

3 1/2" STUDENT  
DATA DISK INCLUDED

INCREASING YOUR PRODUCTIVITY

**WordPerfect<sup>®</sup>** Version 5.1

**Lotus<sup>®</sup> 1-2-3<sup>®</sup>** Release 2.2

**dBASE III PLUS<sup>®</sup>**



**H. PAUL HAIDUK**  
**LORRAINE J. LABY**  
**PAUL W. ROSS**  
**JAMES E. SHUMAN**



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**H. PAUL HAIDUK**

Amarillo College

**LORRAINE J. LABY**

Santa Rosa Junior College

**PAUL W. ROSS**

Millersville University of Pennsylvania

**JAMES E. SHUMAN**

Bellevue Community College

**GLENCOE**

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# P . . . R . . . E . . . F . . . A . . . C . . . E

With each passing day, computers become more powerful and capable. That power and capability increasingly affects your world, bringing the ability to work faster and more efficiently to you and the people around you. Computers are the new tools of a new age. They can help you create, manage, and transmit information. They are the new tools of business, helping you work more productively and giving you the information you need to make more knowledgeable and timely business decisions. The *Increasing Your Productivity* series has been developed to move you into the world of computers—to increase your ability to create and compete—with the computer as your tool for greater efficiency and productivity.

## **RATIONALE**

The initial texts in the *Increasing Your Productivity* series have been written and tested to teach DOS, WordPerfect Version 5.1, Lotus 1-2-3 Release 2.2, dBASE III PLUS, or a combination of these programs successfully. These software programs are market leaders. Mastery of them will give you marketable skills. In addition, and perhaps more importantly, mastery will enhance your personal efficiency and effectiveness in any area of information processing.

The approach of the *Increasing Your Productivity* series is a patient presentation of the steps you need to take to master the software. Each command is taught in context, so you experience how it works and what it does. The series is filled with tutorials that guide you through practice sessions in which you use the software correctly and appropriately.

## **FEATURES**

The *Increasing Your Productivity* series brings together many features:

- Software programs are presented in a systematic way, allowing you to experience using the software successfully, as opposed to simply reading about the details of the programs.
- A Student Data Disk is used extensively to facilitate the learning process and give examples of program use.
- Practice Exercises after most tutorials allow you to “fly solo,” practicing what you have learned.
- Test Yourself exercises at the end of each chapter incorporate the ideas presented in the chapter.
- A rigorous, unstructured Challenge Exercise is provided at the end of the presentation for each software program, with additional Challenge Exercises (and answers) in the Instructor’s Manual and Key.
- Ethical case studies are included to motivate discussions of ethical values in the use of computer software and data.
- Coverage of basic skills in proofreading and minor editing are incorporated in the WordPerfect material.
- WordPerfect lessons include the use of both function keys and pull-down menus.
- Advanced features, or “power tools,” are included for software applications.

## **INSTRUCTOR’S MANUAL AND KEY**

Each title in the *Increasing Your Productivity* series is accompanied by an extensive Instructor’s Manual and Key. Included in each chapter of each manual are the following:

- Objectives for each chapter
- A discussion of the concepts taught in the chapter



- Content elaboration of the chapter
- A lecture outline
- A variable course outline
- A list of key terms
- A discussion of the exercises
- Additional Test Yourself exercises
- Solutions for the Challenge Exercises
- Additional Challenge Exercises and solutions

Overhead transparency acetates are provided to instructors.



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