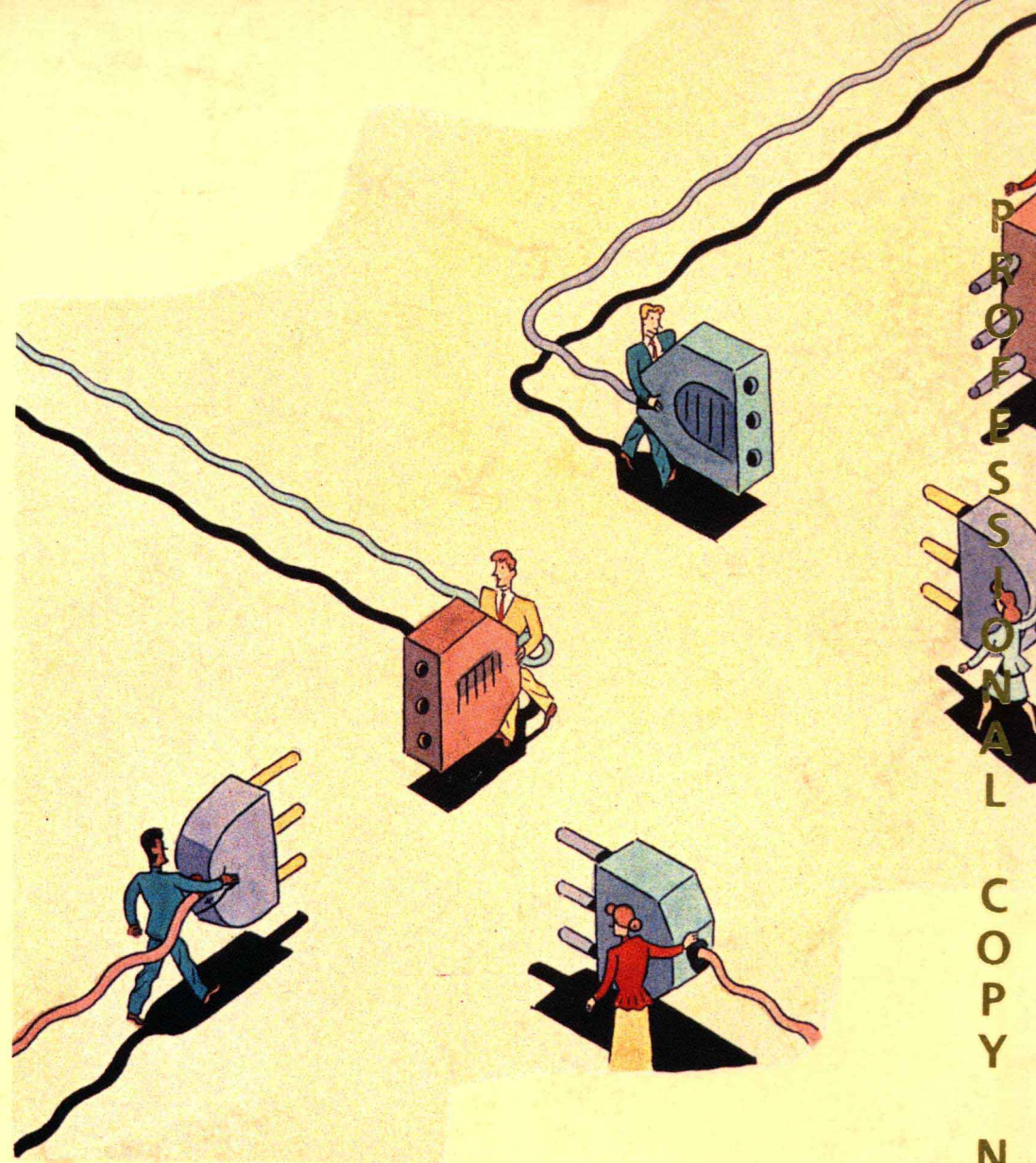


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MICROSOFT®

OFFICE

PROJECTS FOR WINDOWS®

Microsoft Office Projects for Windows

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Preface

*M*icrosoft Office Projects for Windows is the newest addition to Benjamin/Cummings' best-selling list of microcomputer application texts. The text teaches students basic and advanced skills in each of the four applications of the Microsoft Office suite—Word 6, Excel 5, Access 2, and PowerPoint 4. After each section, the student learns the basics of how to link documents created in the different applications using the object linking and embedding (OLE) functionality that has made this package the one of choice both in education and industry.

