



COMPUTER APPLICATIONS

& INFORMATION TECHNOLOGY

2012 - 2013 Catalog



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Course Technology

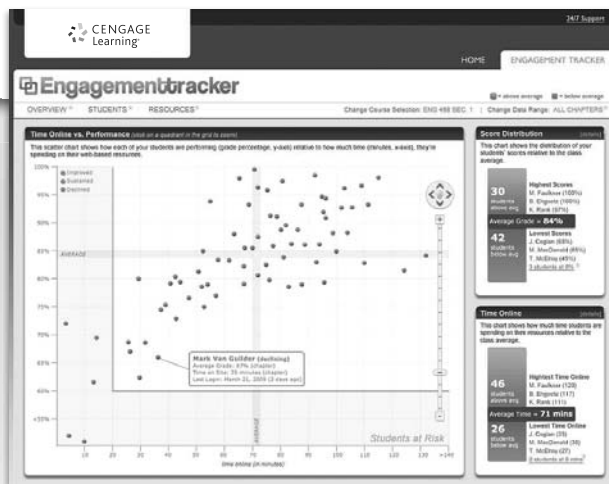
COMPUTER APPLICATIONS & INFORMATION TECHNOLOGY CATALOG CONTENTS

Computer Concepts	3
Databases	20
Internet	28
Office Suites	35
Operating Systems	52
Presentation Tools	57
Spreadsheets	61
Web Design and Development	67
Word Processing	90
Author/Title Index	95



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COMPUTER CONCEPTS...



Enhanced Discovering Computers - Complete: Your Interactive Guide to the Digital World, International Edition (with Student Success Guide)

Gary B. Shelly, Misty E. Vermaat

978-1-2850-8235-6

©2013 904 pages

ENHANCED DISCOVERING COMPUTERS, COMPLETE: YOUR INTERACTIVE GUIDE TO THE DIGITAL WORLD, International Edition provides students with a solid understanding of the current trends in technology and computer concepts as they are applied to today's digital world. The Student Success Guide is a brand new print supplement automatically packaged with all versions of Discovering Computers ©2012. This guide will help students succeed by establishing goals for what students are expected to achieve in the course and showing them how to best use the tools available in the textbook and in the Computer Concepts CourseMate. This guide promotes: **1. Engagement:** Connects content with students' everyday life. **2. Retention:** **3. Goal-driven approach** helps students focus their study. **4. Results:** Learning guides to improve students' performance. **4. Currency:** Tools for students to learn about the latest advances in technology.

FEATURES AND BENEFITS

- New! Student Success Guide provides detailed information on the CourseMate digital solution, WebTutor, and chapter-by-chapter guides, bringing relevancy to chapter content. The Student Success Guide helps students tailor their learning experience, focus their study, and gives them the tools they need to stay up-to-date in our constantly evolving world of technology.
- New updates to CourseMate for Discovering Computers 2013 available for optional integration with the text! CourseMate brings course concepts to life with a multi-media ebook, interactive learning, study, and exam preparation tools, and auto-grading Engagement Tracker feature that support the printed textbook. CourseMate's newly added Web Apps feature and new quizzing exercises increase student engagement and retention.
- Gives students a complete introduction to the latest in computers and technology including Web 2.0, Windows 7, green computing and Web applications.
- Brings relevance to concepts with updated Computer Usage @ Work Boxes highlighting computer usage in 15 different professional industries, Learn How To Exercises that apply concepts to everyday life, and Problem Solving @ Home and Work Exercises to teach students how to tackle everyday computer problems.
- Engage students with Step Figures that go beyond the text in a visually appealing format, Innovative Computing Boxes that explore creative ways to use computers and technology, and Ethics and Issues Boxes that raise awareness and challenge students on controversial computer-related issues.

ADDITIONAL VERSIONS

Brief, International Edition (Chapters 1 – 8)
978-1-2850-8238-7

Introductory, International Edition (Chapters 1 – 11)
978-1-2850-8236-3

TABLE OF CONTENTS

- | | |
|----------|---|
| | 1. Basic Introduction to Computers.
Special Feature: Computing Timeline. |
| | 2. Fundamentals of the World Wide Web and Internet.
Special Feature: Using the Web. |
| | 3. Software for Systems.
Special Feature: Communication in the Digital Age. |
| | 4. System Unit Components. |
| | 5. Understanding Input. |
| | 6. Understanding Output.
Special Feature: Video Technology in the Digital World. |
| | 7. Types of Storage. |
| | 8. Types of Utility Programs and Operating Systems.
Special Feature: Guide for Buyers. |
| BRIEF | 9. Networks and Communications. |
| | 10. Managing a Database. |
| | 11. Manage Computing Securely, Safely and Ethically.
Special Feature: Forensics in the Digital Age. |
| COMPLETE | 12. Exploring Information System Development. |
| INTRO | 13. Computer Programs and Programming Languages.
Special Feature: Program Development for Web 2.0. |
| | 14. Enterprise Computing.
Special Feature: Case Study in Enterprise Order Processing. |
| | 15. Careers in Computers and Certification.
Special Feature: Your Life in a Digital World. |



Enhanced Discovering Computers - Fundamentals: Your Interactive Guide to the Digital World, International Edition (with Student Success Guide)

Gary B. Shelly, Misty E. Vermaat

978-1-2850-8240-0

©2013 560 pages

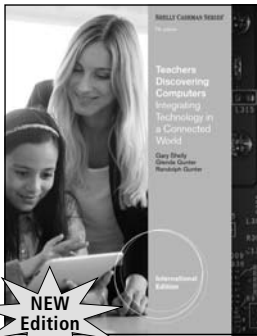
ENHANCED DISCOVERING COMPUTERS, FUNDAMENTALS: YOUR INTERACTIVE GUIDE TO THE DIGITAL WORLD, International Edition provides students with a solid understanding of the current trends in technology and computer concepts as they are applied to today's digital world. The Student Success Guide is a brand new print supplement automatically packaged with all versions of Discovering Computers ©2012. This guide will help students succeed by establishing goals for what students are expected to achieve in the course and showing them how to best use the tools available in the textbook and in the Computer Concepts CourseMate. This guide promotes: 1. Engagement: Connects content with students' everyday life. 2. Retention: 3. Goal-driven approach helps students focus their study. 4. Results: Learning guides to improve students' performance. 4. Currency: Tools for students to learn about the latest advances in technology.

FEATURES AND BENEFITS

- New! Student Success Guide provides detailed information on the CourseMate digital solution, WebTutor, and chapter-by-chapter guides, bringing relevancy to chapter content. The Student Success Guide helps students tailor their learning experience, focus their study, and gives them the tools they need to stay up-to-date in our constantly evolving world of technology.
- New updates to CourseMate for Discovering Computers 2013 available for optional integration with the text! CourseMate brings course concepts to life with a multi-media ebook, interactive learning, study, and exam preparation tools, and auto-grading Engagement Tracker feature that support the printed textbook. CourseMate's newly added Web Apps feature and new quizzing exercises increase student engagement and retention.
- 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 relevance to concepts with updated Computer Usage @ Work Boxes highlighting computer usage in 15 different professional industries, Learn How To Exercises that apply concepts to everyday life, and Problem Solving @ Home and Work Exercises to teach students how to tackle everyday computer problems.
- Engage students with Step Figures that go beyond the text in a visually appealing format, Innovative Computing Boxes that explore creative ways to use computers and technology, and Ethics and Issues Boxes that raise awareness and challenge students on controversial computer-related issues.

TABLE OF CONTENTS

1. Basic Introduction to Computers.
2. Fundamentals of the World Wide Web and Internet.
3. Software for Systems.
4. System Unit Components.
5. Understanding Input and Output.
6. Types of Storage.
7. Types of Utility Programs and Operating Systems.
8. Networks and Communications.
9. Managing a Database.
10. Manage Computing Securely, Safely and Ethically.
11. Exploring Information System Development.
12. Enterprise Computing.



Teachers Discovering Computers: Integrating Technology in a Connected World, 7th Edition, International Edition

Gary B. Shelly,
Glenda A. Gunter,
Randolph E. Gunter
978-1-133-52657-5
©2013 592 pages

Teachers Discovering Computers: Integrating Technology in a Connected World 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

- Provides tomorrow's teachers with extensive ideas and resources for teaching today's digital students through integrating technology into their curriculum.
- Guides students to popular educational Web sites and software programs through the dedicated Companion Web Site.
- New content revised to reflect e-learning and mobile learning to help educators stay up to date with the most current education trends.
- New chapter focuses on the changing face of education, with emphasis on how to teach online.
- New coverage of up-to-the-minute advancements such as slate devices, new media, smart phones and iPads as well as a focus on how they impact the classroom.
- New CourseMate digital solution complete with multimedia e-book, interactive learning activities, and automatic assessment through Engagement Tracker available for optional integration with the text.

TABLE OF CONTENTS

1. Integrating Educational Technology into the Curriculum
2. Communications, Networks, the Internet, and the World Wide Web
3. Software for Educators
4. Hardware for Educators
5. Technology, Digital Media, and Curriculum Integration.
6. The Changing Face of Education: Teaching Online.
7. Evaluating Educational Technology and Integration Strategies
8. Security Issues, Ethics, and Emerging Technologies in Education



Introduction to Computers, 8th Edition

Gary B. Shelly, Steven M. Freund, Misty E. Vermaat

978-1-4390-8131-0

©2011 40 pages

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.

TABLE OF CONTENTS

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.
9. Output Devices.
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.



Discovering Computers and Microsoft® Office 2010: A Fundamental Combined Approach, International Edition

Gary B. Shelly, Misty E. Vermaat

978-1-111-82487-7

©2012 1000 pages

DISCOVERING COMPUTERS & MICROSOFT OFFICE 2010: 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 the step-by-step Microsoft Office 2010 applications content to provide you and your students with a single offering for your Intro to Computers course.

FEATURES AND BENEFITS

- A singular text provides all of your students' needs for coverage of both computer concepts and Microsoft Office 2010 skills.
- Provide students with a solid understanding of the current trends in technology as they are applied to today's digital world.
- A proven step-by-step pedagogy and enhanced callouts within screenshots, walk students through each step of a task, making it easy to learn difficult skills.
- A project-based approach that allows students to learn skills within a real-world context.
- New! Interactive, integrated e-book option enhances student learning by allowing them to access activities, video within the context of e-page.

ALSO AVAILABLE

Discovering Computers and Microsoft Office 2007: A Fundamental Combined Approach, International Edition
978-0-538-47934-9

TABLE OF CONTENTS

Discovering Computers Fundamentals.

1. Intro to Computers.

Special Feature 1: Living Digitally.

2. Internet & World Wide Web.

Special Feature 2: Making Use of the Web.

3. Application Software.

Special Feature 3: Digital Video Technology.

4. Operating Systems and Utility Programs.

Special Feature 4: Digital Communications.

5. Computer Security and Safety, Ethics, and Privacy.

Special Feature 5: Buyer's Guide: How to Purchase Computers and Mobile Devices.

Quiz Yourself Answers

Microsoft Office 2010.

Microsoft Office 2010 and Windows 7.

Office 2010 and Windows 7: Essential Concepts and Skills.

Microsoft Windows Internet Explorer 8.

Introduction to Windows Internet Explorer.

Microsoft Word 2010.

1. Creating, Formatting, and Editing a Word Document with Pictures.

2. Creating a Research Paper with Citations and References.

Microsoft PowerPoint 2010.

1. Creating and Editing a Presentation with Clip Art.

2. Enhancing a Presentation with Pictures, Shapes, and WordArt.

Microsoft Excel 2010.

1. Creating a Worksheet and an Embedded Chart.

2. Formulas, Functions, and Formatting.

Microsoft Access 2010.

1. Databases and Database Objects: An Introduction.

2. Querying a Database.

APPENDIX

A: Project Planning Guidelines.

B: Publishing Office 2010 Web Pages Online

C: Saving to the Web Using Windows Live SkyDrive.



New Perspectives on Computer Concepts 2013: Comprehensive, International Edition, 15th Edition

June Jamrich Parsons, Dan Oja

978-1-133-19083-7

©2013 856 pages

Get Synched! Learning happens when students and instructors effectively connect and communicate. NEW PERSPECTIVES ON COMPUTER CONCEPTS 2013, Comprehensive, 15E, International Edition makes it possible. This edition goes beyond the computer basics and covers relevant technical and practical information that matter to students' daily lives.

FEATURES AND BENEFITS

- Updated to cover the most relevant technology trends that affect computing and everyday life such as data security, online safety, digital rights management, open source software and new technologies such as the iPad.
- New "Concept Map" visual element at the beginning of each section helps students structure, organize, and generalize their knowledge.
- This edition introduces new tools that help students visualize concepts, organize their knowledge, think critically about technology issues, and sort through the sea of information that accompanies scholarly research and everyday social networking.
- New section in each chapter helps students practice information literacy skills using online tools for searching, selecting, organizing, evaluating, and citing source material.
- New "Discovery Issue" format, designed to propel students into active study and investigation.
- CourseMate brings concepts to life with a media rich e-book, interactive learning, study, and exam preparation tools that support your New Perspectives on Computer Concepts book, and the Engagement Tracker feature for no hassle automatic grading.

ADDITIONAL VERSIONS:

BRIEF: Chapters 1–4, International Edition

978-1-133-19113-1

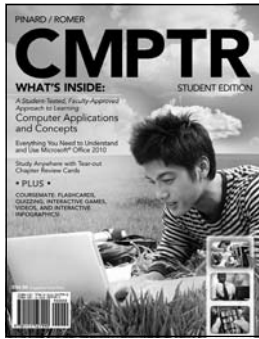
INTRODUCTORY: Chapters 1–8, International Edition

978-1-133-19084-4

TABLE OF CONTENTS

Orientation

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



CMPTR

Katherine T. Pinard, Robin M. Romer

978-1-111-52799-0

©2012 852 pages

Created through a “student-tested, faculty-approved” review process with over 150 students and faculty, CMPTR is an engaging and accessible solution to accommodate the diverse lifestyles of today’s learners at a value-based price. CMPTR employs a combined approach, covering computer concepts and introductory Office 2010 skills within a single solution. With six computer concepts chapters and sixteen Office 2010 application chapters, you will have everything you need for your computer literacy course in a format that students find modern and engaging.

FEATURES AND BENEFITS

- An innovative combination of content delivery both in print and online provides a core text and a wealth of comprehensive multimedia teaching and learning assets based on input from student focus groups and surveys, and from interviews with nearly 150 faculty and students.
- Shorter, comprehensive chapters in a modern design present content in a more engaging and accessible format without minimizing coverage for your course.
- Chapter In Review Cards at the back of the Student Editions provide students a portable study tool containing all of the pertinent information for class preparation.
- Instructor Prep Cards at the back of the Instructor’s Edition make preparation simple with detachable cards for each chapter.
- A full suite of unique learning tools that appeal to different learning styles is available to students with the purchase of a new book. Quizzes, audio downloads, video podcasts, and more are only a click away.

TABLE OF CONTENTS

Introduction to Computers and the Internet.
 Computer Hardware.
 Computer Software.
 Computer Networks.
 Introducing the Internet and Email.
 Network and Internet Security and Privacy.
 Exploring Microsoft Windows 7.
 Managing Your Files.
 Introducing Microsoft Office 2010.
 Creating a Document.
 Formatting a Long Document.
 Enhancing a Document.
 Creating a Workbook.
 Formatting a Workbook.
 Working with Formulas and Functions.
 Inserting and Formatting Charts.
 Creating a Database.
 Maintaining and Querying a Database.
 Creating Forms and Reports.
 Creating a Presentation.
 Enhancing a Presentation.
 Integrating Word, Excel, Access, and PowerPoint.



Computer Concepts—Illustrated Introductory, 9th Edition, International Edition

June Jamrich Parsons, Dan Oja

978-1-133-52624-7

©2013 336 pages

Computer Concepts Illustrated Introductory, 9e is designed to help students learn and retain the most relevant and essential information about computers and technology in today's digital world! This edition has been revised to cover the latest important computing trends and skills, but maintains the pedagogical and streamlined design elements that instructors and students know and love about the Illustrated Series.

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.
- Updated content on the latest computer and technology trends and skills to ensure coverage of the most relevant and essential information.
- CourseMate brings concepts to life with a media rich e-book, interactive learning, study, and exam preparation tools that support your Computer Concepts Illustrated book, and the Engagement Tracker feature for no hassle automatic grading.

ADDITIONAL VERSION:

BRIEF: International Edition
978-1-133-59601-1 (Units A-D)

TABLE OF CONTENTS

Getting Started with Student Edition Labs.

Unit A: Computer and Internet Basics.

Unit B: Computer Hardware.

Unit C: Computer Software.

Unit D: Digital Electronics and File Management.

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.



Computer Concepts and Microsoft Office 2010 Illustrated, International Edition

June Jamrich Parsons, Dan Oja, David Beskeen, Carol M. Cram, Jennifer Duffy, Lisa Friedrichsen, Elizabeth Eisner Reding

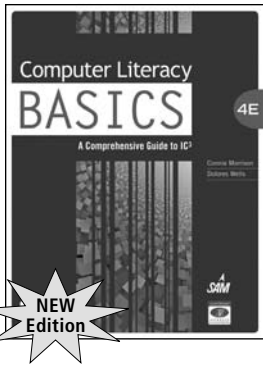
978-1-133-61307-7

©2013 768 pages

COMPUTER CONCEPTS AND MICROSOFT OFFICE 2010 ILLUSTRATED provides the computer concepts and Microsoft® Office 2010 skills perfect for an Introduction to Computing course. With content available in one book, everything you need to know is easily accessible. The application skills are in the same user-friendly two-page spread as found in the Microsoft® Office 2010 Illustrated Introductory, First Course and the concepts topics are pulled from the Computer Concepts Illustrated Brief 9th edition textbook providing the most up-to-date information for the course

TABLE OF CONTENTS

- Computer Concepts Unit A: Computer and Internet Basics.
- Computer Concepts Unit B: Computer Hardware.
- Computer Concepts Unit C: Computer Software.
- Computer Concepts Unit D: Digital Electronics and File Management.
- Windows Unit A: Getting Started with Windows 7.
- Windows Unit B: Understanding File Management.
- IE 7 Unit A: Getting Started with Internet Explorer 7.
- Office Unit A: Getting Started with Microsoft Office 2010.
- Word Unit A: Creating Documents with Word 2010.
- Word Unit B: Editing Documents.
- Word Unit C: Formatting Text and Paragraphs.
- Word Unit D: Formatting Documents.
- Excel Unit A: Getting Started with Excel 2010.
- Excel Unit B: Working with Formulas and Functions.
- Excel Unit C: Formatting a Worksheet.
- Excel Unit D: Working with Charts.
- Integration Unit A: Integrating Word and Excel
- Access Unit A: Getting Started with Access 2010.
- Access Unit B: Building and Using Queries.
- Access Unit C: Using Forms.
- Access Unit D: Creating and Using Reports.
- Integration Unit B: Integrating Word, Excel, and Access.
- PowerPoint Unit A: Creating a Presentation in PowerPoint 2010.
- PowerPoint Unit B: Modifying a Presentation.
- PowerPoint Unit C: Inserting Objects in a Presentation.
- PowerPoint Unit D: Finishing a Presentation.
- Integration Unit C: Integrating Word, Excel, Access, and PowerPoint.
- Outlook Unit A: Getting Started with Email.
- Outlook Unit B Managing Information Using Outlook.



