Microsoft® Office
Specialist
Approved Courseware

the **i**-series

MICROSOFT® OFFICE
access 2003

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Stephen Haag
James Perry
Merrill Wells

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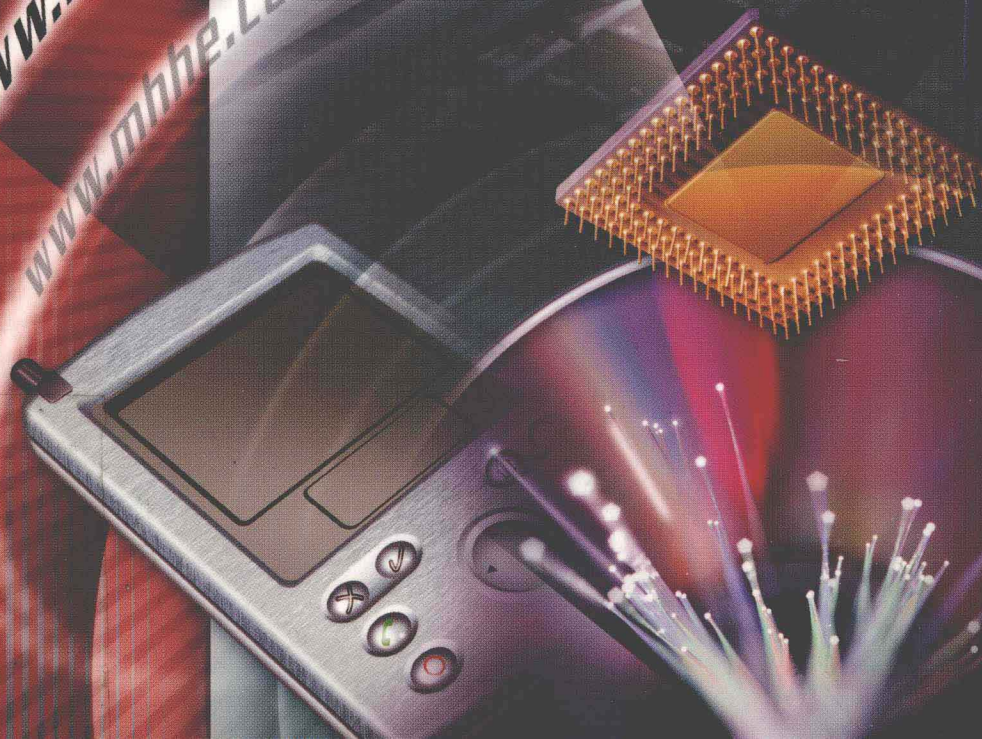
The I-Series

Microsoft® Office Access 2003

Introductory

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THE I-SERIES: MICROSOFT OFFICE ACCESS 2003, INTRODUCTORY

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THE I-SERIES PAGE

By using the I-Series, students will be able to learn and master applications skills by being actively engaged—by *doing*. The "I" in I-Series demonstrates Insightful tasks that will not only Inform students, but also Involve them while learning the applications.

How Will the I-Series Accomplish This for You?

Through relevant, real-world chapter opening cases.

Tasks throughout each chapter incorporating steps and tips for easy reference.

Alternative methods and styles of learning to keep the student involved.

Rich, end-of-chapter materials that support what the student has learned.

I-Series Titles Include:

Computer Concepts

Computing Concepts, 2e, Introductory

Computing Concepts, 2e, Complete

Microsoft Office Applications

Microsoft Office 2003, Volume I

Microsoft Office 2003, Volume II

Microsoft Office Word 2003 (Brief, Introductory, Complete Versions) 11 Total Chapters

Microsoft Office Excel 2003 (Brief, Introductory, Complete Versions) 12 Total Chapters

Microsoft Office Access 2003 (Brief, Introductory, Complete Versions) 12 Total Chapters

Microsoft Office PowerPoint 2003 (Brief, Introductory Versions) 8 Total Chapters

Microsoft Office Outlook 2003 (Brief, Introductory Versions) 8 Total Chapters

Microsoft Office FrontPage 2003 (Brief Version) 4 Total Chapters

Microsoft Office XP, Volume I

Microsoft Office XP, Volume I Expanded (with Internet Essentials bonus chapters)

