MICROSOFT
OFFICE
Introductory Concepts and Techniques

WORD 6
EXCEL 5
ACCESS 2
POWERPOINT 4

SHELLY • CASHMAN • VERMAAT

COURSE One

MICROSOFT
OFFICE
Introductory Concepts and Techniques

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WORD 6
EXCEL 5
ACCESS 2
POWERPOINT 4

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PREFACE

▶ THE WINDOWS ENVIRONMENT

S ince the introduction of Microsoft Windows version 3.1, the personal computing industry has moved rapidly toward establishing Windows as the de facto user interface. The majority of software development funds in software vendor companies are devoted to Windows applications. Virtually all PCs purchased today, at any price, come preloaded with Windows and, often, with one or more Windows applications packages. With an enormous installed base, it is clear that Windows is the operating environment for both now and the future.

The Windows environment places the novice as well as the experienced user in the world of the mouse and a common graphical user interface between all applications. An up-to-date educational institution that teaches applications software to students for their immediate use and as a skill to be used within industry must teach Windows-based applications software.

▶ OBJECTIVES OF THIS TEXTBOOK

M icrosoft Office: Introductory Concepts and Techniques was specifically developed for an introductory personal computer applications course. No previous experience with a computer is assumed, and no mathematics beyond the high school freshman level is required. The objectives of this book are as follows:

▶ To teach the fundamentals of Microsoft Windows 3.1, Microsoft Office Manager, Microsoft Word 6, Microsoft Excel 5, Microsoft Access 2, Microsoft PowerPoint 4, and object linking and embedding (OLE)

▶ To acquaint the student with the proper way to solve personal computer application-type problems

▶ To use practical problems to illustrate personal computer applications

▶ To take advantage of the many new capabilities of word processing, spreadsheet creation, database development, and presentation graphics in a Windows environment

▶ To develop integrated solutions to problems through the use OLE (see Figure P-1)
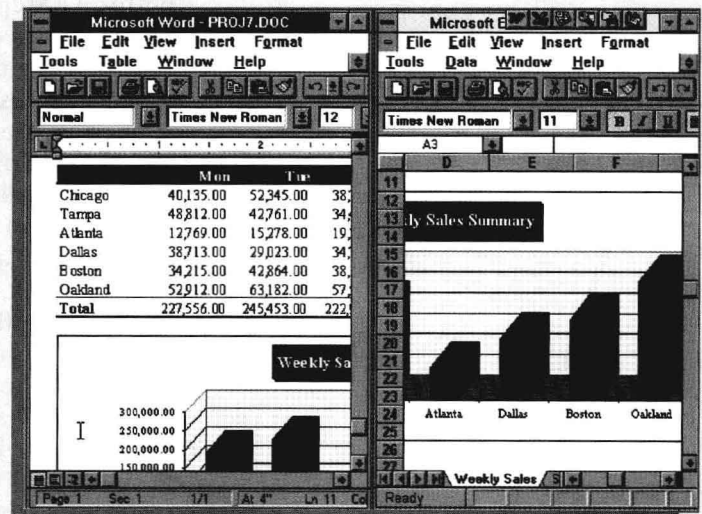
FIGURE P-1

This textbook covers all essential aspects of Microsoft Windows, Microsoft Office Manager, the four application tools, and OLE. When students complete a course using this textbook, they will have a firm knowledge of Windows and will be able to solve a variety of personal computer-related problems. In addition, because they will be learning Windows, students will find the migration to other Windows applications software to be relatively simple and straightforward. For those desiring additional coverage of Microsoft Office, a follow-up textbook is available titled *Microsoft Office: Advanced Concepts and Techniques*.

▶ THE SHELLY CASHMAN APPROACH

T he Shelly Cashman Series Windows Applications books present word processing, spreadsheet, database, programming, presentation graphics, and Windows itself by showing the actual screens displayed by Windows and the applications software. Because the student interacts with pictorial displays when using Windows, written words in a textbook does not suffice. For this reason, the Shelly Cashman Series emphasizes screen displays as the primary means of teaching Windows applications software. Every screen shown in the Shelly Cashman Series Windows Applications books appears in color, because the student views color on the screen. In addition, the screens display exactly as the student will see them. The screens in this book were captured while using the software. Nothing has been altered or changed except to highlight portions of the screen when appropriate (see the screens in Figure P-2).