Computer Literacy BASICS ,4th Edition

Connie Morrison, Dolores J. Wells

978-1-133-62973-3

©2013 768 pages

COMPUTER LITERACY BASICS: A COMPREHENSIVE GUIDE TO IC3 provides an introduction to computer concepts and skills, which maps to the newest Computing Core Certification (IC3) standards. Designed with new learners in mind, this text covers Computing Fundamentals, Key Applications, and Living Online – everything your students need to be prepared to pass the IC3 exam, and finish the course as confident computer users.

FEATURES AND BENEFITS

- Updated to map to the exam objectives for the latest Internet and Computing Core Certification (IC3) standards.
- The straightforward, clean format presents learning objectives up front and includes step-by-step instructions, which makes absorbing skills and concepts easy.
- Comprehensive end-of-unit material supports important topics covered in the lesson and allows students to demonstrate their knowledge of the material.

TABLE OF CONTENTS

MODULE 1: COMPUTING FUNDAMENTALS.

- Lesson 1: Computers and Computer Systems.
- Lesson 2: Input, Output and Processing.
- Lesson 3: Computer Protection.
- Lesson 4: Computer Maintenance.
- Lesson 5: Computer-Related Issues.
- Lesson 6: Software and Hardware Interaction.
- Lesson 7: Software Fundamentals.
- Lesson 8: Operating Systems.
- Lesson 9: Windows Management.
- Lesson 10: Operating System Customization.
- Module 1 Review.

MODULE 2: KEY APPLICATIONS.

- Lesson 11: Exploring Microsoft Office 2010.
- Lesson 12: Getting Started with Word Essentials.
- Lesson 13: Editing and Formatting Documents.
- Lesson 14: Sharing Documents.
- Lesson 15: Working with Tables.
- Lesson 16: Using Templates, Styles, and Building Blocks.
- Lesson 17: Enhancing Documents.
- Lesson 18: Getting Started with Excel Essentials.
- Lesson 19: Organizing and Enhancing Worksheets.
- Lesson 20: Creating Formulas and Charting Data.
- Lesson 21: Getting Started with PowerPoint Essentials.
- Lesson 22: Enhancing Presentations with Multimedia Effects.
- Lesson 23: Getting Started with Access Essentials.
- Lesson 24: Managing and Reporting Database Information.
- Module 2 Review.

MODULE 3: LIVING ONLINE.

- Lesson 25: Networks Fundamentals.
- Lesson 26: Communication Services.
- Lesson 27: Communications and Collaboration.
- Lesson 28: Using the Internet and the World Wide Web.
- Lesson 29: Web Content.
- Lesson 30: Technology and Society.
- Lesson 31: Security, Privacy, and Ethics Online.
- Module 3 Review.
- Appendix (IC3 Grid).



Understanding Computers: Today and Tomorrow, Comprehensive, 14th Edition, International Edition

Deborah Morley,
Charles S. Parker

978-1-133-19001-1

©2013 792 pages

UNDERSTANDING COMPUTERS: TODAY AND TOMORROW, COMPREHENSIVE, 14E gives your students a classic introduction to computer concepts with a modern twist! Known for its emphasis on industry insight and societal issues, this text makes concepts relevant to today's career-focused students.

FEATURES AND BENEFITS

- MODULAR ORGANIZATION emphasizes the relationship among topics and chapters.
- Updated to cover current and emerging technologies and how they affect students' lives today!
- CAUTION boxes offer practical tips that students can use immediately to protect themselves from hardware, security, or privacy problems.
- CHAPTER FEATURE BOXES give students a look at future technologies, as well as how computers and technology are used in everyday life.
- "ASK THE EXPERT" BOXES offer career advice and technological insights from industry leaders.
- "EXPERT INSIGHT" ARTICLES provide students with personal insights on the module's topics, including how they impact IT careers and advice for the future.
- New! CourseMate all-in-one digital solution includes an interactive media-rich e-book, engaging activities for reinforcement, videos and video podcasts, and the Engagement Tracker feature for no hassle automatic grading.

ADDITIONAL VERSION:

INTRODUCTORY:

978-1-133-19003-5 (Chapters 1 – 9)

TABLE OF CONTENTS

1. An Introduction to Computers.
2. Inside the Computer: Processing and Memory.
3. Storage Media and Devices.
4. Input and Output Devices.
5. Operating Systems and Utility Programs.
6. Software.
7. Networks.
8. The World Wide Web.
9. Securing Your Network and Internet Connections..
10. Web-Based Multimedia.
11. Electronic Commerce.
12. Information Systems.
13. Programming Languages and Program Development 506
14. Databases.
15. Security and Privacy.
16. Societal Issues Related to Computer Use.



Understanding Computers in a Changing Society, 5th Edition, International Edition

Deborah Morley

978-1-133-19111-7

©2013 376 pages

UNDERSTANDING COMPUTERS IN A CHANGING SOCIETY gives your students a classic introduction to computer concepts with a modern twist! Known for its emphasis on basic computer concepts and societal issues, this text makes concepts relevant to today's career-focused students.

FEATURES AND BENEFITS

- MODULAR ORGANIZATION emphasizes the relationship among topics and chapters.
- Updated to cover current and emerging technologies and how they affect students' lives today!
- HAZARD boxes offer practical tips that students can use immediately to protect themselves from hardware, security, or privacy problems.
- "ASK THE EXPERT" BOXES offer career advice from industry leaders.
- "EXPERT INSIGHT" ARTICLES relate that chapter's topic to IT careers.
- New! CourseMate all-in-one digital solution includes an interactive media-rich e-book, engaging activities for reinforcement, videos and video podcasts, and the Engagement Tracker feature for no hassle automatic grading.

TABLE OF CONTENTS

1. An Introduction to Computers.
2. Hardware and Software.
3. The World Wide Web.
4. Securing Your Network and Internet Connections.
5. Security and Privacy.
6. Ethics and Intellectual Property Rights.
7. The Impact of Computers on Your Health and the Environment.
8. Advances in Technology.



Practical Computer Literacy, International Edition, Third Edition

June Parsons, Dan Oja

978-1-111-53334-2

©2011 496 pages

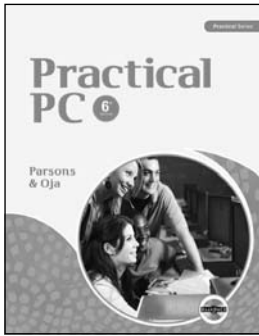
PRACTICAL COMPUTER LITERACY provides clear, comprehensive instruction on the basics of computer literacy. This convenient, reader-friendly text integrates computer concepts, Microsoft Office 2010 applications, and Internet essentials within a streamlined package. Concise lessons within each chapter, 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 convenient text provides thorough, effective instruction on basic computer skills by integrating coverage of essential computer and Internet concepts and Microsoft Office 2010 skills within a streamlined, reader-friendly package.
- The accompanying Book-on-CD features animations, screen tours, and hands-on activities in a simulated environment, providing an ideal complement to the text and an appealing way to enhance learning.
- WebTrack enables instructors to easily track student activities in order to monitor progress, assess learning, and make adjustments as needed throughout the course.
- Chirps: Would you like to know the questions that students have while reading their textbooks? Now, Chirps let you find out! Similar to tweets, our Chirps features allows students to send you questions from within their digital textbook. You can also use Chirps as an in-class polling system or as an asynchronous polling tool for online students.
- Software Coverage: We've heavily revised the software installation coverage in Chapter 4.
- Microsoft Office 2010 and Windows 7: This text has been updated to cover Microsoft Office 2010 and Microsoft Windows 7, keeping students fully up-to-date

TABLE OF CONTENTS

1. Computer Hardware
2. Peripheral Devices.
3. System and Application Software.
4. Installing Software.
5. Getting Started with Windows 7.
6. Working with Windows Settings and Accounts..
7. Working with Files.
8. Getting Started with Application Software.
9. Creating a Document.
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.
19. Networks.
20. Working with E-mail.
21. Browsing the Web.
22. Computer Benefits and Risks.
23. Introduction to Projects.
24. Submitting an Assignment as a Printout or on a Removable Storage Device.
25. Submitting an Assignment as an E-mail Attachment.
26. Microsoft Office 2007 Configuration.
27. Windows and File Management Projects.
28. Projects for Windows Application Basics.
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.



Practical PC, 6th Edition

June Jamrich Parsons, Dan Oja

978-0-538-74672-4

©2011 336 pages

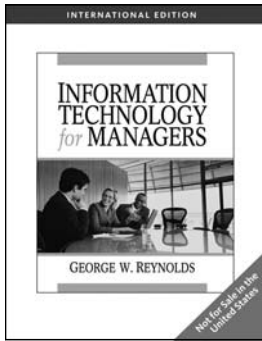
Part of the Practical series, this text offers an engaging, interactive approach to teaching PC concepts. The companion BookOnCD features videos, animations, screen tours, and activities, giving students hands-on experience with their PC.

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.

TABLE OF CONTENTS

- PART A: PC Basics
 1. Getting Started
 2. Looking at Windows
 3. Installing and Learning Software
- PART B: Computer Files
 4. Files Basics
 5. Organizing Files and Folders
 6. Protecting Your Files
- PART C: The Internet, the Web, and E-Mail
 7. Connecting to the Internet
 8. Browsing and Searching the Web
 9. Sending E-Mail and Attachments
- PART D: Application Software
 10. Writing and Printing Documents
 11. Working with Spreadsheets.
 12. Accessing Databases
 13. Making Presentations.
- PART E: Graphics, Sound, and Video
 14. Working with Graphics
 15. Recording and Editing Sound
 16. Creating Desktop Video and Animation
- PART F: Upgrades and Expansion
 17. Looking "Under the Hood"
 18. Buying a PC
 19. Upgrading and Expanding Your PC



Information Technology for Managers, International Edition

George Reynolds
978-0-538-74566-6
©2010 500 pages

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.

TABLE OF CONTENTS

1. Managers: Key to Information Technology Results.
2. Strategic Planning.
3. Project Management.
4. Business Process and IT Outsourcing.
5. Corporate Governance and IT.
6. Collaboration Tools and Wireless Networks.
7. E-Business.8. Enterprise Resource Planning.
8. Business Intelligence.
9. Knowledge Management.
10. Enterprise Architecture
11. Ethical, Privacy, and Security Issues



Succeeding with Technology, 4th Edition, International Edition

Kenneth Baldauf,
Ralph M. Stair
978-0-538-79761-0
©2011

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.

TABLE OF CONTENTS

1. Why Study Computers and Digital Technologies.
2. Hardware Designed to Meet the Need.
3. Software Solutions for Personal and Professional Gain.
4. The Internet and World Wide Web.
5. Telecommunications, Wireless Technologies, and Computer Networks.
6. Digital Media for Work and Leisure.
7. Database Systems.
8. E-Commerce.
9. Information, Decision Support, and Special-Purpose Systems.
10. Systems Development.
11. Computer Crime and Information Security.
12. Digital Society, Ethics, and Globalization.



Current Topics in Technology, 3rd Edition

Maureen S. Paparella,
Eugene S. Simko

978-1-4390-3870-3

February 2010 160 pages



A Guided Tour of Hot Technologies, Third Edition

Corinne Hoisington

978-1-111-82508-9

©2012

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.

TABLE OF CONTENTS

1. Mobile Data Protection.
2. The Hybrid Manager.
3. Blogger Litigation.
4. Monitoring Technology in the Workplace.
5. Instructional Technology.
6. Data Brokers.
7. CyberBullying.
8. Mobile WiMax.
9. The New Internet Architecture.
10. Information Surveillance.
11. Purchasing Information.
12. Cloud Computing.
13. Information Censorship.
14. E-Mail Harvesters.
15. The Threat of Complex Networks.
16. Security Obsolescence.
17. Digitization and Copyright Law.
18. Electronic Social Responsibility.
19. Cell Phone Technology.
20. Electronic Election Systems.
21. Laser Technology.
22. Wireless Computing.
23. Managing Information Systems: Adhocracy.
24. Electronic Resources.
25. The New Digital Divide.
26. Cell Phone Security.
27. Internet Crime.
28. Cyber Infrastructure.
29. Electronic Commerce.
30. Technology Addiction.

FEATURES AND BENEFITS

- Adds excitement to the classroom with information on the hottest technologies available on the Web.
- Sparks classroom discussion with 30 short videos on the latest tools on the Internet.
- 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 and then trying them out on their own.
- Comes with assignments, which ask students to test drive the technology after watching the video.

TABLE OF CONTENTS

Section I: Sharing A World Of Information.

Posterous. Evri. Xtranormal.Com.

Section II: Digital Research.

Google Wonder Wheel. Google Timeline. Carrot2.Org And Google Scholar.

Section III: The World At Our Fingertips In Web 2.0.

Wordle. Ustream.Tv. Toondoo.

Section IV: New Search Engines.

Wolfram Alpha. Bing Part 1. Bing Part 2.

Section V: Cloud Computing.

Cloud Computing – Overview (Google, Amazon, Microsoft). Cloud Computing – Zoho Example. Windows Live.

Section VI: Web Design And Graphics.

Yola. Colorhunter. Sumopaint.

Section VII: Get Info Anywhere At Anytime.

Polleverwhere.Com. Zamzar. Slideshare.Net.

Section VIII: What's New In Google Tools.

Google Latitude. Google Translate. Google Traffic Maps/ Live Maps.

Section IX: What's New In Browsers & Information.

Internet Explorer 9.0 – Part 1. Internet Explorer 9.0 – Part 2. Academic Earth.

Section X: What's New In Hot Web Sites.

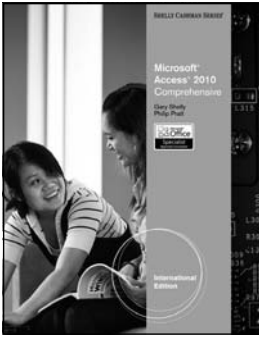
Newseum.Org. Zillow.Com. Yelp.Com



DATABASES...

21 ▶ Microsoft Access 2010

27 ▶ Microsoft Access 2007



Microsoft Access 2010: Comprehensive, International Edition

Gary B. Shelly,
Thomas J. Cashman,
Philip J. Pratt, Mary Z. Last

978-0-538-74863-6
©2012 888 pages

FEATURES AND BENEFITS

- 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
- 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.
- 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.
- 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.

ADDITIONAL VERSIONS

Introductory, International Edition (Chapters 1 – 3)

978-0-538-74873-5

Complete, International Edition (Chapters 1 – 8)

978-053-8748-193

TABLE OF CONTENTS

1. Databases and Database Objects: An Introduction.
2. Querying a Database.
3. Maintaining a Database.
4. Creating Reports and Forms.
5. Multi-Table Forms.
6. Macros, Switchboards, PivotTables, and PivotCharts.
7. Creating Reports and Forms Using Design View.
8. Advanced Form Techniques.
9. Administering a Database System.
10. Using SQL.
11. Database Design.

APPENDICES

- A: Project Planning Guidelines
- B: Publishing Office 2010 Web Pages Online.



New Perspectives on Microsoft® Office Access 2010, Comprehensive, International Edition

Joseph J. Adamski,
Kathleen T. Finnegan,
978-0-538-47096-4
©2011 840 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 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), International Edition
978-0-538-47644-7

INTRODUCTORY: (Tutorials 1 - 8), International Edition
978-0-538-47097-1

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.
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. Additional Cases.

APPENDICES

- A: Relational Databases and Database Design.



Microsoft® Access 2010: Illustrated Complete, International Edition

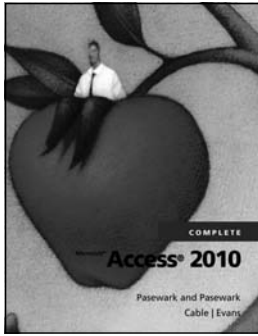
Lisa Friedrichsen
978-1-111-53157-7
©2011 504 pages

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 J: Analyzing Database Design Using Northwind.
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.



Microsoft® Access 2010 Complete

Pasewark/Pasewark, Sandra Cable

Jessica Evans

978-1-111-52990-1

©2012 464 pages

Provide a thorough introduction of the most important Microsoft Access 2010 skills to beginning students with Microsoft Access 2010 Complete, part of the Origins Series. This text includes features that make learning easy and enjoyable, yet challenging for students. Students will be engaged with activities that range from simulations to case studies that challenge and sharpen problem-solving skills while gaining the hands-on practice needed to be confident and successful computer users.

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.
- Includes an Online Companion website with exercises and hands-on labs for additional student learning.

TABLE OF CONTENTS

Introduction Unit.

Office 2010 Basics and the Internet.

Windows 7 Basics.

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.

Lesson 7: Modifying Table Design.

Lesson 8: Relationships in Tables and Queries.

Lesson 9: Advanced Queries and Filters.

Lesson 10: Advanced Form Features.

Lesson 11: Advanced Report Features.

Lesson 12: Creating Macros and a Switchboard

Lesson 13: Using Database Management Tools.

Lesson 14: Enhancing the Database with Programming.
Capstone Simulation.

APPENDICES

A: Computer Concepts.

B: Keyboarding

C: Introduction to Web Applications.

D: XP and Vista



New Perspectives: Portfolio Projects for Business Analysis

Carol Cram, Lisa Friedrichsen

978-1-133-27477-3

©2013 316 pages

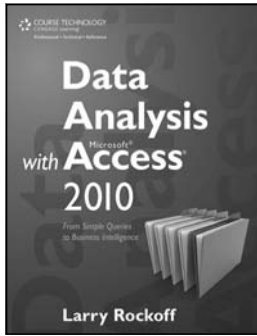
PORTFOLIO PROJECTS FOR BUSINESS ANALYSIS is designed to help students practice and perfect technology skills. This companion text is ideal for students taking a variety of different courses from Communications, Marketing, and Accounting to Introduction to Business courses. **Portfolio Projects for Business Analysis** includes 15 projects based on real-world business scenarios, allowing students to compile a comprehensive portfolio of business analysis examples to use during the interview process.

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.
- Includes an Online Companion website with exercises and hands-on labs for additional student learning.

TABLE OF CONTENTS

1. Budgets.
2. Income and Expense Statements.
3. Sales Projections and Scenarios.
4. Planning Tools.
5. Decision Support.
6. List Management.
7. Data Summary.
8. Investment Analysis.
9. Statistical Analysis.
10. Regression Analysis.
11. Trend Analysis.
12. Breakeven Analysis.
13. Cash Flow Analysis.
14. Forms.
15. Exception Analysis.