Microsoft Office XP, Volume II

Microsoft Word 2002 (Brief, Introductory, Complete Versions) 12 Total Chapters

Microsoft Excel 2002 (Brief, Introductory, Complete Versions) 12 Total Chapters

Microsoft Access 2002 (Brief, Introductory, Complete Versions) 12 Total Chapters

Microsoft PowerPoint 2002 (Brief, Introductory Versions) 8 Total Chapters

Microsoft Internet Explorer 6.0 (Brief Version) 5 Total Chapters

Microsoft Windows

Microsoft Windows 2000 (Brief, Introductory, Complete Versions) 12 Total Chapters

Microsoft Windows XP (Brief, Introductory, Complete Versions) 12 Total Chapters

For additional resources, visit The I-Series Online Learning Center at www.mhhe.com/i-series

GOALS/PHILOSOPHY

The I-Series applications textbooks strongly emphasize that students learn and master applications skills by being actively engaged—by *doing*. We made the decision that teaching how to accomplish tasks is not enough for complete understanding and mastery. Students must understand the importance of each of the tasks that lead to a finished product at the end of each chapter.

Approach

The I-Series chapters are subdivided into sessions that contain related groups of tasks with active, hands-on components. The session tasks containing numbered steps collectively result in a completed project at the end of each session. Prior to introducing numbered steps that show how to accomplish a particular task, we discuss why the steps are important. We discuss the role that the collective steps play in the overall plan for creating or modifying a document or object, answering students' often-heard questions, "Why are we doing these steps? Why are these steps important?" Without an explanation of why an activity is important and what it accomplishes, students can easily find themselves following the steps but not registering the big picture of what the steps accomplish and why they are executing them.

I-Series Applications for 2003

The I-Series offers three levels of instruction. Each level builds upon knowledge from the previous level. With the exception of the running project that is the last exercise of every chapter, chapter cases and end-of-chapter exercises are independent from one chapter to the next, with the exception of Access. The three levels available are

Brief Covers the basics of the Microsoft application and contains Chapters 1 through 4. The Brief textbooks are typically 200 pages long.

Introductory Includes chapters in the Brief textbook plus Chapters 5 through 8. Introductory textbooks typically are 400 pages long and prepare students for the Microsoft Office Specialist (MOS) Core Exam.

Complete Includes the Introductory textbook plus Chapters 9 through 12. The four additional chapters cover advanced-level content and the textbooks are typically 600 pages long. Complete textbooks prepare students for the Microsoft Office Specialist (MOS) Expert Exam. The Microsoft Office User Specialist program is recognized around the world as the standard for demonstrating proficiency using Microsoft Office applications.

In addition, there are two compilation volumes available.

Office I Includes introductory chapters on Windows and Computing Concepts followed by Chapters 1 through 4 (Brief textbook) of Word, Excel, Access, and PowerPoint. In addition, material from the companion Computing Concepts book is integrated into the first few chapters to provide students with an understanding of the relationship between Microsoft Office applications and computer information systems.

Office II Includes introductory chapters on Windows and Computing Concepts followed by Chapters 5 through 8 from each of the Introductory-level textbooks including Word, Excel, Access, and PowerPoint. In addition, material from the companion Computing Concepts book is integrated into the introductory chapters to provide students with a deeper understanding of the relationship between Microsoft Office applications and computer information systems. An introduction to Visual Basic for Applications (VBA) completes the Office II textbook.

STEPHEN HAAG
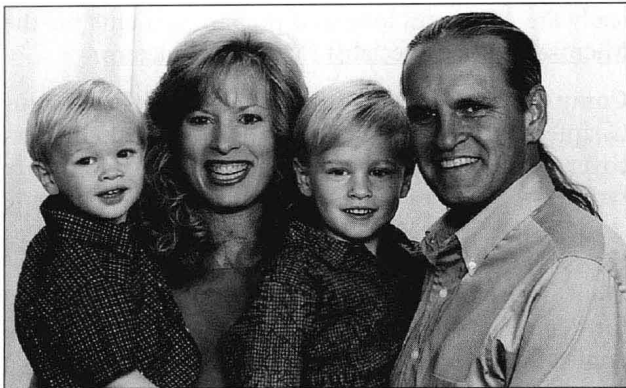
Stephen Haag is a professor and Chair of Information Technology and Electronic Commerce and the Director of Technology in the University of Denver's Daniels College of Business. Stephen holds a B.B.A. and M.B.A. from West Texas State University and a Ph.D. from the University of Texas at Arlington. He has published numerous articles appearing in such journals as *Communications of the ACM, The International Journal of Systems Science, Applied Economics, Managerial and Decision Economics, Socio-Economic Planning Sciences,* and the *Australian Journal of Management.*