The Shelly Cashman Series Windows Applications books present the material using a unique pedagogy designed specifically for the graphical environment of Windows. The textbooks are primarily designed for a lecture/lab method of presentation, although they are equally suited for a tutorial/hands-on approach wherein the student learns by actually completing each project following the step-by-step instructions. Features of this pedagogy include the following:

▶ **Project Orientation:** Each project in the book solves a complete problem, meaning that the student is introduced to a problem to be solved and is then given the step-by-step process to solve the problem.

▶ **Step-by-Step Instructions:** Each of the tasks required to complete a project is identified throughout the development of the project. For example, a task might be to copy one cell to adjacent cells in a row using Excel. Then, each step to accomplish the task is specified. The steps are accompanied by screens (see Figure P-2). The student is not told to perform a step without seeing the result of the step on a color screen. Hence, students learn from this book the same as if they were using the computer. This attention to detail in accomplishing a task and showing the resulting screen makes the Shelly Cashman Series Windows Applications textbooks unique.

▶ **Multiple Ways to Use the Book:** Because each step to accomplish a task is illustrated with a screen, the book can be used in a number of ways, including: (a) Lecture and textbook approach — The instructor lectures on the material in the book. The student reads and studies the material and then applies the knowledge to an application on a computer; (b) Tutorial approach — The student performs each specified step on a computer. At the end of the project, the student has solved the problem and is ready to solve comparable student assignments; (c) Reference — Each task in a project is clearly identified. Therefore, the material serves as a complete reference because the student can refer to any task to determine how to accomplish it.

▶ **Windows/Graphical User Interface Approach:** Windows provides a graphical user interface. All of the examples in the book use this interface. Thus, the mouse is used for the majority of control functions and is the preferred user communication tool. When specifying a command to be executed, the sequence is as follows: (a) If a button invokes the command, use the button; (b) If a button is not available, use the command from a menu; (c) If a button or a menu cannot be used, only then is the keyboard used to implement a Windows command.

FIGURE P-2
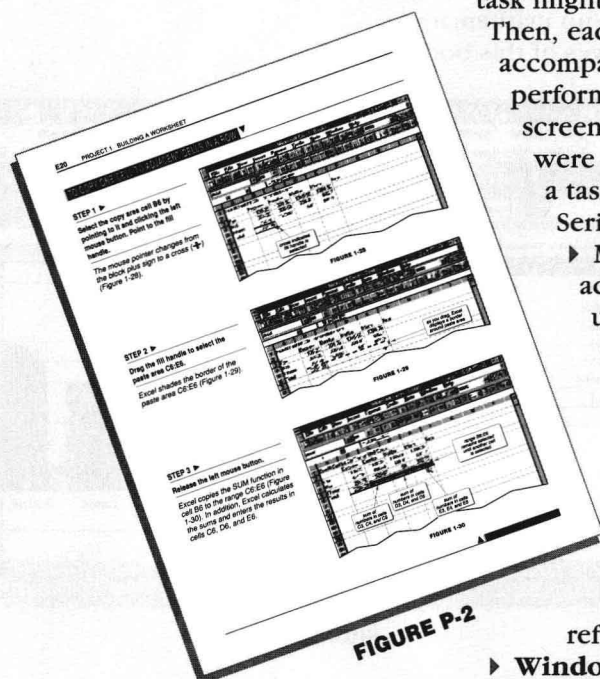
▶ **Emphasis on Windows Techniques:** The most general techniques to implement commands, enter information, and generally interface with Windows are presented. This approach allows the student to move from one application software package to another under Windows with a minimum amount of relearning with respect to interfacing with the software. An application-specific method is taught only when no other option is available.

▶ **Reference for All Techniques:** Even though general Windows techniques are used in all examples, a Quick Reference chart (see Figure P-3) at the end of each project details not only the mouse and menu methods for implementing a command, but also contains the keyboard shortcuts for the commands presented in the project. Therefore, students are exposed to all means for implementing a command.

FIGURE P-3

▶ ORGANIZATION OF THIS TEXTBOOK

icrosoft Office: Introductory Concepts and Techniques consists of an introduction to computers, two projects on Microsoft Windows 3.1, an introducution to Microsoft Office, three projects each on the four Microsoft applications for Windows: Word 6, Excel 5, Access 2, and PowerPoint 4, and a project on object linking and embedding (OLE).

An Introduction to Computers

Many students taking a course in the use of Microsoft Office will have little previous experience using computers. For this reason, the textbook begins with a section titled *Introduction to Computers* that covers computer hardware and software concepts important to first-time computer users.