Data Analysis with Microsoft Access 2010: From Simple Queries to Business Intelligence
Larry Rockoff
978-1-4354-6010-2
©2012 400 pages

DATA ANALYSIS WITH MICROSOFT ACCESS 2010 is an introduction to Access with an emphasis on topics relevant to data analysis. The goal is to help the analyst gain a true understanding of data and the information it contains. Access queries are covered in detail, both in terms of the mechanics of their design, and how they can be used for typical data analysis tasks.

FEATURES AND BENEFITS

- Covers the most recent version of Microsoft Access.
- Emphasizes features beneficial for data analysis.
- Addresses Business Intelligence (BI) concepts.
- Relates Microsoft Access concepts to SQL
- Focuses on Critical, but general concepts, without excessive detail.

TABLE OF CONTENTS

Part I: GETTING STARTED.

1. What is Data Analysis?
2. Overview of Access.

Part II: ACCESS QUERIES.

3. Tables and External Data.
4. Select Queries.
5. Joins and Relationships.
6. Relational Database Design.
7. Expressions and Functions.
8. Selection Criteria.
9. Summarizing Data.
10. Subqueries and Set Logic.
11. Action Queries.
12. Crosstab Queries and Pivot Tables.

Part III: CREATING BUSINESS INTELLIGENCE.

13. What is Business Intelligence?
14. Dimensional Modeling.
15. The Data Warehouse.
16. Excel Pivot Tables.

APPENDICES

- Appendix A: Forms, Macros and Reports.
- Appendix B: A Sample Business Intelligence Database.



Succeeding in Business with Microsoft Access 2010: A Problem-Solving Approach, International Edition
Sandra Cable
978-0-538-47002-5
©2011 608 pages

SUCCEEDING IN BUSINESS WITH MICROSOFT ACCESS 2010 prepares your students to solve business problems by moving beyond the basic “point and click” skills to think critically about realistic business situations. When students combine software analysis with their own decision making abilities, they are more likely meet any business challenge with success. The **Succeeding in Business Series** emphasizes problem-solving, critical thinking, and analysis – challenging students to find efficient and effective solutions.

FEATURES AND BENEFITS

- Challenges students to find effective solutions to business situations through problem-solving, critical thinking, and analysis.
- Introduces students gradually to more advanced and broader skills through three levels of complexity in each chapter, beginning with an introductory conceptual chapter on databases.
- Offers 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, quick references to the steps needed to complete tasks, and tips to help students become more efficient users of Access.

TABLE OF CONTENTS

1. Preparing to Automate Data Management.
2. Building the Database.
3. Analyzing Data for Effective Decision Making.
4. Collecting Data with Well-Designed Forms.
5. Developing Effective Reports.
6. Automating Database Processing.
7. Enhancing User Interaction Through Programming.

Microsoft Access 2007

Microsoft Office Access 2007: Comprehensive Concepts and Techniques

Gary B. Shelly, Thomas J. Cashman,
Philip J. Pratt, Mary Z. Last
978-1-4188-4341-0

ADDITIONAL VERSIONS

INTRODUCTORY: 978-1-4188-4339-7
COMPLETE: 978-1-4188-4340-3

New Perspectives on Microsoft® Office Access 2007, Comprehensive, Premium Video Edition, International Edition

Joseph J. Adamski, Kathleen T. Finnegan
978-0-538-47527-3
©2011 856 pages

Succeeding in Business with Microsoft Office Access 2007: A Problem-Solving Approach

Sandra Cable
978-1-4239-0606-3
November 2007 668 pages

Microsoft Office Access 2007—Illustrated Complete

Lisa Friedrichsen
978-1-4239-0519-6
August 2007 488 pages

ADDITIONAL VERSIONS

BRIEF: 978-1-4239-0517-2
INTRODUCTORY: 978-1-4239-0518-9

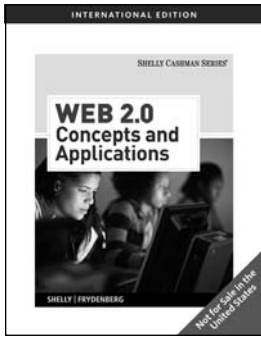
Microsoft Office Access 2007: Introductory

Pasewark and Pasewark, Jessica Evans
978-1-4239-0412-0
September 2007 279 pages



INTERNET...

- 29 ▶ Introduction to the Internet
- 32 ▶ Internet Explorer
- 33 ▶ Microsoft Outlook



Web 2.0: Concepts and Applications, International Edition

Gary B. Shelly,
Mark Frydenberg
978-0-538-74526-0
©2011 312 pages

Web 2.0: Making the Web Work for You, Illustrated

Jane Hosie-Bounar,
Barbara Waxer
978-0-538-47321-7
©2011 102 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.
6. Linking Data.

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.



Discovering the Internet: Complete, 4th Edition, International Edition

Gary B. Shelly, Campbell

978-1-111-57767-4

©2012 440 pages

FEATURES AND BENEFITS

- 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.
- Offers extensive hands-on activities throughout the text.
- Reinforces Internet concepts and skills with comprehensive end-of-chapter exercises that require critical thinking.
- Expanded coverage on Web 2.0 and social networking.
- Updated steps and figures using Internet Explorer 9.
- Includes the latest developments in Internet concepts.

TABLE OF CONTENTS

1. Into the Internet.
2. Browsing the Web.
3. Searching the Web.
4. Communicating Online.
5. Getting More Out of the Internet.
6. Understanding Internet Technologies and Security.
7. Understanding E-Business.

APPENDIX

- A: Exploring Other Browsers

ADDITIONAL VERSION

BRIEF: International Edition (Chapters 1 – 4)

978-1-111-57768-1



New Perspectives on the Internet: Comprehensive, 9th Edition, International Edition

Gary P. Schneider, Jessica Evans

978-1-111-52929-1

©2013 648 pages

FEATURES AND BENEFITS

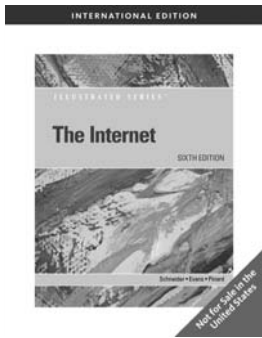
- Covers the latest software including Internet Explorer 9, Mozilla Firefox 4, and Google Chrome.
- Allows users to operate on Windows Vista or Windows 7.
- Covers topics most relevant to today's students and asks them to think critically about the Internet tools they use from E-mail to user generated content.
- Provides comprehensive coverage of Internet concepts and skills and is perfect for a browser-generic, full-semester course on the Internet.
- New Visual Overviews to give students a comprehensive preview of the topics covered in the session as well as a handy study guide.
- New coverage of IC3 Literacy skills, primarily Define, Access, and Evaluate within the text.
- New coverage of Windows Live Mail and Hotmail, Windows Mail, GMail and Thunderbird.

TABLE OF CONTENTS

1. Browser Basics.
2. Basic Communication on the Internet: E-Mail.
3. Using Web-Based Services for Communication.
4. Searching the Web.
5. Information Resources on the Web.
6. User-Generated Content on the Internet.
7. Security on the Internet and the Web.
8. Wireless Networking and Security.
9. Creating Effective Web Pages.
10. Electronic Commerce

APPENDICES

- A: The Internet and the World Wide Web
 B: Microsoft Outlook Express.
 C: Using Windows Mail.
 Additional Research Assignments (1–8)



The Internet - Illustrated, 6th Edition, International Edition

Gary Schneider, Jessica Evans, Katherine T. Pinard

978-0-538-75101-8

©2010 296 pages

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



Internet Research - Illustrated, 6th Edition

Donald I. Barker, Melissa S. Barker, Katherine T. Pinard

978-1-133-19038-7

©2012 112 pages

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.
- Makes a great reference for future use, thanks to its concise content and streamlined design.
- New Unit on Searching the Social Web to educate students about the key role of Web 2.0 and social media on Internet Research.

TABLE OF CONTENTS

- A. Searching the Internet Effectively.
- B. Constructing Complex Searches.
- C. Finding Specialty Information.
- D. Searching The Social Web.



Windows Internet Explorer 9: Introductory Concepts and Techniques

Gary B. Shelly
Steven M. Freund
978-0-538-48239-4
©2012 264 pages

FEATURES AND BENEFITS

- Gives students an introduction to Internet Explorer 9, including coverage of Web Research Techniques, Internet Communication, Internet security and citing Web sources.
- Content has been updated to contain the most current data and approach to perform steps within Windows Internet Explorer 9.
- NEW! Windows Live SkyDrive / WebApps Appendix helps students apply and integrate Office skills and concepts with Web applications.
- NEW! Coverage of Windows Live Mail 2011 teaches students how to organize their email, calendars, and contacts in one place.

TABLE OF CONTENTS

- A. Introduction to Windows Internet Explorer.
- B. Internet Research.
- C. Internet Communication.

APPENDICES

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



Windows Internet Explorer 8, Illustrated Essentials

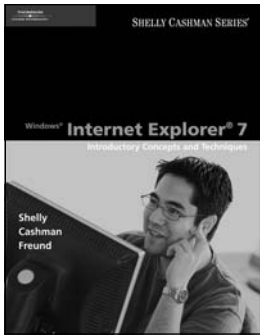
Katherine T. Pinard
978-0-538-74485-0
©2010 72 pages

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.



Windows Internet Explorer 7: Introductory Concepts and Techniques

Gary B. Shelly,
Thomas J. Cashman,
Steven M. Freund

978-0-619-20216-3
July 2007 240 pages



Microsoft® Outlook 2010: Complete, International Edition

Gary B. Shelly,
Jill E. Romanoski

978-0-8400-5476-0
©2011 488 pages

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

FEATURES AND BENEFITS

- Gives students an introduction to Outlook 2010, including new features of the software, using the highly-successful Shelly Cashman Series pedagogy.
- Offers a 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.
- 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.
- 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.

TABLE OF CONTENTS

Outlook Common Elements.

1. Using Email and Working with Messages.
2. Managing Your Time Using Calendar.
3. Managing Contacts and Personal Information
4. Learning Task Basics and Creating Notes.
5. Organizing Information.
6. Using Outlook with Other Office 2010 Applications.

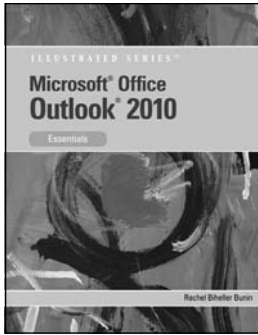
Outlook Apps for Word.

APPENDICES

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

ADDITIONAL VERSION

Introductory, International Edition (Chapters 1 – 3)
978-0-538-74658-8



Microsoft Outlook 2010: Illustrated Essentials

Rachel Biheller Bunin

978-0-538-74925-1

©2011 80 pages

Microsoft Outlook 2007

Microsoft Office Outlook 2007: Introductory Concepts and Techniques

Gary B. Shelly,
Thomas J. Cashman,
Jeffrey J. Webb

978-1-4188-5978-7

June 2007 216 pages

Microsoft Outlook 2007—Illustrated Essentials

Rachel Biheller Bunin

978-1-4239-2567-5

September 2007 80 pages

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.

APPENDIX

A: Working with SkyDrive.



OFFICE SUITES...

- 36 ▶ Microsoft Office 2010
- 49 ▶ Microsoft Office 2007
- 50 ▶ Microsoft Office for Macintosh

Skills Assessment Manager

The Premier Assessment and Training Environment for Microsoft Office

Skills Assessment Manager (SAM) is an online product which takes students into a virtual environment of Microsoft Office and talks them through how to use the latest applications: Word, Excel, Powerpoint, Access, Windows, Internet Explorer etc.

SAM includes three modules: Assessment, Training, and Projects.

- The Assessment module is designed to help assess students' proficiency of Microsoft Office applications.
- The Training module allows students to learn in the way that works best for them by reading, watching, or receiving guided help.
- The Projects module allows students to work live-in-the-application on project-based assignments.

SAM 2010

SAM 2010 covers the key features of the actual Office 2010 software, allowing students to work in high-fidelity, Flash-based simulation exercises for a real-world experience.

- Easy, web-based deployment means SAM is always accessible to both you and your students.
- Direct correlation to the skills covered on a chapter-by-chapter basis in your Course Technology textbook allows you to create a detailed lesson plan. As an alternative, you can also create assignments based on course objectives that are not taken directly from a textbook.
- SAM Projects offers live-in-the-application project-based assignments. Student work is automatically graded, providing instant feedback.
- An Integrated Digital Book offers students a total digital learning experience (optional).

SAM 2010 Assessment, Training, and Projects version 2.0 Printed Access Card
ISBN-10: 1111667373 ISBN-13: 9781111667375

SAM 2010 Assessment, Training, and Projects version 2.0 w/ MindTap Reader Printed Access Card
ISBN-10: 1111958491 ISBN-13: 9781111958497

Also Available for Microsoft Office 2007

SAM 2007 Assessment, Training & Projects version 6.0 Printed Access Card
ISBN-10: 0840067747 ISBN-13: 9780840067746



SHELLY CASHMAN SERIES — MICROSOFT OFFICE 2010

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.



Microsoft Office 2010: Introductory, International Edition

Gary B. Shelly, Misty E. Vermaat
978-0-538-74707-3
©2011 1432 pages

FEATURES AND BENEFITS

- The proven Shelly Cashman Pedagogy of step-by-step, screen-by-screen instruction with a project orientation to teach introductory Office 2010 skills.
- 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.
- Expanded coverage of PowerPoint and Outlook provides a thorough introduction to these applications and gives exposure to the numerous enhancements made to Office 2010.

TABLE OF CONTENTS

Essential Introduction to Computers.

Common Elements Chapter.

Word 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

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**

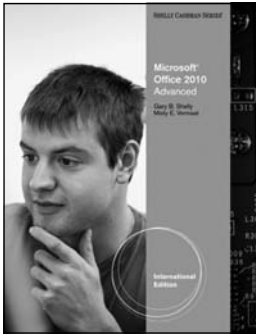
— **APPENDICES**

A: Project Planning Guidelines

B: Publishing Office 2010 Web Pages to a Web Server.

C: Microsoft Business Certification Program.

Capstone, SAM Projects.



Microsoft® Office 2010: Advanced, International Edition

Gary B. Shelly, Misty E. Vermaat

978-0-538-74706-6

©2011 1240 pages



Microsoft® Office 2010: Post Advanced, International Edition

Gary B. Shelly, Misty E. Vermaat

978-0-538-74705-9

©2011 1256 pages

TABLE OF CONTENTS

Introduction to Windows 7 and Microsoft Office 2010. Word 2010.

4. Creating a Document with a Title Page, Table, and Watermark.
5. Using a Template to Create a Resume and Sharing the Finished Document.
6. Generating Form Letters, Mailing Labels, and a Directory for a Cover Letter.
7. Creating a Newsletter with a Pull-Quote and Graphics.

Excel 2010

4. More Charting, Web Apps, Excel Web Pages, Web Queries, and Collaboration (working title).
5. Financial Functions, Data Tables, and Amortization Schedules.
6. Creating, Sorting, and Querying a Table.
7. Working with Multiple Worksheets and Workbooks.

Access 2010

4. Creating Reports and Forms.
5. Multi-Table Forms.
6. Macros, Switchboards, PivotTables, and PivotCharts.
7. Creating Reports and Forms Using Design View.

PowerPoint 2010

4. Working with Information Graphics.
5. Delivering and Collaborating on Presentations.
6. Adding Emphasis with Text Boxes.
7. Creating a Self-Running Presentation Containing Animation.

OUTLOOK 2010.

3. Managing Contacts and Personal Information.
4. Learning Task Basics and Creating Notes.

APPENDICES

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

TABLE OF CONTENTS

Introduction to Windows 7 and Microsoft Office 2010. Word 2010.

8. Using Document Collaboration and Integration Tools.
9. Creating a Master Document with a Table of Contents and an Index.
10. Creating a Template for an Online Form.
11. Enhancing an Online Form and Working with Macros, Document Security, and XML.

Excel 2010

8. Creating Templates and Importing Data and Working with SmartArt and Images.
9. PivotTables, PivotCharts, and Trendlines.
10. Formula Auditing, Data Validation, and Complex Problem Solving.
11. Using Macros and Visual Basic for Applications in Excel.

Access 2010

8. Advanced Form Techniques.
9. Administering a Database System.
10. Using SQL.
11. Database Design.

PowerPoint 2010

8. Enhancing Presentations with Hyperlinks and Action Buttons.
9. Developing a Presentation from an Outline.
10. Creating a Photo Album Presentation with Shapes.
11. Customizing a Template and Handouts Using Masters

OUTLOOK 2010.

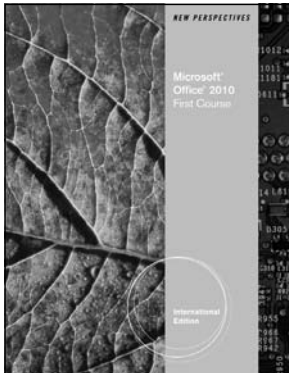
5. Organizing Information.

APPENDICES

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

NEW PERSPECTIVES SERIES — MICROSOFT OFFICE 2010

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.



New Perspectives on Microsoft Office 2010, First Course, International Edition

Ann Shaffer, Patrick Carey, June Jamrich Parsons,
Dan Oja, Kathleen T. Finnegan

978-0-538-47098-8

©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 VERSION

First Course, Brief, International Edition

978-0-538-47099-5

TABLE OF CONTENTS

CONCEPTS.

Essential Computer Concepts.

WINDOWS 7.

Exploring the Basics of Microsoft Windows 7.

Managing Your Files with Windows 7.

INTERNET.

Browser and E-mail Basics.

OFFICE.

Getting Started with Microsoft Office 2010.

WORD 2010.

Tutorial 1: Creating a Document.

Tutorial 2: Editing and Formatting a Document.

Tutorial 3: Creating a Multiple-Page Report.

Tutorial 4: Desktop Publishing and Mail Merge.

EXCEL 2010.

Tutorial 1: Getting Started with Excel.

Tutorial 2: Formatting a Workbook.

Tutorial 3: Working with Formulas and Functions.

Tutorial 4: Working with Charts and Graphics.

INTEGRATION.

Tutorial 1: Integrating Word and Excel.

ACCESS 2010.

Tutorial 1: Creating a Database.

Tutorial 2: Building a Database and Defining Table Relationships.

Tutorial 3: Maintaining and Querying a Database.

Tutorial 4: Creating Forms and Reports.

INTEGRATION.

Tutorial 2: Integrating Word, Excel, and Access.

POWERPOINT 2010.

Tutorial 1: Creating a Presentation.

Tutorial 2: Applying and Modifying Text and Graphic Objects.

INTEGRATION.

Tutorial 3: Integrating Word, Excel, Access, and PowerPoint.

INTERNET.

Creating Web Pages with Microsoft Office 2010.

APPENDICES

A: Tutorial 1: Exploring the Basics of Microsoft Windows XP.

Tutorial 2: Managing Your Files with Windows XP.