Microsoft Office Projects for Windows teaches the user to use the Office suite to its fullest potential. The projects build student confidence and problem-solving skills through the proven project approach of the SELECT series modules. Each of the projects has been written by an experienced author and instructor and follows a consistent, pedagogically sound format to facilitate the learning process.

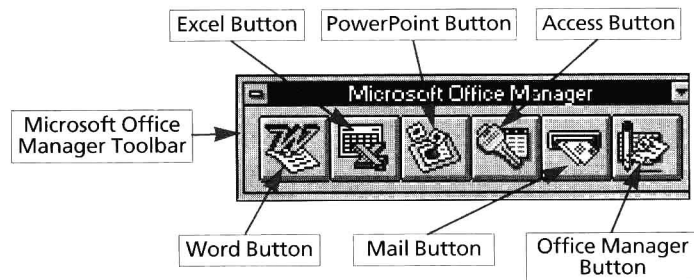
This text is intended for the introductory computer course. The projects were designed to be accessible for a first-time user, but they also offer more advanced topics for those students with a little more experience.

ORGANIZATION OF THE TEXT: THE PROJECT APPROACH

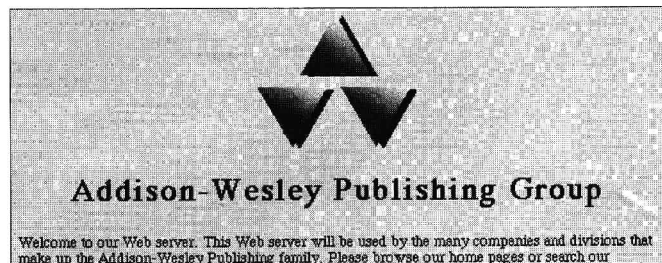
Each section begins with an overview that introduces the basic concepts of the application and provides hands-on instructions that allow students to begin using the software almost immediately. Students learn how to start the application, explore the online Help feature included in each application, exit the application, and more.

Students then learn problem-solving techniques as they work through four to five projects. These projects help students master the key concepts and problem-solving techniques they will need as they use the applications in their personal lives, school work, and careers. The projects provide a mix of academic, business, and real-life scenarios that students can relate to.

One of the strengths of the Microsoft Office suite is the ability to integrate the four individual software applications. *Microsoft Office Projects for Windows* provides several projects to help students understand the integration capabilities found in Microsoft Office. An "Introduction to Microsoft Office" is designed to familiarize students with the different software applications available in the Microsoft Office suite; teach how the applications can be integrated using the Microsoft Office Manager; teach how to open and use the Microsoft Office Manager; teach how to customize the Manager Toolbar and Menu; and show how to get help from the online help system.



Students also work through three integrated projects in *Microsoft Office Projects for Windows*. These three projects, "Embedding an Excel Worksheet in a Word Document," "Linking an Access Database File to a Word Document," and "Embedding and Linking Word, Excel, Access, and PowerPoint," build on the skills learned in the individual application projects and teach how to use and integrate the powerful components of the Microsoft Office suite. Finally, a supplementary project called "Electronic Mail and the Internet" helps students gain a greater understanding of this valuable and growing area of computing. They learn what e-mail is and how it is used, how to send e-mail, how to access an FTP site and a World Wide Web site, and more.