Stephen is also the author of 20 other books including *Interactions: Teaching English as a Second Language* (with his mother and father), *Case Studies in Information Technology, Information Technology: Tomorrow's Advantage Today* (with Peter Keen), and *Excelling in Finance.* He is also the lead author of the accompanying I-Series *Computing Concepts* text, released in both an Introductory and a Complete version. Stephen lives with his wife, Pam, and their four sons—Indiana, Darian, Trevor, and Elvis—in Highlands Ranch, Colorado.

JAMES PERRY
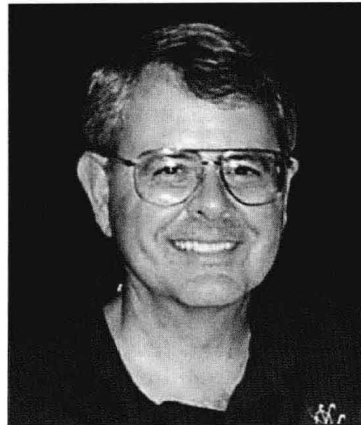
James Perry is a professor of Management Information Systems in the University of San Diego's School of Business. He holds a B.S. in mathematics from Purdue University and a Ph.D. in computer science from The Pennsylvania State University. Jim has published several journal and conference papers. He is the co-author of 60 other textbooks and trade books including *Using Access with Accounting Systems, Building Accounting Systems, Understanding Oracle, The Internet,* and *Electronic Commerce.* His books have been translated into Chinese, Dutch, French, and Korean. Jim teaches both undergraduate and graduate courses at the University of San Diego and has worked as a computer security consultant to various private and governmental organizations including the Jet Propulsion Laboratory. He was a consultant on the Strategic Defense Initiative ("Star Wars") project and served as a member of the computer security oversight committee. Jim lives with his wife, Nancy, in San Diego, California. He has three grown children: Jessica, Stirling, and Kelly.

PAIGE BALTZAN

Paige Baltzan is a professor of Information Technology and Electronic Commerce in the University of Denver's Daniels College of Business. Paige holds a B.S.B.A. from Bowling Green State University and an M.B.A. from the University of Denver. Paige's primary concentration focuses on object-oriented technologies and systems development methodologies. She has been teaching Systems Analysis and Design, Telecommunications and Networking, Software Engineering, and The Global Information Economy at the University of Denver for the past three years. Paige has contributed materials for several McGraw-Hill publications including *Using Information Technology* and *Management Information Systems for the Information Age.*

Prior to joining the University of Denver Paige spent three years working at Level(3) Communications as a Technical Architect and four years working at Andersen Consulting as a Technology Consultant in the telecommunications industry. Paige lives in Lakewood, Colorado, with her husband, Tony, and her daughter, Hannah.

AMY PHILLIPS

Amy Phillips is a professor of Information Technology and Electronic Commerce in the University of Denver's Daniels College of Business. She holds a B.S. degree in environmental biology and an M.S. degree in education from Plymouth State College. Amy has been teaching for more than 18 years: 5 years in public secondary education and 13 years in higher education. She has also been an integral part of both the academic and administrative functions within the higher educational system.

Amy's main concentration revolves around database driven Web sites focusing on dynamic Web content, specifically ASP and XML technologies. Some of the main core course selections that Amy teaches at the University of Denver include Analysis and Design, Database Management Systems, Using Technology to Communicate, and Using Technology to Manage Information. Her first book, *Internet Explorer 6.0,* written with Stephen Haag and James Perry, was published in September 2002.

MERRILL WELLS

Merrill Wells is a professor of Information Technology and Electronic Commerce in the University of Denver's Daniels College of Business. Merrill holds a B.A. and M.B.A. from Indiana University. Although her goal was to teach and write, she followed the advice of her professors and set out to gain business experience before becoming a professor herself.