B. Capstone Projects.

C. SAM Projects.



New Perspectives on Microsoft Office 2010, Second Course, International Edition

Ann Shaffer, Patrick Carey, Roy Ageloff,
S. Scott Zimmerman, Beverly B. Zimmerman
978-0-538-47050-6
©2011 904 pages

TABLE OF CONTENTS

Word 2010--Level II Tutorials

Tutorial 5: Working with Templates and Outlines.

Tutorial 6: Using Mail Merge.

Tutorial 7: Collaborating with Others and Creating Web Pages.

Excel--Level II Tutorials

Tutorial 5: Working with Excel Tables, PivotTables, and PivotCharts.

Tutorial 6: Managing Multiple Worksheets and Workbooks.

Tutorial 7: Using Advanced Functions, Conditional Formatting, and Filtering.

Tutorial 8: Developing an Excel Application.

APPENDICES

A: Working with Text Functions and Creating Custom Format.

B: Integrating Excel with Other Windows Programs.

Access--Level II Tutorials

Tutorial 5: Creating Advanced Queries and Enhancing Table Design.

Tutorial 6: Using Form Tools and Creating Custom Forms.

Tutorial 7: Creating Custom Reports.

Tutorial 8: Sharing, Integrating, and Analyzing Data.

APPENDICES

A: Relational Databases and Database Design.

PowerPoint--Level II Tutorials

Tutorial 3: Presenting a Slide Show with Special Effects.

Tutorial 4: Integrating PowerPoint with Other Programs and Collaborating with Workgroups .

ILLUSTRATED SERIES — MICROSOFT OFFICE 2010

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.



Microsoft® Office 2010: Illustrated Introductory, First Course, International Edition

David Beskeen, Carol Cram, Jennifer Duffy, Lisa Friedrichsen, Elizabeth Eisner Reding

978-1-111-52797-6

©2011 680 pages

FEATURES AND BENEFITS

- Easy-to-follow and easy-to-absorb two-page spread lessons appeal to a wide variety of learning styles.
- 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.
- 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 and Trouble boxes within the step-by-step instructions help students avoid typical errors and pitfalls.

ADDITIONAL VERSION

Fundamentals, International Edition

978-0-538-48140-3

TABLE OF CONTENTS

CONCEPTS.

Unit A: Understanding Essential Computer Concepts.

WINDOWS 7.

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.

INTEGRATION.

Unit B: Integrating Word, Excel, and Access.

POWERPOINT 2010.

Unit A: Creating a Presentation in PowerPoint.

Unit B: Modifying a Presentation.

Unit C: Inserting Objects into a Presentation.

Unit D: Finishing a Presentation.

INTEGRATION.

Unit C: Integrating Word, Excel, Access, and PowerPoint.

OUTLOOK 2010.

Unit A: Getting Started with E-mail.

Unit B: Managing Information Using Outlook.

Appendix: Working with SkyDrive and Office Web Apps.



Microsoft Office 2010 Illustrated Second Course, International Edition

David Beskeen,
Carol M. Cram,
Jennifer Duffy,
Lisa Friedrichsen,
Lynn Wermers
978-0-538-74956-5
©2011 488 pages



Microsoft Office 2010: Illustrated Third Course, International Edition

Carol Cram,
Lisa Friedrichsen,
Lynn Wermers
978-1-111-82605-5
©2012 616 pages

TABLE OF CONTENTS

Word 2010.

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.

Excel 2010

Unit E: Analyzing Data Using Formulas.
Unit F: Managing Workbook Data.
Unit G: Using Tables.
Unit H: Analyzing Table Data.

INTEGRATION.

Unit D: Integrating Word and Excel.

Access

Unit E: Modifying the Database Structure.
Unit F: Creating Multiple Table Queries.
Unit G: Enhancing Forms.
Unit H: Analyzing Data with Reports.

INTEGRATION.

Unit E: Integrating Word, Excel, and Access

PowerPoint

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.

INTEGRATION.

Unit F: Integrating Word, Excel, Access, and PowerPoint.
Appendix: Working with SkyDrive.

TABLE OF CONTENTS

Word

Unit I: Working with Styles and templates.
Unit J: Developing Multipage and 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.

Excel

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.

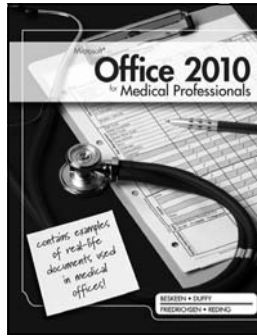
Access

Unit I: Importing and Exporting Data.
Unit J: Analyzing Database Design Using Northwind.
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.



Microsoft® Office 2010: Illustrated Projects

Carol M. Cram
978-0-538-74848-3
©2012 250 pages



Microsoft® Office 2010 for Medical Professionals Illustrated

David Beskeen
Jennifer Duffy,
Lisa Friedrichsen
Elizabeth Eisner Reding
978-1-111-82099-2
©2012 424 pages

FEATURES AND BENEFITS

- Offers a visual, project-based approach to learning Microsoft Office 2010, where students use Office skills to complete different types of projects.
- Includes exciting, realistic projects for each of the four main Microsoft Office 2010 applications, including integration projects.
- Provides projects that increase in difficulty throughout the unit, covering beginning through intermediate skills.

TABLE OF CONTENTS

Word 2010.

- Unit A: Word Projects I.
- Unit B: Word Projects II.
- Unit C: Excel Projects I.
- Unit D: Excel Projects II.
- Unit E: Integration Projects I.
- Unit F: Access Projects.
- Unit G: Integration Projects II.
- Unit H: PowerPoint Projects.
- Unit I: Integration Projects III.

Designed for students in medical office administration and allied health programs, **MICROSOFT OFFICE 2010 FOR MEDICAL PROFESSIONALS** teaches introductory Microsoft Office 2010 skills in an approachable and reader-friendly style. The real world examples, projects, and case-studies related to the medical industry provide students with the Office 2010 skills necessary to succeed in office administration, medical assisting, or any health care career.

TABLE OF CONTENTS

WINDOWS 7

- Unit A: Getting Started with Windows 7.
- Unit B: Understanding File Management. 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: Creating and Formatting Tables.
- Unit E: Formatting Documents.
- Unit F: Merging Word Documents.

EXCEL 2010.

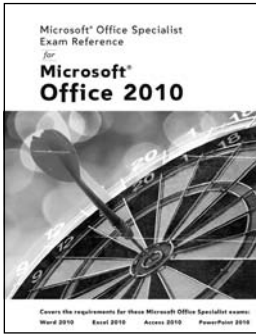
- Unit A: Getting Started with Excel 2010.
- Unit B: Working with Formulas and Functions.
- Unit C: Formatting a Worksheet.
- Unit D: Working with Charts.

ACCESS 2010.

- Unit A: Getting Started with Access 2010.
- Unit B: Building and Using Queries.
- Unit C: Creating and Using Forms and Reports.

POWERPOINT 2010.

- Unit A: Creating a Presentation in PowerPoint 2010.
- Unit B: Modifying a Presentation.
- Unit C: Customizing a Presentation.
- Appendix: Working with Windows Live and Office Web Apps.



Microsoft Office Specialist Exam Reference for Microsoft Office 2010, 2nd Edition

Course Technology-
978-1-111-96977-6
©2012 384 pages



Microsoft® Office 2010 Certification Prep

Laura Story
Dawna Walls
978-1-133-19107-0
©2012 576 pages

A great companion for any Course Technology title that covers Microsoft Office 2010 skills! Step-by-step reviews of skills prepare students for the Microsoft Office Specialist Certification Exams.

FEATURES AND BENEFITS

- Prepares students to take the Microsoft Office Specialist Certification Exams for Office 2010.
- Exam Tips chapter provides helpful background information about the Microsoft Office 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 2010 programs.

TABLE OF CONTENTS

Exam Tips.
Microsoft Word 2010 Exam Reference.
Microsoft Excel 2010 Exam Reference.
Microsoft Access 2010 Exam Reference.
Microsoft PowerPoint 2010 Exam Reference.

MICROSOFT OFFICE 2010 CERTIFICATION PREP: MICROSOFT OFFICE SPECIALIST 2010 fully prepares students to take any of the Microsoft Office Specialist (MOS) 2010 certification exams. The text fully maps to all of the exam objectives for the Specialist level MOS certification for Word, Excel, Access, PowerPoint and Outlook as well as the Expert level exams for Word and Excel giving students the skills they need to pass the certification exams.

FEATURES AND BENEFITS

- Each application is broken down into numerous Exam Objectives so it's easy to see which skills correlate to each exam objective as you work through each unit.
- Full color screenshots and icons provide visual reinforcement of the skills being covered.
- End of Lesson material will appear at the end of each Objective section and will map to 100% of the exam objectives for each application.
- Exam Tips appendix provides background information about the MOS 2010 program, general process for taking the certification exams, and helpful hints for successfully passing the exams.

TABLE OF CONTENTS

Microsoft Office Word 2010 Exam Reference.
WORD GETTING STARTED.
Word Core Objective 1: Sharing and Maintaining Documents .
Word Core Objective 2: Formatting Content .
Word Core Objective 3" Applying Page Layout and Reusable Content.
Word Core Objective 4: Including Illustrations and Graphics in a Document.
Word Core Objective 5: Proofreading Documents.
Word Core Objective 6: Applying References and Hyperlinks.
Word Core Objective 7: Performing Mail Merge Operations.
Word Expert Objective 1: Sharing and Maintaining Documents.
Word Expert Objective 2: Formatting Content.
Word Expert Objective 3: Tracking and Referencing Documents.
Word Expert Objective 4: Performing Mail Merge Operations.
Word Expert Objective 5: Managing Macros and Forms.
Microsoft Office Excel 2010 Exam Reference.

EXCEL GETTING STARTED.

Excel Core Objective 1: Managing the Worksheet Environment.
Excel Core Objective 2 Creating Cell Data.
Excel Core Objective 3: Formatting Cells and Worksheets.
Excel Core Objective 4: Managing Worksheets and Workbooks.
Excel Core Objective 5: Applying Formulas and Functions.
Excel Core Objective 6: Presenting Data Visually.
Excel Core Objective 7: Sharing Worksheet Data with other users.
Excel Core Objective 8: Analyzing and Organizing Data.
Excel Expert Objective 1: Sharing and Maintaining Workbooks.
Excel Expert Objective 2: Applying Formulas and Functions.
Excel Expert Objective 3: Presenting Data Visually.
Excel Expert Objective 4: Working with Macros and Forms.
Microsoft Office Access 2010 Exam Reference.

ACCESS GETTING STARTED.

Access Objective 1: Managing the Access Environment .
Access Objective 2: Building Tables .
Access Objective 3: Building Forms .
Access Objective 4: Creating and Managing Queries.
Access Objective 5: Designing Reports.
Microsoft Office PowerPoint 2010 Exam Reference.

POWERPOINT GETTING STARTED.

PowerPoint Objective 1: Managing the PowerPoint Environment.
PowerPoint Objective 2: Creating a Slide Presentation.
PowerPoint Objective 3: Working with Graphical and Multimedia Elements.
PowerPoint Objective 4: Creating Charts and Tables.
PowerPoint Objective 5: Applying Transitions and Animations.
PowerPoint Objective 6: Collaborating on Presentations.
PowerPoint Objective 7: Preparing Presentations for Delivery.
PowerPoint Objective 8: Delivering Presentations.
Microsoft Office Outlook 2010 Exam Reference.

OUTLOOK GETTING STARTED.

Outlook Objective 1: Managing the Outlook Environment.
Outlook Objective 2: Creating and Formatting Item Content.
Outlook Objective 3: Managing Email Messages.
Outlook Objective 4: Managing Contacts.
Outlook Objective 5: Managing Calendar Objects.
Outlook Objective 6: Working with Tasks, Notes, and Journal Entries.
Windows 7 Appendix.
Exam Tips.



Upgrading to Microsoft® Office 2010

Mary-Terese Cozzola, Barbara Clemens, Barbara M. Waxer

978-0-538-47288-3

©2011 62 pages

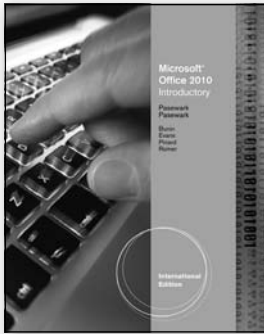
Prepare your students to transition their Microsoft® Office 2007 skills to the Microsoft® Office 2010 software with **UPGRADING TO MICROSOFT OFFICE 2010**. This print product is closely integrated with SAM 2007 v6.0. Using both products together will allow you to expose your students to Office 2010, 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.



Microsoft® Office 2010: Introductory, International Edition

Pasewark/Pasewark, Robin M.
Romer, Jessica Evans, Katherine T.
Pinard, Rachel Biheller Bunin
978-0-538-47518-1
©2011 950 pages

TABLE OF CONTENTS

Introduction Unit.

Office 2010 Basics and the Internet.
Windows 7 Basics.

WORD UNIT.

Lesson 1: Word Basics.
Lesson 2: Basic Editing.
Lesson 3: Helpful Word Features.
Lesson 4: Formatting Text.
Lesson 5: Formatting Paragraphs and Documents.
Lesson 6: Working with Graphics.
Lesson 7: Working with Documents.
Lesson 8: Increasing Efficiency Using Word.

EXCEL UNIT.

Lesson 1: Excel Basics.
Lesson 2: Changing the Appearance of a Worksheet.
Lesson 3: Organizing the Worksheet.
Lesson 4: Entering Worksheet Formulas.
Lesson 5: Using Functions.
Lesson 6: Enhancing a Worksheet.
Lesson 7: Working with Multiple Worksheets and Workbooks.
Lesson 8: Working with Charts.

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.

POWERPOINT UNIT.

Lesson 1: PowerPoint Basics.
Lesson 2: Creating and Enhancing PowerPoint Presentations.
Lesson 3: Working with Visual Elements.
Lesson 4: Expanding on PowerPoint Basics.

OUTLOOK UNIT.

Lesson 1: Outlook Basics and E-aMail.
Lesson 2: Calendar.
Lesson 3: Working with Other Outlook Tools.

PUBLISHER UNIT.

Lesson 1: Publisher Basics.
Lesson 2: Enhancing Publisher Documents.

CAPSTONE SIMULATION.

APPENDICES

A: Computer Concepts.
B: Keyboarding.



Microsoft® Office 2010, Advanced

Sandra Cable
Connie Morrison
978-0-538-48129-8
©2012 1000 page

TABLE OF CONTENTS

WORD

Lesson 9: Enhancing Documents.
Lesson 10: Working with Styles and Templates.
Lesson 11: Customizing Tables and Creating Charts.
Lesson 12: Merging Documents, Directories, Mailing Labels, and Envelopes.
Lesson 13: Working with Long Documents.
Lesson 14: Sharing Documents.
Lesson 15: Creating Indexes and Tables of Contents, Figures, and Authorities.
Lesson 16: Working with Macros.
Lesson 17: Customizing Settings.

EXCEL

Lesson 9: Applying Advanced Formats to Worksheets.
Lesson 10: Using Advanced Formats in Charts.
Lesson 11: Creating Tables.
Lesson 12: Using Outlines, Subtotals, and Grouping.
Lesson 13: Working with Analysis Tools, PivotTables, and PivotCharts.
Lesson 14: Creating Macros.
Lesson 15: Creating Conditional Formulas and Lookup Functions.

Lesson 16: Protecting and Sharing Workbooks.
Lesson 17: Importing and Exporting Data.

ACCESS

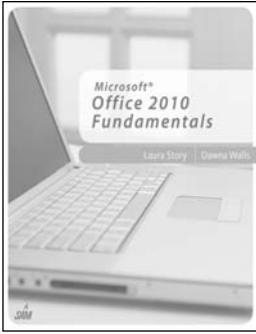
Lesson 7: Modifying Table Design.
Lesson 8: Relationships in Tables and Queries.
Lesson 9: Advanced Queries and Filters.
Lesson 10: Advanced Form Features.
Lesson 11: Advanced Report Features.
Lesson 12: Creating Macros and a Switchboard.
Lesson 13: Using Database Management Tools.
Lesson 14: Enhancing the Database with Programming.

POWERPOINT UNIT.

Lesson 5: Editing and Formatting Slide Content.
Lesson 6: Creating Tables and Charts.
Lesson 7: Working with Visual and Sound Objects.
Lesson 8: Customizing Slides.
Lesson 9: Importing and Exporting Information.
Lesson 10: Sharing and Delivering Presentations.

OUTLOOK

Lesson 4: Managing Messages.
Lesson 5: Managing Contacts.
Lesson 6: Managing Calendars and Tasks.



Microsoft® Office 2010 Fundamentals

Laura Story, Dawna Walls

978-0-538-47246-3

©2011 544 pages

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.

TABLE OF CONTENTS

UNIT 1: GETTING STARTED.

1: Working with Microsoft Office 2010.

UNIT 2: MICROSOFT WORD.

1: Understanding Word Basics.

2: Editing and Formatting Text.

3: Formatting Documents.

4: Working with Graphic Objects.

Unit Review.

UNIT 3: MICROSOFT EXCEL.

1: Understanding Excel Basics.

2: Formatting and Editing the Worksheet.

3: Using Formulas and Functions.

4: Working with Charts.

Unit Review.

UNIT 4: MICROSOFT POWERPOINT.

1: Understanding PowerPoint Basics.

2: Formatting and Modifying Presentations.

3: Delivering the Presentation.

Unit Review.

UNIT 5: MICROSOFT ACCESS.

1: Understanding Access Basics.

2: Creating Forms and Reports.

Unit Review.

UNIT 6: MICROSOFT PUBLISHER.

1: Understanding Publisher Basics.

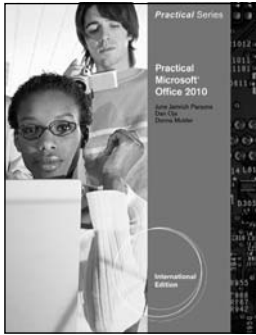
UNIT 7: INTEGRATION BASICS.

1: Understanding Integration Basics.

APPENDICES

A: Windows 7 Basics.

B: Outlook Basics.



Practical Microsoft Office 2010, International Edition

June Jamrich Parsons, Dan Oja,
Donna Mulder

978-0-538-47025-4
©2011 232 pages



A Guided Tour of Microsoft Office 2010

Corinne Hoisington
978-0-538-75046-2
2011 [CD ROM]

FEATURES AND BENEFITS

- 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
- Contains an interactive Book-on-CD featuring animations, screen tours, and plenty of hands-on practice activities in a simulated Office 2010 environment.
- A 60-page section of projects at the end of the book offers students the chance to apply their Office 2010 skills using the actual software.
- Offers built-in assessment with interactive Quick Check Questions and Skill Set Checks, which enables students to track their progress.

TABLE OF CONTENTS

PART A: WINDOWS APPLICATIONS.

1. Getting Started with Application Software.

PART B: MICROSOFT WORD.

2. Creating a Document.
3. Formatting a Document.
4. Finalizing a Document.

PART C: MICROSOFT EXCEL.

5. Creating a Worksheet.
6. Formatting a Worksheet.
7. Finalizing Worksheet.

PART D: MICROSOFT POWERPOINT.