Using Microsoft Windows 3.1

To effectively use the Microsoft Office family of application software products, students need a practical knowledge of Microsoft Windows. Thus, two Microsoft Windows projects are included as an introduction to the graphical user interface.

Project 1 – An Introduction to Windows   The first project introduces the students to Windows concepts, Windows terminology, and how to communicate with Windows using the mouse and keyboard. Topics include starting and exiting Windows; opening group windows; maximizing windows; scrolling; selecting menus; choosing a command from a menu; starting and exiting Windows applications; obtaining online Help; and responding to dialog boxes.

Project 2 – Disk and File Management   The second project introduces the students to File Manager. Topics include formatting a diskette; copying a group of files; renaming and deleting files; searching for help topics; activating, resizing, and closing a group window; switching between applications; and minimizing an application window to an application icon.

Microsoft Office Manager

The Microsoft Office family includes Microsoft Word 6, Microsoft Excel 5, Microsoft Access 2, Microsoft PowerPoint 4, and a license to use Microsoft Mail. The Microsoft Office Manager allows students to manage the use of these software products as if they were all a single program via the Microsoft Office Manager toolbar. Therefore, a project introducing the Microsoft Office family and how to use and manipulate the Microsoft Office Manager toolbar immediately follows the two projects on Microsoft Windows.
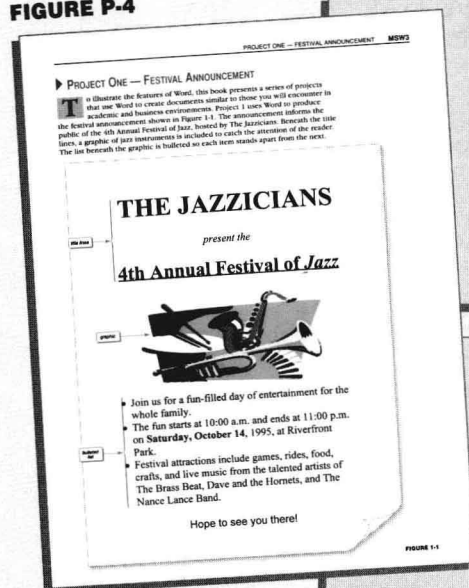
Project 1 – An Introduction to Microsoft Office   This project introduces the student to the Microsoft Office product line and to Microsoft Office Manager. Topics include using the Microsoft Office Manager toolbar to start an application, switch to another application, and quit an application; adding a button and removing a button from the Microsoft Office Manager toolbar; changing the size of the Microsoft Office Manager toolbar; and locating files on disk using Find File.

Word Processing Using Microsoft Word 6 for Windows

After presenting the basic computer, Microsoft Windows, and Microsoft Office Manager concepts, this txtbook provides detailed instruction on how to use Microsoft Word 6. The material is divided into three projects as follows:

Project 1 – Creating and Editing a Document   In Project 1, students are introduced to Word terminology and the Word window by preparing an announcement (Figure P-4). Topics include starting and quitting Word; entering text; saving a document; selecting characters, lines, and paragraphs; centering, bolding, italicizing, and changing the font and font size of selected text; adding bullets to paragraphs; importing and scaling a clip art file; checking spelling; printing a document; opening a document; correcting errors; and using Word's online Help.

FIGURE P-4

PROJECT ONE — FESTIVAL ANNOUNCEMENT   MSW3

▶ PROJECT ONE — FESTIVAL ANNOUNCEMENT

To illustrate the features of Word, this book presents a series of projects that use Word to create documents similar to those you will encounter in academic and business environments. Project 1 uses Word to produce the festival announcement shown in Figure 1-1. The announcement informs the public of the 4th Annual Festival of Jazz, hosted by The Jazzicians. Beneath the title lines, a graphic of jazz instruments is included to catch the attention of the reader. The list beneath the graphic is bulleted so each item stands apart from the next.

THE JAZZICIANS

present the

4th Annual Festival of *Jazz*

• Join us for a fun-filled day of entertainment for the whole family.
• The fun starts at 10:00 a.m. and ends at 11:00 p.m. on **Saturday, October 14, 1995,** at Riverfront Park.
• Festival attractions include games, rides, food, crafts, and live music from the talented artists of The Brass Beat, Dave and the Hornets, and The Nance Lance Band.

Hope to see you there!

FIGURE 1-1

Project 2 – Using Wizards to Create a Document   In Project 2, students learn the basic components of a business letter. Students use the Letter Wizard to create a resume cover letter and the Resume Wizard to create a resume; replace selected text with new text; right-align text; add a border beneath a paragraph; create and insert an AutoText entry; drag and drop a paragraph; vertically align text with the TAB key; view and print in print preview; switch from one open document to another; and arrange multiple open documents on the same Word screen.