The comprehensive Operations Reference found in the backmatter provides a visual reference to the menu commands in the applications and includes a grid that indicates whether an operation can be found in a particular application. Button and keystroke combinations for these operations are also included. The comprehensive Glossary includes definitions for all the key terms found in the text, and the Indexes provide an extra navigational tool for students who find they need a refresher in certain topics. *Microsoft Office Projects for Windows* is destined to become a valuable reference text after students complete the projects.

PROJECT FEATURES

The following elements are found in each section of *Microsoft Office Projects for Windows*.

- Each project begins with *Learning Objectives* that describe the skills and commands you will master.
- Projects revolve around *Case Studies*, real-world scenarios that allow you to learn an application in a broader context. Case studies give you a sense of when, how, and where an application can serve as an effective tool.
- *Designing the Solution* introduces you to important problem-solving techniques. You will see how to analyze the case study and design a solution before you sit down at the computer. Thinking through the problem before working with the application allows you to identify the larger issues that must be resolved in order to successfully complete the project.
- Each topic begins with a brief explanation of concepts you will learn and the operations you will perform.
- The computer icon provides a cue that you should begin working at the computer. *Numbered steps* guide you step-by-step through each project, providing detailed instructions on how to perform operations. Instructions are provided for both mouse and keyboard where appropriate.



To open a blank window for a new document:

- 1** Select New on the File menu or press **(ALT) + (F7)** and then type **n**. The New dialog box appears, as shown in Figure 1.1. This dialog box allows you to select from a variety of *templates* and *wizards*. *Templates* are preformatted skeleton documents ranging from memos to newsletters. *Wizards* ask a series of questions about a document format and then use that information to build a document for you to use. Right now, you need the default general-purpose template named Normal.

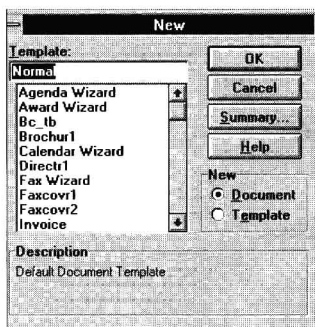


Figure 1.1

- 2** If Normal does not appear in the Template box, type **Normal**.
- 3** Select OK.

- Visual cues such as *screen shots* reinforce key concepts and help you check your work. Screen shots provide examples of what you will see on your own computer screen.
- *Exit points* identify good places in each project to take a break.
- *Margin figures* introduce tools from the computer interface. These tools are often convenient alternatives to the menu commands presented in the numbered steps.
- *Tips, Reminders, Cautions,* and *Quick Fixes* appear throughout each project to highlight important, helpful, or pertinent information about each application. This extra level of support clearly identifies useful reference material and helps you work independently.

Tip You can open a new document with a click of the mouse. Use the New document button on the standard toolbar to open a Normal document with a single click.

- *Key Terms* are boldfaced and italicized and appear throughout each project.
- Each project ends with *The Next Step*, a *Summary* of concepts covered in the projects, and a list of *Key Terms and Operations*. The Next Step discusses the concepts from the project and proposes other uses and applications for the skills you have learned.
- At the end of each project, you'll find *Study Questions* (multiple choice, short answer, and discussion) which may be used as a self-test or as a homework assignment.
- *Review Exercises* present hands-on tasks with abbreviated instructions to help you build on skills acquired in the project.
- *Assignments* draw on skills introduced in the projects. They encourage you to synthesize and integrate what you have learned using problems that require analysis and critical thinking to complete.

SUPPLEMENTS

The text has a corresponding Instructor's Manual with a Test Bank and Transparency Masters. For each project in the student text, the Instructor's Manual includes Expanded Student Objectives, Answers to Study Questions, and Additional Assessment Techniques. The Test Bank contains two separate tests with answers, and consists of multiple choice, true/false, and fill-in questions referenced to pages in the student's text. Transparency Masters illustrate over one hundred key concepts and screen captures from the text.

The Instructor's Data Disk contains student data files, answers to selected Review Exercises, answers to selected Assignments, and the test files from the Instructor's Manual in ASCII format.

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