8. Creating a Presentation.
9. Finalizing a Presentation.

PART E: MICROSOFT ACCESS.

10. Creating a Database.
11. Finalizing a Database.

PART F: PROJECTS.

- Introduction to Projects.
- Projects for Windows Application Basics.
- Projects for Word.
- Projects for Excel.
- Projects for PowerPoint.
- Projects for Access.

FEATURES AND BENEFITS

- Provides a great way to introduce your students to Microsoft Office 2010. 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.
- Features 10 5-minute movie tutorials, that cover the Office 2010 user interface and the new features of Word 2010, Excel 2010, Access 2010, and PowerPoint 2010. Plus one bonus tutorial on Windows 7, Microsoft's new operating system.
- Available as a CD or Web streaming video, allowing students multiple purchasing and viewing options.

TABLE OF CONTENTS

Welcome To Office 2010.

What's New In Word 2010 Part 1.

Screen Clipping. New Graphics Tools. Backstage. New Print Features.

What's New In Word 2010 Part 2.

Paste Preview Feature. Find Feature. Online Collaboration. Author Permissions. Manage Versions Feature.

What's New In Excel 2010 Part 1.

Sparklines. Data Slicer. Improved Conditional Formatting.

What's New In Powerpoint 2010 Part 1.

New Graphics Tools. Background Removal Tool. Screen Clipping. New Animations And Transitions.

What's New In Powerpoint 2010 Part 2.

Better Smart Art. Equation Editor. Action Tool.

What's New In Access 2010.

Data Type Gallery. Office Themes. Backstage View. Auto Scale. Center Vertically.

What's New In Publisher 2010.

Ribbon Interface. Create An Event Flyer. Most Dramatic Change In Office 2010.

What's New In Onenote 2010.

Basics Of Onenote 2010. Ribbon Interface. Note Taking Features Of Onenote 2010.

Audio & Video Features.

Microsoft Cloud Computing With Office 2010.

Windows Live. Microsoft Live Id. Skydrive. Photo Sharing. Office Web Application Sharing.

Microsoft Office 2007

CaseGrader Microsoft Office 2007

978-1-4239-9856-3

Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition, International Edition

Gary B. Shelly, Thomas J. Cashman, Misty E. Vermaat

978-1-4390-4208-3

©2010 1276 pages

ADDITIONAL VERSIONS

ESSENTIAL: 978-1-4188-4374-8

BRIEF: 978-1-4188-4325-0

Microsoft® Office 2007: Advanced Concepts and Techniques, International Edition

Gary B. Shelly,
Thomas J. Cashman,
Misty E. Vermaat

978-1-4390-8013-9

©2008 1328 pages

Microsoft Office 2007: Post-Advanced Concepts and Techniques

Gary B. Shelly,
Thomas J. Cashman,
Misty E. Vermaat

978-1-4188-4334-2

©2008

New Perspectives on Microsoft® Office 2007 First Course Premium Video Edition, International Edition

Ann Shaffer, Patrick Carey, Kathleen T. Finnegan, Joseph J. Adamski,
Roy Ageloff, S. Scott Zimmerman, Beverly B. Zimmerman

978-1-4390-4033-1

©2010 1168 pages

Microsoft® Office 2007 Illustrated: Introductory Premium Video Edition

David Beskeen, Carol Cram, Jennifer Duffy, Lisa Friedrichsen,
Elizabeth Eisner Reding

978-0-324-82708-8

©2010 772 pages

Microsoft Office 2007: Illustrated Brief Premium Video Edition, International Edition

Marjorie Hunt, Barbara Waxer

978-0-538-74440-9

©2010 484 pages

Microsoft Office 2007—Illustrated Second Course

David Beskeen, Carol M. Cram, Jennifer Duffy, Lisa Friedrichsen,
Lynn Wermers

978-1-4239-0513-4

June 2007 640 pages

Microsoft Office 2007—Illustrated Projects

Carol M. Cram

978-1-4239-0546-2

September 2007 256 pages

Microsoft Office 2007: Introductory

Pasewark and Pasewark, Rachel Biheller Bunin,
Jessica Evans, Katherine T. Pinard,
Robin M. Romer, Ann Fisher, Barbara Waxer

978-1-4239-0396-3

October 2007 952 pages

Performing with Microsoft Office 2007: Introductory

Iris Blanc, Cathy Vento

978-1-4239-0420-5

December 2007 1100 pages

Mastering Applications in the Real World: Discipline-Specific Projects for Microsoft Office 2007, Introductory

Course Technology

978-1-4239-2528-6

November 2007 80 pages

Mastering Applications in the Real World: Discipline-Specific Projects for Microsoft Office 2007, Advanced

Course Technology

978-1-4239-2527-9

January 2008 80 pages

Performing with Projects for the Entrepreneur: Microsoft Office 2007

Iris Blanc, Cathy Vento

978-1-4239-0422-9

March 2008 592 pages

A Guided Tour of Microsoft Office 2007, Windows Vista Edition

Corinne Hoisington

978-1-4239-0564-6

June 2007 [CD-ROM]

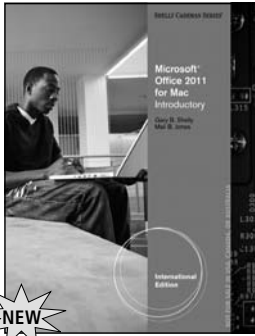
Microsoft Office 2007 In a Flash

Course Technology

978-1-60334-011-3

January 2008 [CD ROM]





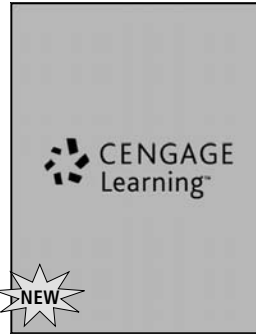
Microsoft® Office 2011 for Mac: Introductory, International Edition

Gary B. Shelly

Mali B. Jones

978-1-133-62727-2

©2013 968 pages



Microsoft Office for Mac 2011: In a Flash

Kyle Gower-Winter

978-1-133-62835-4

©2013 Mixed Media

FEATURES AND BENEFITS

- A step-by-step, screen by screen approach allows you to successfully teach to all learning styles and ensure students retain information to be used in their personal and professional lives.
- Expanded coverage of PowerPoint and Outlook to provide a thorough introduction to these applications and give exposure to the numerous enhancements made with Office 2011.
- Chapter topic redistribution offering concise chapters that ensure complete skill coverage and lead to more manageable chapters.
- New pedagogical elements that enrich material creating an accessible and user-friendly approach allowing easy navigation through the skills in each chapter.
- New opening chapter presents essential Office 2011 and Mac OS X Lion skills preventing repetitive coverage of basic skills in the applications chapters and providing students with a strong base for further learning.

TABLE OF CONTENTS

1. Introduction to Computers.
2. Microsoft Office 2011 and Mac OS X Lion.
3. Word 1. Creating, Formatting, and Editing a Word Document with Pictures.
4. Word 2. Creating a Research Paper with Citations and References.
5. Word 3. Creating a Business Letter with a Letterhead and Table.
6. PowerPoint 1. Creating and Editing a Presentation with Clip Art.
7. PowerPoint 2. Enhancing a Presentation with Pictures, Shapes, and WordArt.
8. PowerPoint 3. Reusing a Presentation and Adding Media.
9. Excel 1. Creating a Worksheet and an Embedded Chart.
10. Excel 2. Formulas, Functions, and Formatting.
11. Excel 3. What-If Analysis, Charting, and Working with Large Worksheets.
12. Outlook 1. Managing E-Mail Messages with Outlook.
13. Outlook 2. Managing Calendars.

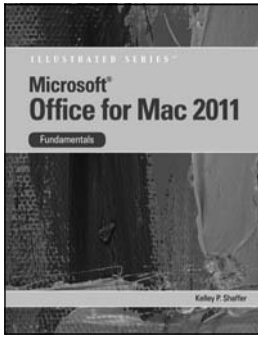
MICROSOFT OFFICE FOR MAC 2011: IN A FLASH from New Perspectives provides engaging video tutorials on how to use Word, Excel, PowerPoint and Outlook for Mac. These videos guide students through each Office application with step-by-step tutorials in an easy to follow format, ensuring students not only learn the material but feel comfortable working in each Office application independently.

FEATURES AND BENEFITS

- Video tutorials that comprehensively cover Microsoft Office for Mac 2011 Applications, including Word, Excel, PowerPoint, and Outlook.
- Demonstrations on how to perform tasks allowing students to visually learn at their own pace.

TABLE OF CONTENTS

- Microsoft Office® for Mac 2011.**
 Common Application Components.
 Working with Files and Documents.
 Common Editing Functions.
 Common Formatting Functions.
 Working with Graphics.
 Working with Tables.
 Printing & Publishing.
 Sharing Content Between Applications.
 Collaborating.
 Customizing Office Applications.
WORD® 2011.
EXCEL® 2011.
POWERPOINT® 2011..
Other Office 2011.
Outlook 2011.



**Microsoft® Office
2011 for Macintosh,
Illustrated
Fundamentals, 2nd
Edition**

Kelley Shaffer

978-1-111-82431-0

©2012 416 pages

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.

TABLE OF CONTENTS

- A: Understanding Computer Concepts.
- B: Getting Started with Mac OS Snow Leopard.
- C: Understanding File Management.
- D: Getting Started with Safari.
- E: Getting Started with Microsoft Office 2011 for Mac.
- F: Creating a Document.
- G: Enhancing a Document.
- H: Adding Special Elements to a Document.
- I: Creating and Enhancing a Worksheet.
- J: Using Complex Formulas and Functions.
- K: Working with Charts.
- L: Creating a Presentation.
- M: Polishing and Running a Presentation.
- N: Integrating Office Programs.

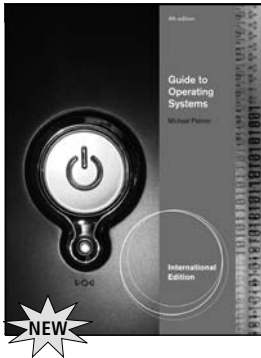
APPENDICES

- Setting System Preferences.
- Getting Started with Web Apps.



OPERATING SYSTEMS...

- 53 ▶ Concepts
- 53 ▶ Microsoft Windows 7
- 56 ▶ Microsoft Windows Vista

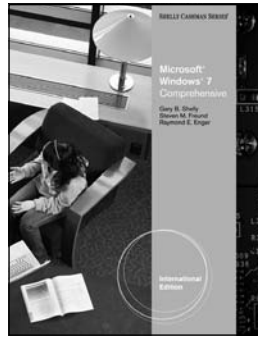


Guide to Operating Systems, International Edition, 4th Edition

Michael Palmer

978-1-111-54567-3

©2012 720 pages



Microsoft® Windows 7: Comprehensive, International Edition

Gary B. Shelly, Steven M.

Freund, Raymond E. Enger

978-0-538-46713-1

©2011 832 pages

FEATURES AND BENEFITS

- Provides the theory and technical information professionals need as they work with today's popular operating systems, such as Windows, Mac OS, and UNIX/Linux platforms.
- Extensive learning tools, including Review Questions, Hands-On Projects, and Case Projects allow review and technical practice.
- Expanded information on operating system features and new hardware for most operating systems.
- All-new information with complete steps for installing and upgrading Windows Vista, 7, Windows Server 2008, Windows Server 2008 R2, Fedora Linux, and Mac OS X Leopard and Snow Leopard ensures that everything goes smoothly.
- Includes Fedora 13 Live Media DVD to enable readers to perform UNIX/Linux Hands-On Projects located within the text.

TABLE OF CONTENTS

1. Operating System Theory.
2. Popular Operating Systems.
3. Operating System Hardware Components.
4. File Systems.
5. Installing and Upgrading Operating Systems.
6. Configuring Input and Output Devices.
7. Using and Configuring Storage Devices.
8. Modem and Other Remote Communications Devices.
9. Network Connectivity.
10. Resource Sharing Over a Network.
11. Standard Operating and Maintenance Procedures.

APPENDICES

- Appendix A: Operating System Command-Line Commands.
Appendix B: Using Fedora With This Book.

FEATURES AND BENEFITS

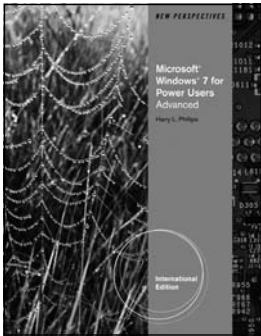
- Engaging coverage of the latest Windows operating system allows students to master updated applications such as file, document and folder management as well as new Windows 7 features such as Libraries.
- Explains new features of Windows 7 Editions and how they can be used in both the students personal 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

1. Fundamentals of Using Microsoft Windows 7.
2. Working on the Windows 7 Desktop.
3. File and Folder Management.
4. Personal Information Management and Communicating.
5. Personalize Your Work Environment.
6. Customizing Your Computer Using the Control Panel.
7. Advanced File.
8. Mastering Digital Pictures and Music.
9. Mastering Digital Video.

APPENDICES

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



New Perspectives on Microsoft® Windows 7 for Power Users, Advanced, International Edition

Harry L. Phillips
978-1-111-58019-3
©2012 832 pages

FEATURES AND BENEFITS

- Offers extensive coverage of Microsoft Windows 7, including troubleshooting, backing up files, optimizing disks, evaluating system performance, and more.
- Challenges students with extensive end-of-chapter material, including projects, cases, and key reinforcement exercises.
- Covers introductory Windows 7 concepts quickly and is geared towards students unfamiliar with Windows 7, but proficient with computers and operating systems.
- 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.
- ProSkills boxes tie Windows 7 concepts with career relevancy by providing guidance on how to use the software in professional situations.

TABLE OF CONTENTS

1. Exploring the Windows 7 Operating System Software.
2. Customizing Windows 7.
3. Managing Folders and Files.
4. Creating and Customizing Shortcuts.
5. Examining Windows File System.
6. Optimizing Your Hard Disk.
7. Enhancing Your Computer's Security.
8. Troubleshooting Windows.
9. Evaluating System Performance.
10. Backing Up and Restoring Files.
11. Installing, Updating, and Troubleshooting Software.
12. Managing Hardware and Networks.
13. Using the Windows Command-Line Environment.
14. Mastering the Windows Registry.



New Perspectives on Microsoft® Windows 7: Comprehensive, International Edition

June Jamrich Parsons,
Dan Oja, Lisa Ruffolo
978-0-538-47070-4
©2011 704 pages

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.
- 3: Personalizing Your Windows Environment.
- 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, International Edition: Tutorials 1 – 6
978-0-538-47071-1

Brief, International Edition: Tutorials 1 – 2
978-0-538-47072-8



Microsoft Windows 7: Illustrated Complete, International Edition

Steve Johnson

978-0-538-74908-4

©2011 484 pages



A Guided Tour of Microsoft Windows 7

Corinne Hoisington

978-0-538-75040-0

2010 [CD ROM]

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 from Windows 7 with the text's coverage of the newest file and window management features.
- 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

- Unit A.** Introducing Windows 7.
- Unit B.** Working with Windows Programs.
- Unit C.** Managing Files and Folders.
- Unit D.** Customizing File and Folder Management.
- Unit E.** Customizing Windows Using the Control Panel.
- Unit F.** Securing Your Computer.
- Unit G.** Exploring the Internet.
- Unit H.** Exchanging Mail, News, and Appointments.
- Unit I.** Communicating over the Internet.
- Unit J.** Creating Movies and DVD Videos.
- Unit K.** Working with Windows Media.
- Unit L.** Managing Shared Files Using a Network.
- Unit M.** Going Mobile.
- Unit N.** Maintaining Your Computer.
- Unit O.** Backing Up and Restoring Your Files.
- Unit P.** Managing Hardware.

APPENDICES

- A:** Setting Up Windows 7.
- B:** Administering Your Computer.

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.

TABLE OF CONTENTS

Introduction

1. Windows Quick Tour.
2. Windows User Interface.
3. Windows 7 Libraries.
4. Windows 7 Multimedia & Gadgets.
5. Windows 7 New Input Methods.
6. Windows Internet Explorer 8.0.
7. Performance Features.
8. Windows Security.
9. Windows 7 & Windows Lives.
10. Windows 7 Networking.

Microsoft Windows Vista

Microsoft Windows Vista: Comprehensive Concepts and Techniques

Gary B. Shelly,
Thomas J. Cashman,
Steven M. Freund,
Raymond E. Enger

978-1-4188-5982-4
©2009 960 pages

ADDITIONAL VERSIONS

INTRODUCTORY
978-1-4188-5980-0
COMPLETE
978-1-4188-5981-7

Microsoft Windows Vista: Essential Concepts and Techniques

Gary B. Shelly,
Thomas J. Cashman,
Steven G. Forsythe
978-1-4188-5979-4
June 2007 88 pages

New Perspectives on Microsoft Windows Vista for Power Users

Harry L. Phillips
978-1-4239-0603-2
July 2008 1080 pages

Microsoft Windows Vista—Illustrated Complete

Steve Johnson
978-1-4239-0545-5
January 2008 272 pages

A Guided Tour of Microsoft Windows Vista

Corinne Hoisington
978-1-4239-0565-3
May 2007 [CD-ROM]



PRESENTATION TOOLS...

58 ▶ Microsoft PowerPoint 2010

60 ▶ Microsoft PowerPoint 2007



Microsoft® PowerPoint® 2010: Comprehensive, International Edition

Gary B. Shelly, Susan L. Sebok

978-0-538-74885-8

©2012 888 pages



New Perspectives on Microsoft® PowerPoint® 2010, Comprehensive, International Edition

S. Scott Zimmerman, Beverly B. Zimmerman,

978-0-538-47051-3

©2011 528 pages

FEATURES AND BENEFITS

- 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.
- 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.
- 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.
- 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.

TABLE OF CONTENTS

1. Creating and Editing a Basic Presentation.
2. Enhancing a Presentation with Pictures and Shapes.
3. Reusing a Presentation and Adding Multimedia.
4. Working with Information Graphics.
5. Delivering and Collaborating on Presentations.
6. Adding Emphasis with Text Boxes.
7. Creating a Self-Running Presentation Containing Animation.
8. Enhancing Presentations with Hyperlinks and Action Buttons.
9. Developing a Presentation from an Outline.
10. Creating a Photo Album Presentation with Shapes.
11. Customizing a Template and Handouts Using Masters.

APPENDICES

- A: Project Planning Guidelines.
- B: Publishing Office 2010 Web Pages Online.
- C: Saving to the Web Using Windows Live SkyDrive.

ADDITIONAL VERSIONS

Introductory, International Edition (Chapters 1 – 3)
978-0-538-74671-7

Complete, International Edition (Chapters 1- 7)
978-0-538-74665-6

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 PowerPoint 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.
- Key Steps highlight important steps to help students pay close attention to completing the step correctly and avoid time-consuming rework.