Project 3 – Creating the Research Paper   In Project 3, students use the MLA style of documentation to create a research paper. Topics include changing margins; adjusting line spacing; using a header to number pages; centering text before typing; first-line indenting paragraphs; zooming page width; using Word's Auto-Correct feature; adding footnotes; viewing documents in page layout view; inserting a hard page break; creating a hanging indent; sorting paragraphs; going to a specific location in a document; finding and replacing text; editing a document in print preview; using the Thesaurus; and counting words in a document.

Spreadsheets Using Microsoft Excel 5 for Windows

Following the three projects on Microcosft Word 6 for Windows, this textbook presents three projects on Microsoft Excel 5. The topics presented are as follows:

Project 1 – Building a Worksheet   In Project 1, students are introduced to Excel terminology, the Excel window, and the basic characteristics of a worksheet and workbook. Topics include starting and exiting Excel; entering text and numbers; selecting a range; using the AutoSum button; copying using the fill handle; changing font size; bolding; centering across columns; using the AutoFormat command; charting using the ChartWizard button; saving and opening a worksheet; editing a worksheet; and obtaining online Help.

Project 2 – Formulas, Formatting, and Creating Charts   In Project 2, students use formulas and functions to build a worksheet and learn more about formatting and printing a worksheet. Topics include entering formulas; using the AVERAGE, MAX, and MIN functions; formatting text; formatting numbers; drawing borders and adding colors; changing the widths of columns and heights of rows; spell checking; creating a 3-D column chart on a separate sheet; previewing a worksheet; printing a section of the worksheet; and displaying and printing the formulas in a worksheet.

Project 3 – Enhancing a Worksheet and Chart   In Project 3, students learn how to work with larger worksheets, how to create a worksheet based on assumptions, how to use the IF function and absolute references, how to create and format a 3-D pie chart (Figure P-5), and how to perform what-if analysis. Topics include using the fill handle to create a series; deleting, inserting, copying, and moving data on a worksheet; displaying and docking toolbars; freezing titles; changing the magnification of worksheets; displaying different parts of the worksheet using panes; changing the type, size, and color of fonts; in-depth charting of data; previewing a printout; printing in landscape; printing to fit; and simple what-if analysis and goal seeking.

FIGURE P-5
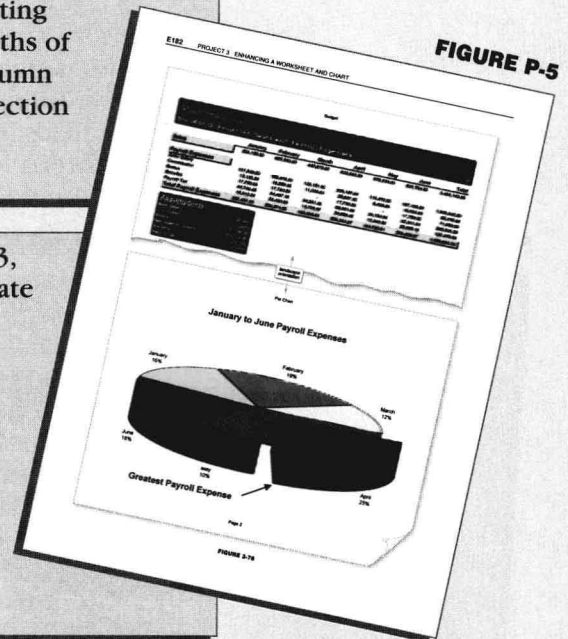
Object Linking and Embedding (OLE)

After the projects on Microsoft Word 6 and Microsoft Excel 5, the student is introduced to object linking and embedding as described below:

Project 1 – Sharing Data and Graphics Between Applications   In this project, the student is acquainted with the three methods for copying objects between a source document and a destination document: (1) copy and paste; (2) copy and embed; and (3) copy and link. The project also shows how to tile active applications and then copy and embed by using the drag and drop procedure.

## Databases Using Microsoft Access 2 for Windows

Following the project on object linking and embedding, this textbook provides detailed instrucion on Microsoft Access 2. The topics are divided into three projects as follows:

Project 1 – Creating a Database   In Project 1, students are introduced to Access terminology, the Access window, and the basic characteristics of databases. Topics include starting and exiting Access; creating a database; creating a table; defining fields; opening a table; adding records to an empty table; closing a table; opening and closing a database; adding records to a non-empty table; and printing the contents of a table. Other topics in this project include using a form to view data; creating a graph using the GraphWizard; and using online Help. Students also learn how to design a database to eliminate redundancy.