Merrill began her nonacademic career as a business systems programmer developing manufacturing, accounting, and payroll software using relational databases. Throughout her first career Merrill worked in the aerospace, manufacturing, construction, and oil and gas industries. After years of writing technical manuals and training end users, Merrill honored her original goal and returned to academia to become an active instructor of both graduate and undergraduate technology courses.

Merrill is the author of several online books including *An Introduction to Computers, Introduction to Visual Basic,* and *Programming Logic and Design.* Merrill lives with her husband, Rick, in Denver, Colorado. They have four children—Daniel, Dusty, Victoria (Tori), and Evan—and foster twins Connor and Gage.

Each textbook features the following:

Did You Know Each chapter has six or seven interesting facts—about both high-tech and other topics.

Sessions Each chapter is divided into two or three sessions.

Chapter Outline Provides students with a quick map of the major headings in the chapter.

Chapter and Microsoft Office Specialist Objectives At the beginning of each chapter is a list of 5 to 10 action-oriented objectives. Any chapter objectives that are also Microsoft Office Specialist objectives indicate the Microsoft Office Specialist objective number.

Chapter Opening Case Each chapter begins with a case. Cases describe a mixture of fictitious and real people and companies and the needs of the people and companies. Throughout the chapter, the student gains the skills and knowledge to solve the problem stated in the case.

Introduction The chapter introduction establishes the overview of the chapter's activities in the context of the case problem.

Another Way and Another Word Another Way is a highlighted feature providing a bulleted list of steps to accomplish a task, or best practices—that is, a better or faster way to accomplish a task such as pasting a format into an Excel cell. Another Word, another highlighted box, briefly explains more about a topic or highlights a potential pitfall.

Step-by-Step Instructions Numbered step-by-step instructions for all hands-on activities appear in a distinctive color. Keyboard characters and menu selections appear in a **special format** to emphasize what the user should press or type. Steps make clear to the student the exact sequence of keystrokes and mouse clicks needed to complete a task such as formatting a Word paragraph.

Tips Tips appear within a numbered sequence of steps and warn the student of possible missteps or provide alternatives to the step that precedes the tip.

Task Reference and Task Reference Summary Task References appear throughout the textbook. Set in a distinctive design, each Task Reference contains a bulleted list of steps showing a generic way to accomplish activities that are especially important or significant. A Task Reference Summary at the end of each chapter summarizes a chapter's Task References.

Microsoft Office Specialist Objectives Summary A list of Microsoft Office Specialist objectives covered in a chapter appears in the chapter objectives and the chapter summary.

Making the Grade Short answer questions appear at the end of each chapter's sessions. They test a student's grasp of each session's contents, and Making the Grade answers appear at the end of each chapter so students can check their answers.

Rich End-of-Chapter Materials End-of-chapter materials incorporating a three-level approach reinforce learning and help students take ownership of the chapter. Level One, Review of Terminology, contains fill in the blank, true/false, and multiple choice questions that enforce review of a chapter's key terms. Level Two, Review of Concepts, contains review questions and a Jeopardy-style create-a-question exercise. Level Three contains Hands-On Projects (see the paragraph following this one). Level Four, Analysis, contains short questions that require students to step back from the details of what they learned and think about higher level concepts covered in the chapter.

Hands-On Projects Extensive hands-on projects engage the student in a problem-solving exercise from start to finish. There are seven clearly labeled categories that each contain one or two questions. Categories are Practice, Challenge!, E-Business, On the Web, Around the World, Analysis, and a Running Project that carries throughout all the chapters.

We understand that, in today's teaching environment, offering a textbook alone is not sufficient to meet the needs of the many instructors who use our books. To teach effectively, instructors must have a full complement of supplemental resources to assist them in every facet of teaching, from preparing for class to conducting a lecture to assessing students' comprehension. The **I-Series** offers a complete supplements package and Web site that is briefly described below.

INSTRUCTOR'S RESOURCE KIT

The Instructor's Resource Kit is a CD-ROM containing the Instructor's Manual in both MS Word and .pdf formats, PowerPoint Slides with Presentation Software, Brownstone test-generating software, and accompanying test item files in both MS Word and .pdf formats for each chapter. The CD also contains figure files from the text, student data files, and solutions files. The features of each of the three main components of the Instructor's Resource Kit are highlighted below.