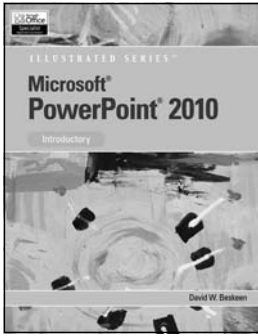
TABLE OF CONTENTS

- Getting Started with Microsoft Office 2010.
- Tutorial 1: Creating a Presentation.
- Tutorial 2: Adding and Modifying Text and Graphic Objects.
- Tutorial 3: Adding and Customizing Media and Charts.
- Tutorial 4: Integrating PowerPoint and Collaborating with Others.
- Tutorial 5: Applying Advanced Special Effects in Presentations.
- Tutorial 6: Creating Special Types of Presentations.
- Additional Cases.

ADDITIONAL VERSIONS

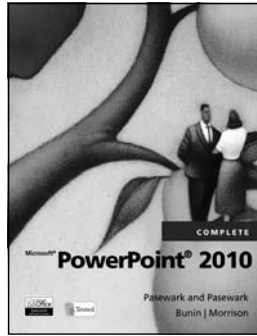
Brief, International Edition (Tutorials 1- 2)
978-0-538-47095-7

Introductory, International Edition (Tutorials 1- 4)
978-0-538-47052-0



Microsoft® PowerPoint® 2010: Illustrated Introductory

David Beskeen
978-0-538-74716-5
©2011 223 pages



Microsoft® PowerPoint® 2010 Complete

Pasewark/Pasewark,
Rachel Biheller Bunin
Connie Morrison
978-1-111-52953-6
©2012 464 pages

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.
- Increases student's retention of skills through end-of-lesson exercises including lesson summary, vocabulary, and review questions.
- Includes an Online Companion website with exercises and hands-on labs for additional student learning.

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 3: Working with Visual Elements.

Lesson 4: Expanding on PowerPoint Basics.

Lesson 5: Editing and Formatting Slide Content.

Lesson 6: Creating Tables and Charts.

Lesson 7: Working with Visual and Sound Objects.

Lesson 8: Customizing Slides.

Lesson 9: Importing and Exporting Information.

Lesson 10: Sharing and Delivering Presentations.

APPENDIX

A: Computer Concepts.

B: Keyboarding.

c: Intro to Web Apps.

D: XP and Vista.



Microsoft PowerPoint 2007

Microsoft Office PowerPoint 2007: Comprehensive Concepts and Techniques

Gary B. Shelly,
Thomas J. Cashman,
Susan L. Sebok

978-1-4188-4347-2
July 2007 576 pages

ADDITIONAL VERSIONS

INTRODUCTORY: 978-1-4188-4345-8

COMPLETE: 978-1-4188-4346-5

New Perspectives on Microsoft® Office PowerPoint® 2007, Comprehensive, Premium Video Edition, International Edition

Beverly B. Zimmerman,
S. Scott Zimmerman

978-0-8400-6211-6
©2011 600 pages

Microsoft Office PowerPoint 2007—Illustrated Introductory

David Beskeen

978-1-4239-0524-0
June 2007

ADDITIONAL VERSION

BRIEF: 978-1-4239-0523-3

Microsoft Office PowerPoint 2007: Introductory

Pasewark and Pasewark,
Rachel Biheller Bunin

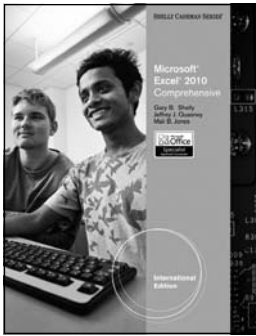
978-1-4239-0413-7
August 2007 253 pages



SPREADSHEETS...

62 ▶ Microsoft Excel 2010

66 ▶ Microsoft Excel 2007



Microsoft® Excel® 2010: Comprehensive, International Edition

Gary B. Shelly,
Jeffrey J. Quasney
978-0-538-74591-8
©2011 888 pages



New Perspectives on Microsoft® Excel® 2010: Comprehensive, International Edition

June Jamrich Parsons, Dan Oja,
Roy Ageloff, Patrick Carey
978-0-538-47068-1
©2011 904 pages

FEATURES AND BENEFITS

- 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.
- 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.
- 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.
- 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.

TABLE OF CONTENTS

1. Creating a Worksheet and an Embedded Chart.
2. Formulas, Functions, and Formatting.
3. What-If Analysis and Working with Large Worksheets.
4. More Charting, Web Apps, Excel Web Pages, Web Queries, and Collaboration.
5. Financial Functions, Data Tables, and Amortization Schedules.
6. Creating, Sorting, and Querying a Table.
7. Working with Multiple Worksheets and Workbooks.
8. Creating Templates and Importing Data and Working with SmartArt and Images.
9. PivotTables, PivotCharts, and Trendlines.
10. Formula Auditing, Data Validation, and Complex Problem Solving.
11. Using Macros and Visual Basic for Applications in Excel.

APPENDICES

- A: Project Planning Guidelines
B: Publishing Office 2010 Web Pages Online
C: Saving to the Web Using Windows Live SkyDrive

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.
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. Additional Cases.

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.

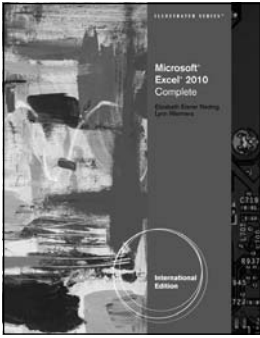
ADDITIONAL VERSIONS

INTRODUCTORY, International Edition (Tutorials 1 – 8, Appendices A & B) 978-0-538-47069-8

BRIEF, International Edition (Tutorials 1 – 4)
978-1-1115-7090-3

ADDITIONAL VERSIONS

Introductory, International Edition (Chapters 1-3)
978-0-538-74590-1
Complete, International Edition (Chapters 1-7)
978-0-538-75004-2



Microsoft® Excel® 2010: Illustrated Complete, International Edition

Elizabeth Reding, Lynn Wermers
978-1-111-52831-7
©2011 504 pages

FEATURES AND BENEFITS

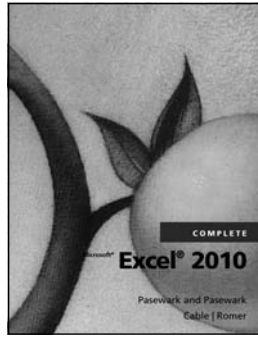
- Easy-to-follow and easy-to-absorb two-page spread lessons appeal to a wide variety of learning styles.
- End-of-chapter Independent Challenges and Visual Workshops make concepts relevant and easier to understand through hands-on applications and detailed explanations.
- Quick Tips and Trouble boxes 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

ADDITIONAL VERSION

Introductory, International Edition (Units A- H)
978-1-111-52832-4



Microsoft® Excel® 2010 Complete

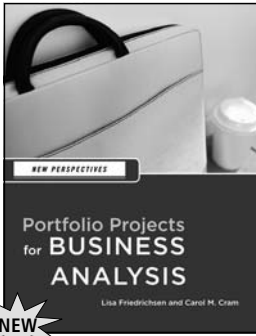
Pasewark/Pasewark,
Robin M. Romer
Sandra Cable
978-1-111-52952-9
©2011 544 pages

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 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.
- Includes an Online Companion website with exercises and hands-on labs for additional student learning.

TABLE OF CONTENTS

Introduction Unit.
Office 2010 Basics and the Internet.
Windows 7 Basics.
1. Excel Basics
2. Changing the Appearance of a Worksheet.
3. Organizing the Worksheet.
4. Entering Worksheet Formulas.
5. Using Functions.
6. Enhancing a Worksheet.
7. Working with Multiple Worksheets and Workbooks.
8. Working with Charts.
9. Applying Advanced Formats to Worksheets.
10. Using Advanced Formats in Charts.
11. Creating Tables.
12. Using Outlines, Subtotals, and Grouping.
13. Working with Analysis Tools, PivotTables, and PivotCharts.
14. Creating Macros.
15. Creating Conditional Formulas and Lookup Functions.
16. Protecting and Sharing Workbooks.
17. Importing and Exporting Data.
APPENDICES
A: Computer Concepts
B: Keyboarding.
C: Intro to Web Apps
D: XP and Vista.



New Perspectives: Portfolio Projects for Business Analysis

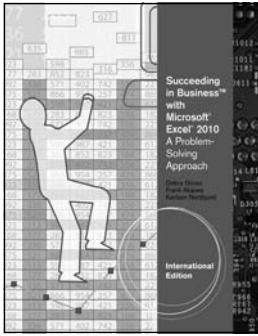
Carol Cram
Lisa Friedrichsen

978-1-133-27477-3
©2013 316 pages

Portfolio Projects for Business Analysis is designed to help students practice and perfect technology skills. This companion text is ideal for students taking a variety of different courses from Communications, Marketing, and Accounting to Introduction to Business courses. **Portfolio Projects for Business Analysis** includes 15 projects based on real-world business scenarios, allowing students to compile a comprehensive portfolio of business analysis examples to use during the interview process.

TABLE OF CONTENTS

1. Budgets.
2. Income and Expense Statements.
3. Sales Projections and Scenarios.
4. Planning Tools.
5. Decision Support.
6. List Management.
7. Data Summary.
8. Investment Analysis.
9. Statistical Analysis.
10. Regression Analysis.
11. Trend Analysis.
12. Breakeven Analysis.
13. Cash Flow Analysis.
14. Forms.
15. Exception Analysis.



Succeeding in Business with Microsoft® Excel® 2010: A Problem-Solving Approach, International Edition

Debra Gross, Frank Akaiwa, Karleen Nordquist

978-0-538-47323-1

©2011 712 pages

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.

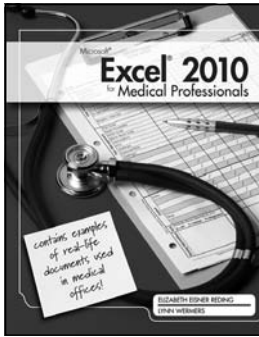
TABLE OF CONTENTS

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.

Glossary.

Index.



Microsoft® Excel® 2010 for Medical Professionals

Elizabeth Reding,
Lynn Wermers
978-0-538-74845-2
©2012 256 pages

Designed For Students In Medical Office Administration And Allied Health Programs, Microsoft Excel 2010 For Medical Professionals Teaches Introductory Microsoft Excel 2010 Skills. This Book Includes Real World Examples And Projects Within A Case Study Related To The Medical Industry, Providing Students With The Excel Skills Necessary To Successfully Support The Front Or Back Office Of A Clinic, Hospital, Or Medical Practice.

Features And Benefits

- Designed for students in medical office administration and allied health programs.
- 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.
- 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 2-page spread format, which shows steps students follow on the left-hand page, and screenshots 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.

TABLE OF CONTENTS

Office 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: Managing Data Using Tables.
Unit H: Analyzing Table Data.

APPENDIX

A: Web Apps Appendix.

Microsoft Excel 2007

CaseGrader: Microsoft Office Excel 2007 Casebook with Autograding Technology

978-1-4239-9823-5

Microsoft Office Excel 2007: Comprehensive Concepts and Techniques, International Edition

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

ADDITIONAL VERSIONS

INTRODUCTORY: 978-1-4188-4342-7

COMPLETE: 978-1-4188-4343-4

New Perspectives on Microsoft® Office Excel® 2007, Comprehensive, Premium Video Edition, International Edition

June Jamrich Parsons, Dan Oja, Roy Ageloff, Patrick Carey
978-0-8400-6210-9
©2011 830 pages

Microsoft Office Excel 2007—Illustrated Complete

Elizabeth Eisner Reding,
Lynn Wermers
978-1-4239-0522-6
June 2007 488 pages

ADDITIONAL VERSIONS

BRIEF: 978-1-4239-0520-2

INTRODUCTORY: 978-1-4239-0521-9

Succeeding in Business with Microsoft Office Excel 2007: A Problem-Solving Approach

Debra Gross, Frank Akaiwa, Karleen Nordquist
978-1-4239-0605-6
September 2007 696 pages

Microsoft Office Excel 2007: Introductory

Pasewark and Pasewark,
Robin M. Romer
978-1-4239-0411-3
September 2007 332 pages

Microsoft Excel 2007 for Medical Professionals

Elizabeth Eisner Reding,
Lynn Wermers
978-1-4239-9935-5
March 2008 232 pages



WEB DESIGN & DEVELOPMENT...

- 68 ▶ Introduction to Web Design and Development
- 69 ▶ Adobe Dreamweaver
- 73 ▶ Adobe Flash
- 75 ▶ Adobe Illustrator
- 77 ▶ Adobe InDesign
- 79 ▶ Adobe Photoshop
- 83 ▶ Microsoft Expression Web
- 85 ▶ HTML
- 89 ▶ Microsoft Publisher



Web Design: Introductory, Fourth Edition, International Edition

Gary B. Shelly,
Jennifer T. Campbell
978-1-111-98970-5
©2012 264 pages

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 located throughout each chapter for additional reinforcement.
- Provides a running case study of Web design concepts as students plan and create their own Web sites.
- Content has been updated to ensure the most up to date coverage of user driven connectivity and information sharing through social media, cloud computing, web linking and more!
- Coverage of mobile device usage and its implications on Web design help students stay connected to the most current changes in the mobile world.

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 Images
6. Multimedia and Interactivity Elements
7. Promoting and Maintaining a Web Site.

APPENDICES

- A: Design Tips
- B: HTML Quick Reference
- C: Cascading Style Sheets (CSS)



Web Design Principles, Fifth Edition, International Edition

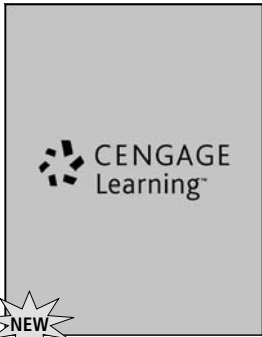
Joel Sklar
978-1-111-53139-3
©2012 496 pages

FEATURES AND BENEFITS

- Full color! This allows users to see the truly visual nature of the example Web sites used to illustrate Web design principles.
- NEW! Updated discussion and exploration of Web 2.0 topics.
- NEW! An introduction of brand new design techniques.
- NEW! A new chapter on creating Floating Layouts replaces the old chapter on Framed Layouts.
- NEW! Sections on HTML5 and CSS3 describe the benefits and use of these new coding standards
- NEW! "Page Layouts" chapter describes how to build both flexible and fixed page designs using CSS.
- Online companion Web site provides additional information, code samples, and links for further research.

TABLE OF CONTENTS

- 1: Writing HTML for the Modern Web.
- 2: Designing the Site..
- 3: Planning the Site.
- 4: Introducing Cascading Style Sheets.
- 5: Creating Web Typography.
- 6: Using the CSS Box Model.
- 7: Designing Page Layouts.
- 8: Incorporating Graphics and Color.
- 9: Planning Site Navigation.
- 10: Working with Data Tables.
- 11: Creating User Input Forms.
- 12: Putting It All Together.



Adobe Dreamweaver CS6: Comprehensive, International Edition

Gary B. Shelly,
Corinne Hoisington
Jessica Minnick
978-1-133-52595-0
©2013 840 pages



FEATURES AND BENEFITS

- Coverage of the newest upgrades added to Dreamweaver CS6, allowing students to efficiently use the software.
- Engaging coverage of the latest HTML5 and CSS3 standards including style sheets which provide students with a solid understanding of professional Web design.
- Coverage of social networking within a Web site to market business products and connect social trends.
- New pedagogical elements enrich material and create an accessible and user-friendly approach allowing easy navigation through the skills in each chapter.
- Teaches students to build a Web site as a continuing case project throughout the book that they can use as a Web portfolio.
- 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.

TABLE OF CONTENTS

- 1: Create a New Web Site with Dreamweaver.
 - 2: Design a CSS Template.
 - 3: Add Graphics and Links.
 - 4: Explore Tables and Forms.
 - 5: Interact with Spry and Widgets.
 - 6: Enhance with Audio and Video.
 - 7: Captivate with Media Objects.
 - 8: Publish a Web Site.
 - 9: Build a Mobile Web Site.
- Appendices
- A: Adobe Dreamweaver CS6 Help.
 - B: Changing Screen Resolution.
 - C: For Mac Users.
 - D: Project Planning Guidelines.

ADDITIONAL VERSION

Complete, International Edition

978-1-133-52641-4

Introductory, International Edition

978-1-133-58944-0



New Perspectives on Adobe® Dreamweaver® CS6, Comprehensive, International Edition

Kelly Hart
Mitch Geller
978-1-133-52586-8
©2013 607 pages

FEATURES AND BENEFITS

- Updated to reflect current industry standards and latest features of HTML5/CSS3.
- New sections on creating mobile sites and apps using jQuery Mobile and PhoneGap.
- New sections on creating device sensing, auto display adjusting sites using Fluid Grid layout, and media queries.
- 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 Dreamweaver CS6 concepts and skills to career relevancy by providing guidance for using the software in professional situations.
- Key Steps highlight important steps to help students pay close attention to completing the step correctly and avoid time-consuming rework.

TABLE OF CONTENTS

- 1: Getting Started with Adobe Dreamweaver CS6.
- 2: Planning and Designing a Successful Web Site.
- 3: Adding and Formatting Text.
- 4: Using CSS for Page Layout.
- 5: Working with Graphics and Tables.
- 6: Creating Reusable Assets and Forms.
- 7: Adding Behaviors and Rich Media.
- 8: Creating Spry Elements and Alternate Style Sheets.
- 9: Adding Database Functionality.



**Adobe®
Dreamweaver®
CS6 Illustrated,
International Edition**

Sherry Bishop

978-1-133-52604-9

©2013 336 pages



**Adobe Dreamweaver
CS6 Revealed,
International Edition**

Sherry Bishop

978-1-133-76577-6

©2013 608 pages

FEATURES AND BENEFITS

- Coverage of the newest Dreamweaver CS6 functions bring relevancy to your course while helping students maximize their potential with the Dreamweaver software.
- New! “Getting Started with Adobe CS6” chapter provides the groundwork for students to work within the Adobe suite.
- New chapter on how to prepare, present, and publish a website ensures student mastery of contemporary skills relating to Web Design.
- New coverage of HTML5, CSS3, and media queries provides students with up-to-date content knowledge pertaining to Web Design best practices of today.
- Offers coverage of basic to intermediate skills for working with Adobe Dreamweaver, including setting up a Web site, using CSS for page layout, inserting media objects, and publishing a Web site.
- Meets the requirements of the Adobe Certified Associate (ACA) exam for Adobe Dreamweaver, serving as an essential training tool for all those studying for Adobe Certification.
- Easy-to-follow and easy-to-absorb two-page spread lessons appeal to a wide variety of learning styles.

TABLE OF CONTENTS

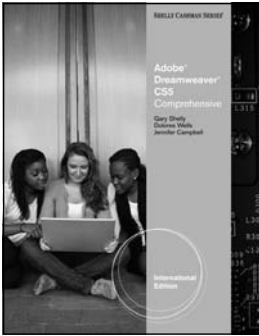
- A: Getting Started with Adobe Dreamweaver CS6.
- B: Creating a Website.
- C: Developing a Web Page.
- D: Working with Text and Cascading Style Sheets.
- E: Using and Managing Images.
- F: Creating Links and Menu Bars.
- G: Using CSS and Tables to Position Content.
- H: Adding Media and Interactivity.
- I: Collecting Data with Forms.
- J: Presenting and Publishing a Website.
- Appendices
- 1: Using Templates.
- 2: AP Divs.