Project 2 – Querying a Database   In Project 2, students learn how to ask questions concerning the data in their databases by using queries. Topics include creating and running queries and printing the results; displaying only selected fields; using character data in criteria; using wildcards; using numeric data in criteria; using various comparison operators; and creating compound criteria. Other topics include sorting; joining multiple tables; and restricting records in a join. Students use computed fields, statistics, and grouping, and also graph the results of a query.

FIGURE P-6

Project 3 – Maintaining a Database   In Project 3, students learn how to maintain a database. Topics include using Datasheet view and Form view to add new records, to change existing records, and to delete records; changing the structure of a table; creating validation rules; and specifying referential integrity. Students perform mass changes and deletes using queries and create and use single-field and multiple-field indexes.
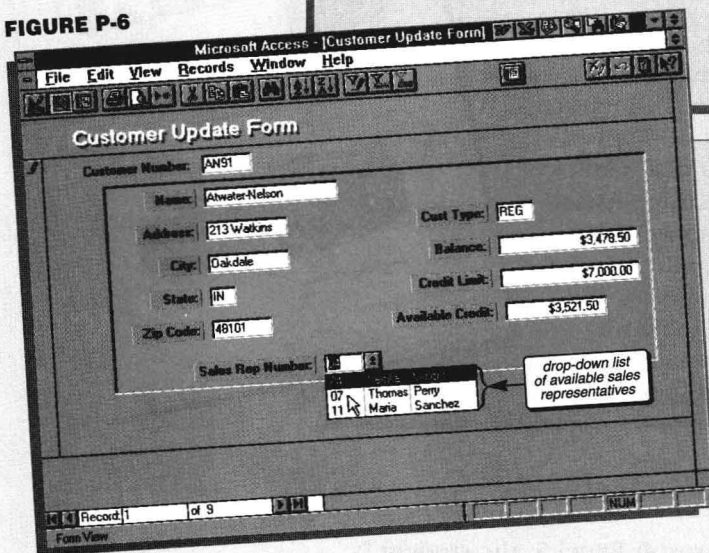
Presentation Graphics Using Microsoft PowerPoint 4 for Windows

The final Windows application software package covered in this textbook is Microsoft PowerPoint 4. The material is presented in three projects as follows:

Project 1 – Building a Slide Presentation   In Project 1, students are introduced to PowerPoint terminology; the PowerPoint window; and the basics of creating a bulleted list presentation. Topics include starting PowerPoint; establishing the foundation of a presentation using the Pick a Look Wizard; selecting a template; displaying information on every slide; changing text style; decreasing font size; saving a presentation; changing line spacing; checking spelling; printing a presentation; exiting PowerPoint and opening an existing presentation; correcting errors; and obtaining online Help.

Project 2 – Creating a Presentation in Outline View   In Project 2, students create a presentation in Outline view and learn how to insert clip art. Topics include arranging text using the Promote and Demote butons; changing slide layouts; adding clip art; drawing an object and adding text to the object; changing text color and fill color; rearranging slide order; copying and pasting; reversing the last edit using the Undo button; and printing an outline.

Project 3 – Enhancing a Presentation and Adding Graphs and Tables   In Project 3, students enhance the presentation created in Project 2 by adding a graph, a table, and transition and build effects, and running an automatic slide show (see Figure P-7). Topics include saving the presentation with a new name; changing templates; deleting objects; adding a graph using Microsoft Graph 5; adding a table using Microsoft Word 6; adding slide transition effects; adding build effects; establishing slide show timings; and running an automatic slide show.

FIGURE P-7
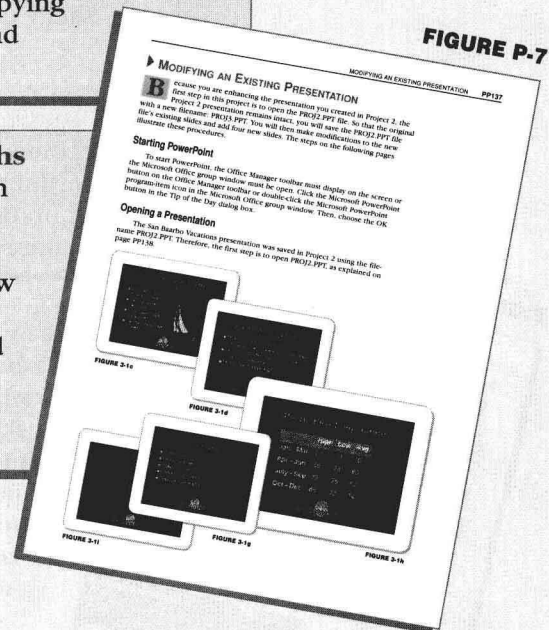
▶ END-OF-PROJECT STUDENT ACTIVITIES