Instructor's Manual Featuring:

- Chapter learning objectives
- Chapter key terms
- Chapter outline and lecture notes
  - Teaching suggestions
  - Classroom tips, tricks, and traps
  - Page number references
- Additional end-of-chapter practice projects
- Answers to all Making the Grade and end-of-chapter questions
- Text figures

PowerPoint Presentation

The PowerPoint presentation is designed to provide instructors with comprehensive lecture and teaching resources that will include

- Chapter learning objectives followed by source content that illustrates key terms and key facts per chapter
- FAQ (frequently asked questions) to show key concepts throughout the chapter; also lecture notes, to illustrate these key concepts and ideas

- End-of-chapter exercises and activities per chapter, as taken from the end-of-chapter materials in the text
- Speaker's Notes, to be incorporated throughout the slides per chapter
- Figures/screen shots, to be incorporated throughout the slides per chapter

Test Bank

The I-Series Test Bank, using Diploma Network Testing Software by Brownstone, contains over 3,000 questions (both objective and interactive) categorized by topic, page reference to the text, and difficulty level of learning. Each question is assigned a learning category:

- Level 1: Key Terms and Facts
- Level 2: Key Concepts
- Level 3: Application and Problem-Solving

The types of questions consist of 20 percent Multiple Choice, 50 percent True/False, and 30 percent Fill-in-the-Blank Questions.

ONLINE LEARNING CENTER/ WEB SITE

To locate the I-Series OLC/Web site directly, go to www.mhhe.com/i-series. The site is divided into three key areas:

- **Information Center** Contains core information about the text, the authors, and a guide to our additional features and benefits of the series, including the supplements.
- **Instructor Center** Offers instructional materials, downloads, additional activities and answers to additional projects, answers to chapter troubleshooting exercises, answers to chapter preparation/post exercises posed to students, relevant links for professors, and more.
- **Student Center** Contains chapter objectives and outlines, self-quizzes, chapter troubleshooting exercises, chapter preparation/post exercises, additional projects, simulations, student data files and solutions files, Web links, and more.

RESOURCES FOR STUDENTS

SimNet

SimNet is a simulated assessment and learning tool for either Microsoft® Office XP or Microsoft® Office 2003. SimNet allows students to study MS Office skills and computer concepts, and professors to test and evaluate students' proficiency, within MS Office applications and concepts. Students can practice and study their skills at home or in the school lab using SimNet, which does not require the purchase or installation of Office software. SimNet includes:

Structured Computer-Based Learning SimNet offers a complete computer-based learning side that presents each skill or topic in several different modes. *Teach Me* presents the skill or topic using text, graphics, and interactivity. *Show Me* presents the skill using an animation with audio narration to show how the skill is used or implemented. *Let Me Try* allows you to practice the skill in SimNet's robust simulated interface.

Computer Concepts Coverage! SimNet includes coverage of 60 computer concepts in both the Learning and the Assessment side.

The Basics and More! SimNet includes modules of content on:

Word	Windows 2000
Excel	Computer Concepts
Access	Windows XP Professional
PowerPoint	Internet Explorer 6
Office XP Integration	FrontPage
Outlook	

More Assessment Questions! SimNet includes over *1,400* assessment questions.

Practice or Pre-Tests Questions! SimNet has a separate pool of over *600* questions for Practice Tests or Pre-Tests.

Comprehensive Exercises! SimNet offers comprehensive exercises for each application. These exercises require the student to use multiple skills to solve one exercise in the simulated environment.

Simulated Interface! The simulated environment in SimNet has been substantially deepened to more realistically simulate the real applications. Now students are not graded incorrect just because they chose the wrong submenu or dialog box. The student is not graded until he or she does something that immediately invokes an action—just like the real applications!

DIGITAL SOLUTIONS FOR INSTRUCTORS AND STUDENTS

PageOut PageOut is our Course Web Site Development Center that offers a syllabus page, URL, McGraw-Hill Online Learning Center content, online exercises and quizzes, gradebook, discussion board, and an area for student Web pages. For more information, visit the PageOut Web site at www.pageout.net.