FEATURES AND BENEFITS

- This comprehensive text covers all of the latest Adobe® Dreamweaver® CS6 tools—including new HTML5 layouts, multiscreen support, media queries, CSS3 standards, W3C validator support, and more.
- Throughout the text, tools and features new to CS6 are highlighted with a special icon, making it easy for readers familiar with previous releases to focus on content unique to the new version of the software. Similarly, Power User Shortcuts offer tips and techniques to encourage rapid learning and efficient use of the software.
- A highly visual, full-color design—including abundant screen shots and real-life examples of web development projects—makes it easier for readers to connect chapter content, tutorials, and exercises to hands-on software applications.
- Additional tools and content—including text, image, HTML5, Flash, and video files—are available online to help users apply what they learn by developing web content, including a complete website.

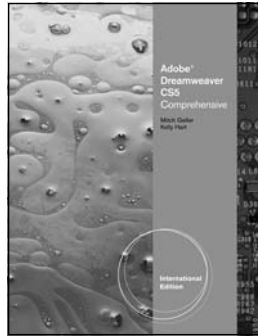
TABLE OF CONTENTS

1. Using Adobe Bridge to Manage Assets.
1. Getting Started with Dreamweaver.
2. Developing a Web Page.
3. Working with Text and Cascading Style Sheets.
4. Adding Images.
5. Working with Links and Navigation.
6. Positioning Objects with CSS and Tables.
7. Managing a Web Server and Files.
8. Using Styles and Style Sheets for Design.
9. Collecting Data with Forms.
10. Positioning Objects with AP Divs.
11. Adding Media and Interactivity with Flash and Spry.
12. Creating and Using Templates.
13. Working with Library Items and Snippets.



**Adobe®
Dreamweaver® CS5:
Comprehensive,
International Edition**

Gary B. Shelly,
Dolores J. Wells
978-0-538-47397-2
©2011 848 pages



**New Perspectives on
Adobe Dreamweaver
CS5, Comprehensive,
International Edition**

Mitch Geller, Kelly Hart
978-0-538-47333-0
©2011 576 pages

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.
- Offers project-specific cases to give students an understanding of the objectives taught in each chapter.
- 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.
- Coverage of the newest upgrades added to Dreamweaver CS5, including a modified user interface, new rendering mode, and code hinting for Ajax and JavaScript, allowing students to efficiently use the software.
- 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 a Dreamweaver Web Page and Local Site.
 2. Adding Web Pages, Links, and Images.
 3. Tables and Page Layout.
 4. Templates and Style Sheets.
 5. Advanced Style Sheets and AP Elements..
 6. Image Maps and Navigation Bars.
 7. Forms and Behaviors.
 8. Spry Elements
 9. Media Objects.
- Special Feature

APPENDICES

- A: Adobe Dreamweaver CS5 Help
- B: Dreamweaver and Accessibility.
- C: Publishing to a Web Server.
- D: Customizing Adobe Dreamweaver CS5.
- E: Frames. .

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.
4. Using CSS for Page Layout.
5. Working with Graphics and Tables.
6. Creating Reusable Assets and Forms.
7. Adding Behaviors and Rich Media.
8. Creating Spry Elements and Alternate Style Sheets.
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).



Adobe Dreamweaver CS5 Illustrated, International Edition
Sherry Bishop

978-0-538-47871-7
©2011 312 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 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.

TABLE OF CONTENTS

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, International Edition
Sherry Bishop

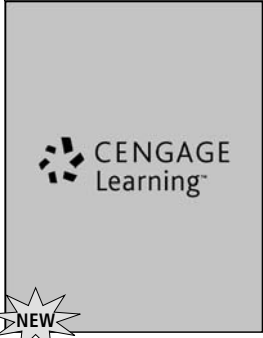
978-1-111-13070-1
©2011 544 pages

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.
8. Managing Style Sheets.
9. Using Tables to Display Data.
10. Collecting Data with Forms.
11. Adding Media and Interactivity with Flash and Spry.
12. Creating and Using Templates.
13. Working with Library Items and Snippets.



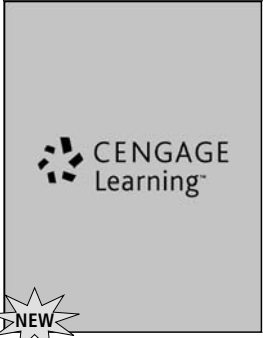
Adobe® Flash® Professional CS6 Illustrated, International Edition
Barbara M. Waxer
978-1-133-52597-4
©2013 224 pages

FEATURES AND BENEFITS

- Coverage of the newest Flash CS6 functions bring relevancy to your course while helping students maximize their potential with the Flash software.
- Updated coverage on ActionScript and mobile applications provides students with up-to-date content knowledge pertaining to Web design best practices of today.
- Offers coverage of essential skills for working with Adobe Flash, including several ways of animating objects, incorporating video, creating graphics and text, adding interactivity, and integrating Flash with other Adobe programs.
- Meets the requirements of the Adobe Certified Associate (ACA) exam for Adobe Flash, serving as an essential training tool for all those studying for Adobe Certification.
- Easy-to-follow and easy-to-absorb two-page spread lessons appeal to a wide variety of learning styles.
- Coverage of the newest Flash CS6 design functions helps students get the most from the software.
- Case studies provide a variety of interesting and relevant exercises for students to practice skills, allowing students to independently work through cases with confidence and creativity.

TABLE OF CONTENTS

- A: Getting Started with Adobe Flash Professional.
- B: Creating Graphics and Text.
- C: Using Symbols and the Library Panel.
- D: Creating Animation.
- E: Optimizing and Publishing a Project.
- F: Creating Buttons and Using Media.
- G: Getting Started with ActionScript 3.0.



Adobe Flash CS6 Revealed, International Edition
Jim Shuman
978-1-133-76582-0
©2013 656 pages

FEATURES AND BENEFITS

- Added Mobile Apps: A new chapter on using Flash to develop mobile applications (for smart phones and tablets) includes discussions on design consideration, app creation, use of code snippets, and testing apps on a mobile device.
- New AIR Coverage: Updated coverage includes lessons on using Flash to develop Adobe AIR® runtime applications to deploy on personal computers, mobile devices, and televisions.
- Meticulous Coverage: Leaving nothing to question, ADOBE FLASH CS6 REVEALED identifies and examines all features new to Adobe Flash CS6, enhancements to current features, and the basics of ActionScript 3.0.
- Highlighting Icons: “New Features” icons point students to the new or enhanced functions in CS6, as well as their impact on concepts.
- Systematic Instructions: Step-by-step descriptions and tutorials demonstrate how to create, modify, and enhance Flash files, while colorful illustrations, images, and screenshots clarify further for students.
- Convenient Data: Available online, these data files engage readers and give them the tools they need to develop creative Flash applications.
- Skill-Building Projects: Extensive end-of-chapter projects reinforce lessons and build critical skills when students apply them to real-world situations.

TABLE OF CONTENTS

1. Getting Started with Adobe Flash CS6.
2. Drawing Objects in Adobe Flash.
3. Working with Symbols and Interactivity.
4. Creating Animations.
5. Creating Special Effects.
6. Preparing and Publishing Applications.
7. Importing and Modifying Graphics.
8. Building Complex Animations.
9. Using ActionScript.
10. Using ActionScript to Enhance User Experience.
11. Adding Sound and Video.
12. Planning and Developing Mobile Applications.
13. Working with Components. – Note to marketing – this chapter is online only.



New Perspectives on Adobe Flash Professional CS5, Comprehensive, International Edition

Luis A. Lopez, Robin M. Romer

978-0-538-47258-6
©2011 536 pages



Adobe Flash Professional CS5 Illustrated, Introductory, International Edition

Barbara M. Waxer

978-0-538-47756-7
©2011 224 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.
 4. Creating Complex Animations.
 5. Making a Document Interactive.
 6. Creating Special Effects with Graphics and Gradients.
 7. Planning and Creating a Flash Web Site.
 8. Programming with ActionScript 3.0.
 9. Using Components and Video, and Creating Content for Printing and Mobile Devices.
- 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.

APPENDICES

- A: Becoming an Adobe Certified Associate.
- B: Using Adobe Flash CS5 on a Macintosh.

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 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 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.

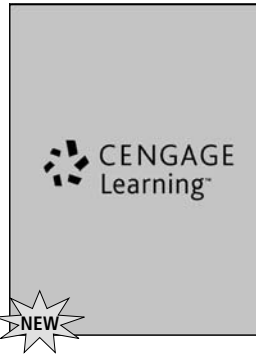


Adobe Flash CS5 Revealed, International Edition

Jim Shuman

978-1-111-13057-2

©2011 608 pages



Adobe® Illustrator® CS6 Illustrated, International Edition

Chris Botello

978-1-133-52639-1

©2013 224 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

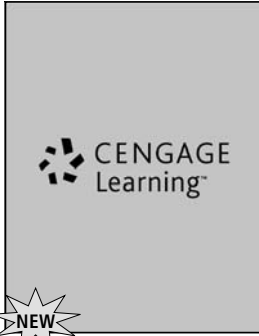
1. Getting Started with Adobe Flash CS5.
2. Drawing Objects in Adobe Flash.
3. Working with Symbols and Interactivity.
4. Creating Animations.
5. Creating Special Effects
6. Preparing and Publishing Movies.
7. Importing and Modifying Graphics.
8. Building Complex Animations using.
9. Using ActionScript.
10. Using ActionScript to Enhance User Experience.
11. Adding Sound and Video.
12. Working with Components.

FEATURES AND BENEFITS

- Coverage of the newest Illustrator CS6 functions brings relevancy to your course while helping students maximize their potential with the CS6 software.
- Updated content coverage on the new dark interface design, new Pattern Creation feature, and the ability to create gradient strokes brings the newest features of Illustrator CS6 to the forefront, ensuring student comprehension of the latest software changes.
- Offers coverage of essential skills for working with Adobe Illustrator from both the design and production perspective, including working with layers and effects, using the Pen tool, and learning how to draw.
- Easy-to-follow and easy-to-absorb two-page spread lessons appeal to a wide variety of learning styles.
- Case studies provide a variety of interesting and relevant exercises for students to practice their skills, encouraging students to work through each case with confidence and creativity.

TABLE OF CONTENTS

- A: Getting Started with Adobe Illustrator CS6.
- B: Performing Essential Operations.
- C: Going Beyond the Basics.
- D: Creating Blends and Complex Artwork.
- E: Working with Text and Gradients.
- F: Drawing in Illustrator.
- G: Working with Advanced Techniques.
- H: Enhancing Artwork and Creating Web Graphics.



Adobe Illustrator CS6 Revealed, International Edition

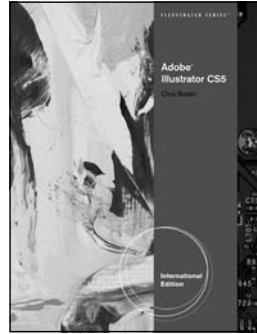
Chris Botello
 978-1-133-76572-1
 ©2013 720 pages

FEATURES AND BENEFITS

- Contains updated exercises and extensive coverage of new CS6 features, including a dynamic new interface and dramatic upgrades for pattern making and automatic image tracing.
- Includes four-color graphics that vividly illustrate key features and concepts.
- Written by an expert author with more than 20 years of graphic design experience and offers tips and techniques from the user’s perspective.
- Includes online source files for all exercises in the book and gives your students visual step-by-step guidance when working through the application.
- Offers tips and techniques from your student’s perspective as user.

TABLE OF CONTENTS

1. Getting Started with Adobe Flash CS6.
2. Drawing Objects in Adobe Flash.
3. Working with Symbols and Interactivity.
4. Creating Animations.
5. Creating Special Effects.
6. Preparing and Publishing Applications.
7. Importing and Modifying Graphics.
8. Building Complex Animations.
9. Using ActionScript.
10. Using ActionScript to Enhance User Experience.
11. Adding Sound and Video.
12. Planning and Developing Mobile Applications.
13. Working with Components. – Note to marketing – this chapter is online only.



Adobe Illustrator CS5 Illustrated, International Edition

Chris Botello
 978-1-111-22194-2
 ©2011 192 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 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.

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 Advanced Techniques.
- Glossary. Index.**

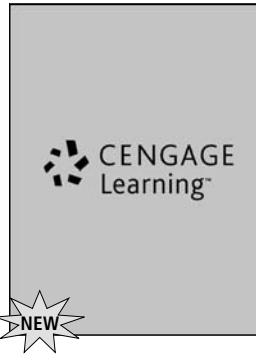


Adobe Illustrator CS5 Revealed, International Edition

James L. Mohler

978-1-111-13048-0

©2011 640 pages



Adobe® InDesign® CS6 Illustrated, International Edition

Ann Fisher

978-1-133-18760-8

©2013 216 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.
8. Working with Transparency, Live Color, Effects, and Graphic Styles.
9. Creating Graphs in Illustrator.
10. Creating 3D Objects.
11. Preparing a Document for Prepress and Printing.
12. Drawing with Symbols.
13. Creating Interactive Layouts.

FEATURES AND BENEFITS

- Coverage of the newest InDesign CS6 functions bring relevancy to your course while helping students maximize their potential with the InDesign software.
- Updated coverage on digital publication, the track changes feature, the Drop Tool and the Content Dropper Tool, using page transitions, creating multi-state objects, typing on a path, importing video, and new export options provides students with up-to-date content knowledge pertaining to Web Design best practices of today.
- Offers coverage of essential skills for working with Adobe InDesign, including how to work with the InDesign interface, color options, and how to organize publications using the Links, pages, and Layers panels.
- Easy-to-follow and easy-to-absorb two-page spread lessons appeal to a wide variety of learning styles.
- Coverage of the newest InDesign CS6 design functions helps students get the most from the software.
- Case studies provide a variety of interesting and relevant exercises for students to practice skills, allowing students to independently work through cases with confidence and creativity.

TABLE OF CONTENTS

- A: Getting Started with InDesign CS6.
- B: Working with Text.
- C: Working with Objects.
- D: Working with Graphics.
- E: Using Master Pages.
- F: Working with Layers.
- G: Working with Color and Tables.

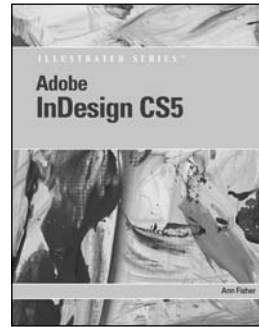


Adobe InDesign CS6 Revealed, International Edition

Chris Botello

978-1-133-81528-0

©2013 624 pages



Adobe InDesign CS5 Illustrated

Anne Fisher

978-0-538-47787-1

©2011 230 pages

FEATURES AND BENEFITS

- Includes extensive coverage of new CS6 features: Exporting a Grayscale PDF, the Content Collector Tool, and the Alternate Layout utility for working on multiple documents in one file.
- Visually appealing with full-color graphics that illustrate key concepts and skills.
- Includes hands-on projects throughout the text that put software knowledge into a real-world design context.
- Online data files for all exercises in the book give your students visual step-by-step guidance when working through the application.
- Provides your students with 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.
3. Setting up a Document.
4. Working with Frames.
5. Working with Color.
6. Working with Placed Images.
7. Creating Graphics.
8. Exploring Effects and Advanced Techniques.
9. Working with Tabs and Tables.
10. Making Books, Tables of Contents and Indexes.
11. Preparing, Packaging, and Exporting Documents for Print.

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 InDesign 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 InDesign CS5.
- Unit B:** Working with Objects.
- Unit C:** Working with Multiple Page Documents.
- Unit D:** Working with Text.
- Unit E:** Linking Images.
- Unit F:** Using Advanced Features.
- Unit G:** Preparing Files for Print and for the Web.
- Unit H:** Integrating InDesign with Illustrator and Photoshop, and Dreamweaver.



Adobe InDesign CS5 Revealed, International Edition

Henry Bojack

978-1-111-13053-4

©2011 576 pages



Adobe® Photoshop® CS6: Comprehensive

Gary B. Shelly

Joy L. Starks

Alec Fehl

978-1-133-52592-9

©2013 696 pages

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.
3. Setting Up a Document.
4. Working with Frames.
5. Working with Color.
6. Working with Placed Images.
7. Creating Graphics.
8. Exploring Effects and Advanced Techniques.
9. Working with Tabs and Tables.
10. Making Books, Tables of Contents and Indexes.
11. Preparing, Packaging, and Exporting Documents for Print.
12. Creating Interactive Layouts.

FEATURES AND BENEFITS

- All of the new CS6 features are covered, including the new Content-Aware Patch and Move, the new Crop Tool, the new Blur gallery and more!
- Contains two brand new appendices, "For Mac Users" and "Publishing to a Web Server", providing additional information about Photoshop CS6.
- Contains brand new and compelling photos in each chapter project.
- Keeps students visually engaged as each chapter presents a real-world, photo scenario with current topics and new CS6 features.
- 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.
- Pedagogical elements enrich material and create an accessible and user-friendly approach allowing easy navigation through the skills in each chapter.
- Provides an online learning experience that goes beyond the book with "BTW" annotations; BTW, Q&A, and Quick Reference Summary Web pages; and the Learn It Online section for each chapter.

TABLE OF CONTENTS

1. Editing a Photo.
2. Using Selection Tools.
3. Working with Layers.
4. Drawing and Painting with Color.
5. Enhancing and Repairing Photos.
6. Applying Filters and Patterns.
7. Creating Color Channels and Actions.
8. Working with Vector Graphics.
9. Creating Web Pages and Animations.

APPENDICES

- A: Project Planning Guidelines.
- B: Graphic Design.
- C: Publishing to a Web Server.
- D: Adobe CS6 Help.
- E: Using Adobe Bridge CS6.
- F: Changing Screen Resolution.
- G: For Mac Users.

ADDITIONAL VERSION

Complete, 978-1-133-52590-5

Introductory, 978-1-133-52591-2



New Perspectives on Adobe Photoshop CS6, Comprehensive, International Edition

Jane Hosie-Bounar
Kelly Hart
Mitch Geller

978-1-133-52587-5
©2013 520 pages



FEATURES AND BENEFITS

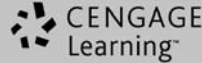
- Contains coverage of a new timeline panel for managing, editing, and sequencing video project components and also new features including transitions and video group layers.
- The comprehensive level text also encompasses the 3D features in Photoshop CS6, such as use of the properties panel, unification of tools, on-screen manipulation of mesh, lights, and camera; the changing and selecting of objects and elements using the layers panel, plus a lot more.
- Covers all of the major changes in CS6 including the new content-aware tools, enhanced content-aware fill, new content-aware move tool, content-aware mode for the patch tool, and content-aware scaling.
- The perspective crop tool and enhancements to the crop tool are covered - including the option to either retain or discard cropped pixels and a straighten feature.
- Other new CS6 features are covered, such as: new character panel and paragraph styles panel for text formatting, new blur filter options, new scripted pattern fills and new background save and auto-recovery.
- 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.