Each project ends with a wealth of student activities including most or all of the following features:

- ▶ A list of key terms for review
- ▶ A Quick Reference that lists the ways to carry out a task using the mouse, menu, or keyboard shortcuts
- ▶ Student Assignments for homework and classroom discussion
- ▶ Computer Laboratory Exercises that usually require the student to load and manipulate a file, a document, a spreadsheet, a database, or a slide from the Student Diskette that accompanies this book
- ▶ Computer Laboratory Assignments that require the student to develop a complete project assignment (see Figure P-8); the assignments increase in difficulty from a relatively easy assignment to a case study

FIGURE P-8
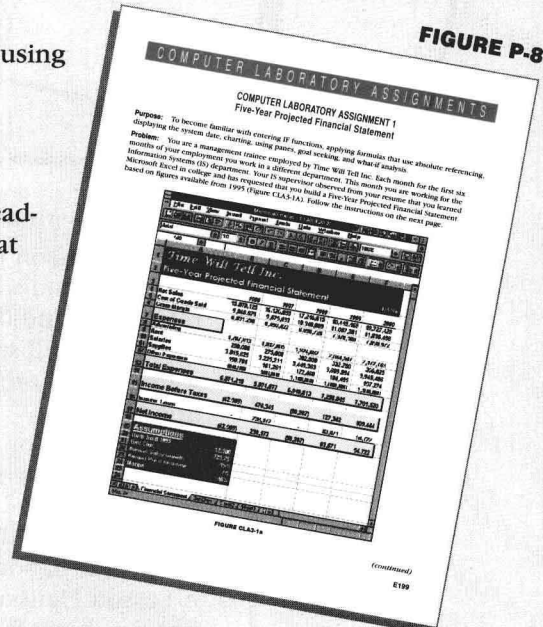
► ANCILLARY MATERIALS FOR TEACHING FROM THE SHELLY CASHMAN SERIES WINDOWS APPLICATIONS TEXTBOOKS

A comprehensive instructor's support package accompanies all textbooks in the Shelly Cashman Series.

Annotated Instructor's Edition (AIE)   The AIE is designed to assist you with your lectures by suggesting illustrations to use, summarizing key points, proposing pertinent questions, offering important tips, alerting you to pitfalls, and by incorporating the answers to the Student Assignments. There are several hundred annotations throughout the textbook (see Figure P-9).

FIGURE P-9
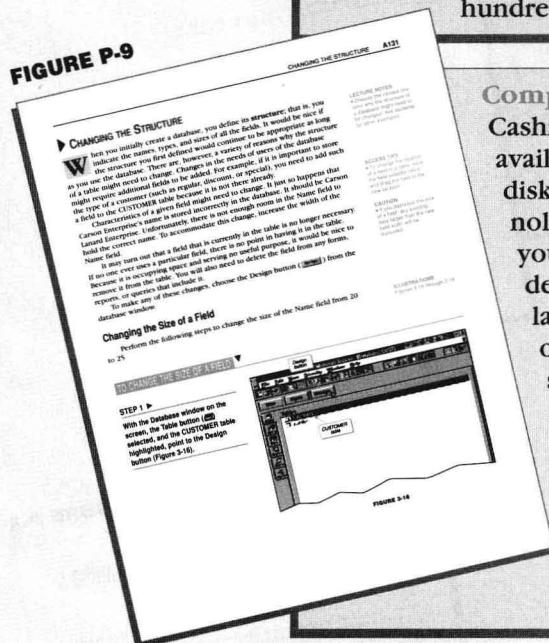
Computer-Based LCD Lecture Success System   The Shelly Cashman Series proudly presents the finest LCD learning material available in textbook publishing. The Lecture Success System diskette, together with a personal computer and LCD technology, are used in lieu of transparencies. The system enables you to explain and illustrate the step-by-step, screen-by-screen development of a project in the textbook without entering large amounts of data, thereby improving your students' grasp of the material. The Lecture Success System leads to a smooth, easy, error-free lecture.