Online Courses Available OLCs are your perfect solutions for Internet-based content. Simply put, these Centers are "digital cartridges" that contain a book's pedagogy and supplements. As students read the book, they can go online and take self-grading quizzes or work through interactive exercises.

Online Learning Centers can be delivered through any of these platforms:

McGraw-Hill Learning Architecture (TopClass)

Blackboard.com

College.com (formerly Real Education)

WebCT (a product of Universal Learning Technology)

Did You Know?

A unique presentation of text and graphics introduce interesting and little-known facts.

CHAPTER one

1

Creating Worksheets for Decision Makers

did you
know?

one-third *of online shoppers abandon their electronic shopping carts before completing the checkout process.*

goldfish *lose their color if they are kept in a dim light or if they are placed in a body of running water such as a stream.*

electric *eels are not really eels but a type of fish.*

in *1963, baseball pitcher Gaylord Perry said, "They'll put a man on the moon before I hit a home run." Only a few hours after Neil Armstrong set foot on the moon on July 20, 1969, Perry hit the first and only home run of his career.*

Chapter Objectives

- Start Excel and open a workbook
- Move around a worksheet using the mouse and arrow keys
- Locate supporting information (help)—MOS XL03S-1-3
- Select a block of cells
- Type into worksheet cells text, values, formulas, and functions—MOS XL03S-2-3
- Edit and clear cell entries—MOS XL03S-1-1
- Save a workbook
- Add a header and a footer—MOS XL03S-5-7
- Preview output—MOS XL03S-5-5
- Print a worksheet and print a worksheet's formulas—MOS XL03S-5-8
- Exit Excel

Chapter Objectives

Each chapter begins with a list of competencies covered in the chapter.

Task Reference

Provides steps to accomplish an especially important task.

task reference   Opening an Excel Workbook

- Click **File** and then click **Open**
- Ensure that the Look in list box displays the name of the folder containing your workbook
- Click the workbook's name
- Click the **Open** button

SESSION 1.1

making the grade

Making the Grade

Short-answer questions appear at the end of each session, and answers appear at the end of each chapter.

1. A popular program used to analyze numeric information and help make meaningful business decisions is called a _____ program.

2. _____ analysis is observing changes to spreadsheets and reviewing their effect on other values in the spreadsheet.

3. An Excel spreadsheet is called a(n) _____ and consists of individual pages called _____.

4. Beneath Excel's menu bar is the _____ toolbar, which contains button shortcuts for commands such as Print, and the _____ toolbar containing button shortcuts to alter the appearance of worksheets and their cells.

5. The _____ cell is the cell in which you are currently entering data.

Modifying the left and right margins:

1. With the Print Preview window still open, click the **Setup** button. The Page Setup dialog box opens

2. Click the **Margins** tab and double-click the **Left spin control box** to highlight the current left margin number

3. Type **0.5** to set the left margin to one-half inch

4. Double-click the **Right spin control box** to highlight the current right margin number

5. Type **0.5** to set the right margin to one-half inch

6. Click **OK** to close the Page Setup dialog box

tip: *If you still cannot see the entire worksheet on one page, you can force the worksheet to fit by clicking the **Page** tab in the Page Setup dialog box and then click the **Fit to** option button in the Scaling section of t... it fits on a single page*

7. Click the **Close** butto... nd return to the wo...

Step-by-Step Instruction

Numbered steps guide you through the exact sequence of keystrokes to accomplish the task.

Tips

Tips appear within steps and either indicate possible missteps or provide alternatives to a step.

Screen Shots

Screen shots show you what to expect at critical points.

---

hands-on projects

practice

L E V E L **THREE** C H A P T E R O N E

1. Creating an Income Statement

Carroll's Fabricating, a machine shop providing custom metal fabricating, is preparing an income statement for its shareholders. Betty Carroll, the company's president, wants to know exactly how much net income the company has earned this year. Although Betty has prepared a preliminary worksheet with labels in place, she wants you to enter the values and a few formulas to compute cost of goods sold, gross profit, selling and advertising expenses, and net income. Figure 1.26 shows an example of a completed worksheet.