The Lecture Success System diskette comes with files that correspond to key figures in the book. You load the files that pertain to a project and display them as needed. If the students want to see a series of steps a second time, simply reopen the file you want to start with and redo the steps. This presentation system is available to adopters without charge.

Instructor's Materials   The instructor's ancillary contains the following:

▶ Detailed lesson plans including project objectives, project overview, and a three-column outline of each project that includes page references and illustration references

▶ Answers to all student assignments at the end of the projects

▶ A test bank of more than 600 True/False, Multiple Choice, and Fill-In questions

▶ Illustrations for every screen, diagram, and table in the textbook on CD-ROM — for selection and display in a lecture or to print and make transparencies

▶ An Instructor's Diskette that includes the projects and solutions to the Computer Laboratory Assignments at the end of each project

▶ A Lesson Plans and Test Bank Diskette that includes the detailed lesson plans and test bank for customizing to individual instructor's needs

MicroExam IV   MicroExam IV, a computerized test-generating system, is available free to adopters of any Shelly Cashman Series textbooks. It includes all of the questions from the test bank just described. MicroExam IV is an easy-to-use, menu-driven software package that provides instructors with testing flexibility and allows customizing of testing documents.

NetTest IV   NetTest IV allows instructors to take a MicroExam IV file made up of True/False and Multiple Choice questions and proctor a paperless examination in a network environment. The same questions display in a different order on each PC. Students have the option of instantaneous feedback. Tests are electronically graded, and an item analysis is produced.

▶ ACKNOWLEDGMENTS

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▶ Shelly Cashman Series – Traditionally Bound Textbooks

The Shelly Cashman Series presents both Windows- and DOS-based personal computer applications in a variety of traditionally bound textbooks, as shown in the table below. For more information, see your ITP representative or call 1-800-423-0563.

COMPUTERS	
Computers	Using Computers: A Gateway to Information
	Using Computers: A Gateway to Information Brief Edition
Computers and Windows Applications	Using Computers and Microsoft Office: Introductory Concepts and Techniques (also available in spiral bound)
	Using Computers and Microsoft Office: Advanced Concepts and Techniques (also available in spiral bound)
	Using Computers and Works 3.0 (also available in spiral bound)
	Complete Computer Concepts and Microsoft Works 2.0 (also available in spiral bound)
Computers and DOS Applications	Complete Computer Concepts and WordPerfect 5.1, Lotus 1-2-3 Release 2.2, and dBASE IV Version 1.1 (also available in spiral bound)
	Complete Computer Concepts and WordPerfect 5.1, Lotus 1-2-3 Release 2.2, and dBASE III PLUS (also available in spiral bound)
Computers and Programming	Using Computers and Programming in QuickBASIC
	Using Computers and Programming in Microsoft BASIC

WINDOWS APPLICATIONS	
Integrated Packages	Microsoft Office: Introductory Concepts and Techniques (also available in spiral bound)
	Microsoft Office: Advanced Concepts and Techniques (also available in spiral bound)
	Microsoft Works 3.0 (also available in spiral bound)
	Microsoft Works 2.0 (also available in spiral bound)
Graphical User Interface	Microsoft Windows 3.1 Introductory Concepts and Techniques
	Microsoft Windows 3.1 Complete Concepts and Techniques
Windows Applications	Microsoft Word 2.0, Microsoft Excel 4, and Paradox 1.0 (also available in spiral bound)
Word Processing	Microsoft Word 6* • Microsoft Word 2.0
	WordPerfect 6* • WordPerfect 5.2
Spreadsheets	Microsoft Excel 5* • Microsoft Excel 4
	Lotus 1-2-3 Release 5* • Lotus 1-2-3 Release 4*
	Quattro Pro 5*
Database Management	Paradox 5* • Paradox 4.5 • Paradox 1.0
	Microsoft Access 2*
Presentation Graphics	Microsoft PowerPoint 4*