1. Open the workbook **ex01Income.xls** in your student disk in the folder Ch01

2. Click **File** and then click **Save As** to save the workbook as **Income2.xls** in the folder Ch01

3. Scan the Income Statement worksheet and type the following values in the listed cells: Cell C5, **987453**; cell B8, **64677**; cell B9, **564778**; cell B10, **–43500**; cell B15, **53223**; cell B16, **23500**; cell B17, **12560**; cell B18, **123466**; cell B19, **87672**

4. In cell C10, write the formula =SUM(B8:B10) to sum cost of goods sold

5. In cell C12, type the formula for Gross Profit: =C5-C10

6. In cell C19, type the formula to sum selling and advertising expenses: =SUM(B15:B19)

7. In cell C21, type the formula =C122C19 to compute net income (gross profit minus total selling and advertising expenses)

8. In cell A4, type **Prepared by** <your name>

9. Click the Save button on the Standard toolbar to save your modified worksheet

10. Print the worksheet and print the worksheet formulas

FIGURE 1.26
Income statement

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EX 1.41

EXCEL

End-of-Chapter Hands-On Projects

A rich variety of projects introduced by a case lets you put into practice what you have learned. Categories include Practice, Challenge, On the Web, E-Business, Around the World, and a running case project.

---

anotherword ... on Cell Ranges

A SUM function can contain more than one cell range. For example, the function =SUM(A1:A5,B42:B51) totals two cell ranges. Place commas between distinct cell ranges within the SUM function. The collection of cells, cell ranges, and values in the comma-separated list between a function's parentheses is its **argument list**

Another Way/ Another Word

Another Way highlights an alternative way to accomplish a task; Another Word explains more about a topic.

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task reference summary

Task	Location	Preferred Method
Opening an Excel workbook	EX 1.00	• Click **File**, click **Open**, click workbook's name, click the **Open** button
...ng a formula	EX 1.00	• Select cell, type =, type formula, press **Enter**
Entering the SUM function	EX 1.00	• Select cell, type =**SUM(**, type cell range, type **)**, and press **Enter**
Editing a cell	EX 1.00	• Select cell, click formula bar, make changes, press **Enter**
Saving a workbook with a new name	EX 1.00	• Click **File**, click **Save As**, type filename, click **Save** button
Obtaining help	EX 1.00	Obtaining help

Task Reference Summary

Provides a quick reference and summary of a chapter's task references.

What does this logo mean?

It means this courseware has been approved by the Microsoft® Office Specialist Program to be among the finest available for learning *Microsoft Word 2003, Microsoft Excel 2003, Microsoft PowerPoint® 2003, Microsoft Access 2003, Microsoft Outlook® 2003.* It also means that upon completion of this courseware, you may be prepared to take an exam for Microsoft Office Specialist qualification. The I-Series Microsoft Office 2003 books are available in three levels of coverage: Brief, Introductory, and Complete. The I-Series Introductory books are approved courseware to prepare you for the Microsoft Office specialist exam. The I-Series Complete books will prepare you for the expert exam.

What is a Microsoft Office Specialist?

A Microsoft Office Specialist is an individual who has passed exams for certifying his or her skills in one or more of the Microsoft Office desktop applications such as Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Microsoft Access, or Microsoft Project. The Microsoft Office Specialist Program typically offers certification exams at the "Core" and "Expert" skill levels.* The Microsoft Office Specialist Program is the only program in the world approved by Microsoft for testing proficiency in Microsoft Office desktop applications and Microsoft Project. This testing program can be a valuable asset in any job search or career advancement.

More Information:

To learn more about becoming a Microsoft Office Specialist, visit www.microsoft.com/officespecialist.

To learn about other Microsoft Office Specialist approved courseware from McGraw-Hill Technology Education, visit www.mhhe.com/i-series/mos.

*The availability of Microsoft Office Specialist certification exams varies by application, application version, and language. Visit www.microsoft.com/officespecialist for exam availability.

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If you would like to contact us about any of the books in the I-Series, we would enjoy hearing from you. We welcome comments and suggestions. You can e-mail book-related messages to us at i-series@McGraw-Hill.com. For the latest information about the I-Series textbooks and related resources, please visit our Web site at www.mhhe.com/i-series.

dedication

To my wonderful family:

Rick, Daniel, Dusty, Tori, Evan, Connor and Gage

For all that they do to support me when writing isn't easy and to celebrate the times when it goes well.

M.W.

brief contents