DOS APPLICATIONS	
Operating Systems	DOS 6 Introductory Concepts and Techniques
	DOS 6 and Microsoft Windows 3.1 Introductory Concepts and Techniques
Integrated Package	Microsoft Works 3.0 (also available in spiral bound)
DOS Applications	WordPerfect 5.1, Lotus 1-2-3 Release 2.2, and dBASE IV Version 1.1 (also available in spiral bound)
	WordPerfect 5.1, Lotus 1-2-3 Release 2.2, and dBASE III PLUS (also available in spiral bound)
Word Processing	WordPerfect 6.0
	WordPerfect 5.1 Step-by-Step Function Key Edition
	WordPerfect 5.1
	WordPerfect 5.1 Function Key Edition
	WordPerfect 4.2 (with Educational Software)
	WordStar 6.0 (with Educational Software)
Spreadsheets	Lotus 1-2-3 Release 4 • Lotus 1-2-3 Release 2.4 • Lotus 1-2-3 Release 2.3
	Lotus 1-2-3 Release 2.2 • Lotus 1-2-3 Release 2.01
	Quattro Pro 3.0
	Quattro with 1-2-3 Menus (with Educational Software)
Database Management	dBASE 5
	dBASE IV Version 1.1
	dBASE III PLUS (with Educational Software)
	Paradox 4.5
	Paradox 3.5 (with Educational Software)

PROGRAMMING AND NETWORKING	
Programming	Microsoft BASIC
	QuickBASIC
	Microsoft Visual Basic 3.0 for Windows*
Networking	Novell Netware for Users
Internet	The Internet: Introductory Concepts and Techniques

*Also available as a mini book in the Double Diamond Edition

▶ SHELLY CASHMAN SERIES – **Custom Edition** PROGRAM

I f you do not find a Shelly Cashman Series traditionally bound textbook to fit your needs, boyd & fraser's unique **Custom Edition** program allows you to choose from a number of options and create a textbook perfectly suited to your course. The customized materials are available in a variety of binding styles, including boyd & fraser's patented **Custom Edition** kit, spiral bound, and notebook bound. Features of the **Custom Edition** program are:

▶ Textbooks that match the content of your course
▶ Windows- and DOS-based materials for the latest versions of personal computer applications software
▶ Shelly Cashman Series quality, with the same full-color materials and Shelly Cashman Series pedagogy found in the traditionally bound books
▶ Affordable pricing so your students receive the **Custom Edition** at a cost similar to that of traditionally bound books

The table on the right summarizes the available materials. For more information, see your ITP representative or call 1-800-423-0563.

COMPUTERS	
Computers	Using Computers: A Gateway to Information
	Using Computers: A Gateway to Information Brief Edition
	Introduction to Computers (32-page)
OPERATING SYSTEMS	
Graphical User Interface	Microsoft Windows 3.1 Introductory Concepts and Techniques
	Microsoft Windows 3.1 Complete Concepts and Techniques
Operating Systems	Introduction to DOS 6 (using DOS prompt)
	Introduction to DOS 5.0 (using DOS shell)
	Introduction to DOS 5.0 or earlier (using DOS prompt)
WINDOWS APPLICATIONS	
Integrated Packages	Microsoft Works 3.0
	Microsoft Works 2.0
Microsoft Office	Microsoft Office (16-page)
	Object Linking and Embedding (OLE) (32-page)
Word Processing	Microsoft Word 6*
	Microsoft Word 2.0
	WordPerfect 6*
	WordPerfect 5.2
Spreadsheets	Microsoft Excel 5*
	Microsoft Excel 4
	Lotus 1-2-3 Release 5*
	Lotus 1-2-3 Release 4*
	Quattro Pro 5*
Database Management	Paradox 5*
	Paradox 4.5
	Paradox 1.0
	Microsoft Access 2*
Presentation Graphics	Microsoft PowerPoint 4*
DOS APPLICATIONS	
Integrated Package	Microsoft Works 3.0
Word Processing	WordPerfect 6.0
	WordPerfect 5.1 Step-by-Step Function Key Edition
	WordPerfect 5.1
	WordPerfect 5.1 Function Key Edition
	Microsoft Word 5.0
	WordPerfect 4.2
	WordStar 6.0
Spreadsheets	Lotus 1-2-3 Release 4
	Lotus 1-2-3 Release 2.4
	Lotus 1-2-3 Release 2.3
	Lotus 1-2-3 Release 2.2
	Lotus 1-2-3 Release 2.01
	Quattro Pro 3.0
	Quattro with 1-2-3 Menus
Database Management	dBASE 5
	dBASE IV Version 1.1
	dBASE III PLUS
	Paradox 4.5
	Paradox 3.5
PROGRAMMING AND NETWORKING	
Programming	Microsoft BASIC
	QuickBASIC
	Microsoft Visual Basic 3.0 for Windows*
Networking	Novell Netware for Users
Internet	The Internet: Introductory Concepts and Techniques

* Also available as a mini-module

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USING MICROSOFT WINDOWS 3.1   WIN1