TABLE OF CONTENTS

- 1: Getting Started with Adobe Photoshop CS6.
- 2: Working with Image Files.
- 3: Layering Content to Compose Images.
- 4: Adding Content.
- 5: Selecting and Modifying Content.
- 6: Designing with Text.
- 7: Correcting, Adjusting, and Retouching.
- 8: Advanced Input/Output and Color Management.
- 9: Planning, Creating, and Delivering a Complete Project.
- 10: Creating 3D Texts and Objects.

ADDITIONAL VERSION

Introductory, 978-1-133-56268-9



Adobe® Photoshop® CS6: Illustrated, International Edition

Chris Botello

978-1-133-52598-1
©2013 232 pages

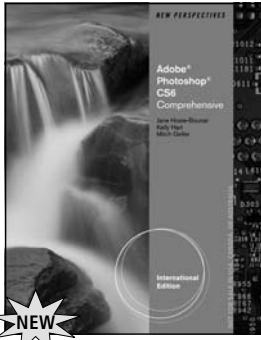


FEATURES AND BENEFITS

- Coverage of the newest Photoshop CS6 functions bring relevancy to your course while helping students maximize their potential with the Dreamweaver software.
- Updated coverage on the new dark interface design, the new functionality of the Crop tool including the Size and Resolution text box, new Preference settings, and the new Properties panel provides students with up-to-date content knowledge pertaining to Web design best practices of today.
- Offers coverage of essential skills for working with Adobe Photoshop from both the design and production perspective, including creating and managing layer masks, improving images with adjustment layers, and using filters and layer styles to create eye-popping special effects.
- Easy-to-follow and easy-to-absorb two-page spread lessons appeal to a wide variety of learning styles.
- Coverage of the newest Photoshop CS6 design functions helps students get the most from the software.

TABLE OF CONTENTS

- A: Getting Started with Photoshop CS6.
- B: Selecting Pixels.
- C: Working with Layers.
- D: Improving Images with Adjustment Layers.
- E: Working with Type and Gradients.
- F: Working with Brushes and Color Effects.
- G: Creating Special Effects.
- H: Improving Productivity.



**Adobe® Photoshop®
CS6 Revealed,
International Edition**

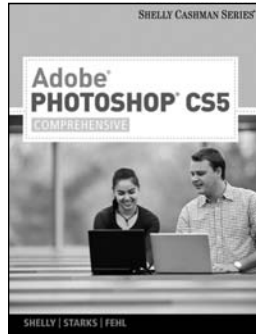
Elizabeth Eisner Reding
978-1-133-76587-5
©2013 696 pages

FEATURES AND BENEFITS

- Covers all the latest Photoshop CS6 tools—including the customizable UI, layer filtering, the Content-Aware Patch tool, 3D Extrude, Blur lab, Preview & Crop Box, Character and Paragraph Styles, and Adobe Revel.
- All new features are highlighted throughout the text with a new features icon.
- Guides readers through the fundamentals of Photoshop CS6 with extensive tutorials and sophisticated exercises.
- 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.
- Emphasizes the how and why behind each Photoshop tool to help readers excel at design as well as master the software.
- A bonus appendix of additional projects that readers can use to develop new techniques, as well as practice skills they've learned in the book.

TABLE OF CONTENTS

1. Getting Started with Adobe Photoshop CS6.
2. Learning Photoshop Basics.
3. Working with Layers.
4. Making Selections.
5. Incorporating Color Techniques.
6. Placing Type in an Image.
7. Using Painting Tools.
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.
14. Liquifying an Image.
15. Performing Image Surgery.
16. Annotating and Automating an Image.
17. Creating Images for the Web.
18. Working with Animation, Video, and Photography.



**Adobe® Photoshop®
CS5: Comprehensive**
Gary B. Shelly
Joy L. Starks
Alec Fehl
978-0-538-47391-0
©2011 736 pages

FEATURES AND BENEFITS

- 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.
- Pedagogical elements enrich material and create an accessible and user-friendly approach allowing easy navigation through the skills in each chapter.
- Learn It Online exercises feature practice tests, crossword puzzle challenges, interactive games, and exercises that enhance student learning beyond the book.
- New End of Chapter exercises to provide a variety of reinforcement opportunities to ensure student retention.
- New projects and exercises featuring and improved Photoshop® enhancements, including new warping features, brush prototypes, and blending features.

TABLE OF CONTENTS

1. Editing a Photo.
 2. Using Selection Tools.
 3. Working with Layers.
 4. Drawing and Painting with Color.
 5. Enhancing and Repairing Photos.
 6. Applying Filters and Patterns.
 7. Creating Color Channels and Actions.
 8. Working with Vector Graphics
 9. Creating Web Pages and Animations.
- Appendices
- A: Project Planning Guidelines.
 - B: Graphic Design Overview.
 - C: Changing Screen Resolution and Editing Preferences.
 - D: Using Photoshop Help.
 - E: Using Adobe Bridge CS5.



New Perspectives on Adobe Photoshop CS5, Comprehensive, International Edition

Lisa A. Bucki, Jane Hosier-Bounar

978-0-538-47335-4
©2012 520 pages



Adobe Photoshop CS5 Illustrated, International Edition

Chris Botello

978-0-538-47757-4
©2011 230 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 Photoshop 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

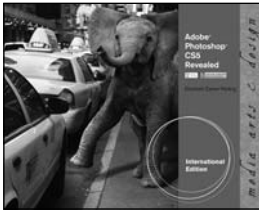
1. Getting Started with Adobe Photoshop CS5.
2. Working with Image Files.
3. Layering Content to Compose Images.
4. Adding Content.
5. Selecting, Removing, and Tweaking Content.
6. Designing with Text.
7. Correcting Photos and Other Compositions.
8. Managing Output.
9. Advancing Your Compositing Skills.
10. Exploring Web, 3D, and Video Techniques.

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

978-1-111-13043-5

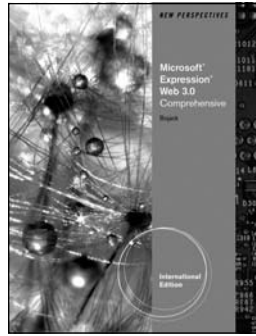
©2011 640 pages

New Perspectives on Microsoft® Expression Web 3.0: Comprehensive, International Edition

Henry Bojack

978-0-538-47023-0

©2011 656 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.
3. Working with Layers.
4. Making Selections.
5. Incorporating Color Techniques.
6. Placing Type in an Image.
7. Using Painting Tools.
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.
14. Liquifying an Image.
15. Performing Image Surgery.
16. Annotating and Automating an Image.
17. Creating Images for the Web.
18. Working with Animation, Video, and Photography.

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.
4. Working with Images.
5. Working with Hyperlinks.
6. Creating Interactivity.
7. Creating Tables.
8. Creating Forms.
9. Creating Web Page Layouts and Publishing a Web Site.



Microsoft® Expression Web 3: Comprehensive, International Edition

Gary B. Shelly,
Jennifer Campbell

978-0-8400-5477-7
©2011

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

1. Getting Started with Expression Web.
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.

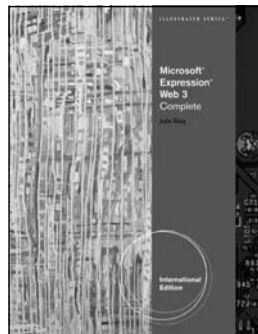
APPENDICES

- 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, International Edition

978-0-8400-5478-4



Microsoft® Expression Web 3: Illustrated Complete, International Edition

Julie Riley

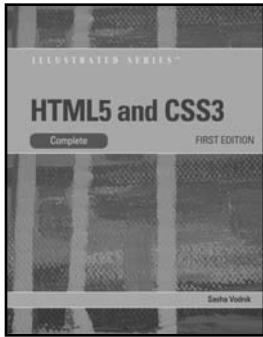
978-0-538-75045-5
©2011 424 pages

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 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.

TABLE OF CONTENTS

- Unit A:** Getting Started with Expression Web.
Unit B: Creating a Web Site.
Unit C: Adding Text and Links.
Unit D: Structuring and Styling Text.
Unit E: Working with Pictures.
Unit F: Enhancing a Design with CSS.
Unit G: Designing Site Navigation.
Unit H: Testing and Publishing Your Web Site.
Unit I: Working with Tables.
Unit J: Working with Forms.
Unit K: Working with Behaviors and Multimedia.
Unit L: Using Code Tools.
Unit M: Advanced Typography Using CSS.
Unit N: Creating a Layout with CSS.
Unit O: Designing Like a Pro.
Unit P: Working with Dynamic Web Templates.



HTML5 and CSS3, Illustrated Complete

Sasha Vodnik

978-1-111-52798-3

©2012 432 pages

FEATURES AND BENEFITS

- Easy-to-follow and easy-to-absorb two-page spread lessons appeal to a wide variety of learning styles, giving all of your students the opportunity to succeed.
- Quick Tips and Trouble? boxes within the step-by-step instructions help students avoid typical errors and pitfalls, alleviating the frustration associated with getting lost within a step.
- Clues to Use boxes offers additional concise information on the lesson skill or a related task, adding context to skills and concepts.
- End-of-unit Independent Challenges and Visual Workshops make concepts relevant and easier to understand through hands-on application.

TABLE OF CONTENTS

Unit A: Planning a Web Site.

Unit B: Getting Started with HTML.

Unit C: Getting Started with CSS3

Unit D: Formatting Text with CSS.

Unit E: Inserting and Working with Links.

Unit F: Inserting and Working with Images

Unit G: Organizing Content with Lists and Tables.

Unit H: Implementing Page Layout with HTML and CSS.

Unit I: Customizing Page Layout with HTML and CSS.

Unit J: Creating and Processing Web Forms.

Unit K: Working with Multimedia

Unit L: Including JavaScript.

Unit M: Integrating Social Media Tools.

Unit N: Optimizing Your Web Site for Search Engines.

Unit O: Adapting Your Web Site for Mobile Devices.

Unit P: Testing and Debugging Your Web Site.

APPENDICES

Appendix A: HTML Reference.

Appendix B: CSS Reference.



New Perspectives on Blended HTML, XHTML, and CSS Fundamentals: Introductory, International Edition, 3E

Henry Bojack,

Sharon Scollard

978-1-133-52605-6

©2013 496 pages

New Perspectives on Blended HTML and CSS Fundamentals provides your beginning Web programming students with in-depth coverage of CSS and its use with HTML5. With the New Perspectives proven pedagogy, your students will think critically and understand WHY they're learning WHAT they're learning.

FEATURES AND BENEFITS

- Reflects the signature New Perspectives pedagogical elements including new features such as Visual Overviews, Key Steps, and integration of soft skills.
- Updated coverage on the latest HTML5 and CSS programming languages.
- New exercises and case scenarios in the tutorials encourage students to think critically and apply concepts and skills in a relevant context.
- New! Visual Overviews, ProSkills boxes, ProSkill Exercises, and Key Steps provide students with a robust learning experience as they move through the text.

TABLE OF CONTENTS

1. Using XHTML to Create Web Pages.
2. Creating Links.
3. Introducing Cascading Style Sheets.
4. Formatting Text and Hyperlinks.
5. Working with the Box Model.
6. Creating Fixed-Width Layouts.
7. Creating Liquid Layouts.
8. Creating Data Tables.
9. Creating Forms.

APPENDICES

- A: Color Names, Color Values, and HTML Character Entities.
- B: HTML Elements.
- C: CSS Styles and Selectors.
- D: HTML Elements.
- E: CSS 2.1 Properties and Values.



**NEW
Edition**

HTML5 and CSS: Comprehensive, International Edition, 7E

Gary B. Shelly,
Denise M. Woods
William J. Dorin
978-1-133-52585-1
©2013 744 pages

FEATURES AND BENEFITS

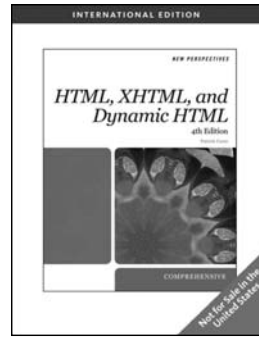
- Cascading Style Sheets (CSS) are used throughout the text. New topics include the use of HTML5 and CSS3 in Web development.
- Gives students the information they need to know, when they need to know it through enhancements to the step-by-step instructions, a new Q&A feature, and improved call-outs on screenshots.
- Engages students with Experimental steps, which encourage them to go beyond step-by-step instructions to explore and experiment with HTML code.
- New Web Page chapter projects with all new images and screenshots, ideal for visual learners, allow students to practice the concepts and skills learned.
- Updated content to cover the newest tags and attributes added by HTML5 and CSS languages to ensure the most current coverage of web development trends and topics.

TABLE OF CONTENTS

1. Introduction to HTML.
 2. Creating and Editing a Web Page Using Inline Styles Sheets.
 3. Creating Web Pages with Links, Images, and Embedded Style Sheets.
 4. Creating Tables in a Web Site Using External Style Sheet.
 5. Creating an Image Map.
 6. Creating a Form on a Web Page.
 7. Using Advanced Cascading Style Sheets.
 8. Multimedia.
 9. Integrating JavaScript and HTML.
 10. Creating Pop-up Windows, Adding Scrolling Messages, and Validating Forms.
 11. Using the Document Object Model (DOM) to Enhance Web Pages.
 12. Creating and Using XML Documents.
- 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: Symbols and Characters Quick Reference.
G: JavaScript Quick Reference.
H: ML Quick Reference.

ADDITIONAL VERSION

Complete, International Edition (Chapters 1 – 8)
978-1-133-62724-1



New Perspectives on HTML, XHTML, and Dynamic HTML, International Edition Fourth Edition

Patrick Carey
978-1-4390-7833-4
©2010 2000 pages

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.

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 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.**
11. Working with Operators and Expressions.
 12. Working with Arrays, Loops, and Conditional Statements
 13. Introducing the Document Object Model
 14. Working with the Event Model
 15. Working with Windows and Frames.
 16. Validating Web Forms



**New Perspectives
on HTML and CSS:
Comprehensive,
International Edition, 6E**
Patrick Carey
978-1-111-98965-1
©2012 768 pages

FEATURES AND BENEFITS

- Thorough coverage provides students with comprehensive instruction HTML and XHTML, using the New Perspectives Series' signature problem-solving approach, which makes even complex material more interesting and easier to master.
- Designed to foster student confidence, this text starts out with the basics and gradually helps students increase their knowledge and skill set by providing increasingly difficult tasks and exercises within each chapter.
- Case scenarios are woven throughout each chapter, which helps students understand how the concepts and skills in the text relate to the professional environment.
- 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 HTML and CSS concepts and skills with career relevancy by providing guidance for using the technology in professional situations.
- Key Steps highlight important steps to help students pay close attention to completing the step correctly and avoid time-consuming rework.

TABLE OF CONTENTS

1. Getting Started with HTML5.
2. Developing a Web Site
3. Designing a Web Page with CSS.
4. Creating Page Layouts with CSS.
5. Working with Tables and Columns.
6. Creating a Web Form.
7. Designing a Multimedia Web Site.
8. Enhancing a Web Site with Advanced CSS.
9. Working with XHTML
10. Programming with JavaScript.

APPENDICES

- A: Color Names with Color Values, and HTML Character Entities.
- B: Making Your Web Site More Accessible
- C: HTML Elements and Attributes.
- D: Cascading Styles and Selectors.
- E: Frames and Framesets.



**New Perspectives on
Creating Web Pages
with HTML, XHTML,
and XML, International
Edition, Third Edition**
Patrick Carey
978-1-4390-3772-0
©2010 992 pages

New Edition in Oct 2012

FEATURES AND BENEFITS

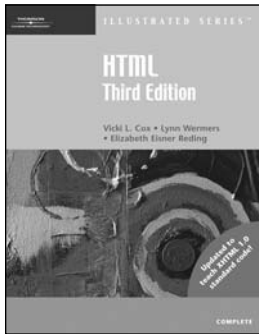
- Gives students hands-on experience in learning HTML, CSS, JavaScript, and XML with interactive Web pages.
- Enhances student learning with a new Student Online Companion at www.cengage.com/coursesthechnology/carey featuring additional resources for exploration.
- Increases retention with new case scenarios 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 Web 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

APPENDICES

- Appendix A: Color Names and Color Values.
- Appendix B: HTML Character Entities.
- Appendix C: Placing a Document on the World Wide Web.
- 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.



HTML—Illustrated Complete, Third Edition

Vicki Cox, Lynn Wermers,
Elizabeth Eisner Reding

978-0-619-26844-2
March 2006 424 pages

FEATURES AND BENEFITS

- Includes two new units on creating links to Web pages and other files and on Cascading Style Sheets.
- Offers a quick, visual way to learn the very latest features of HTML, including how to design and create a Web page, formatting and adding graphics to a page, creating forms, tables and frames, and more.
- Provides updated HTML examples that conform to XML and XHTML coding standards and new real-world case scenarios keeping your students up-to-date.
- Offers content for a full-semester HTML course.
- Helps you prepare for your course with ease using the extensive Instructor Resources available with this text.

TABLE OF CONTENTS

- A. Creating an HTML Document
- B. Creating Links
- C. Formatting Text with HTML
- D. Adding Graphics and Multimedia
- E. Formatting Pages with Cascading Style Sheets
- F. Working with Tables
- G. Using Forms to Control Input
- H. Controlling Page Layout
- I. Designing Web Pages
- J. Scripting for HTML
- K. Working with Dynamic HTML (DHTML)
- L. Controlling Content Dynamically
- M. Positioning with DHTML
- N. Implementing Advanced DHTML Features
- O. Structuring Data with XML

APPENDIX

ADDITIONAL VERSIONS

BRIEF: Units A–D; Appendix
978-0-619-26846-6

INTRODUCTORY: Units A–H; Appendix
978-0-619-26845-9



New Perspectives on JavaScript and AJAX, Comprehensive, International Edition, Second Edition

Patrick Carey,
Frank Canovatchel

978-1-4390-8125-9
©2010 816 pages

FEATURES AND BENEFITS

- Teaches students how to apply JavaScript and AJAX concepts 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.
- 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.
- Covers the creation of interactive Web pages using AJAX and XML documents.
- Instructs on creating and applying customized objects, properties, and methods with object-oriented programs.

TABLE OF CONTENTS

1. Programming with JavaScript.
2. Working with Operators and Expressions.
3. Working with Arrays, Loops, and Conditional Statements
4. Working with Objects and Styles.
5. Working with Forms and Regular Expressions.
6. Working with the Event Model.
7. Working with Dynamic Content and Styles.
8. Designing Slideshows and Rollovers.
9. Storing Data with Cookies.
10. Creating Pop-Up Windows and Frames.
11. Exploring Object-Oriented JavaScript.
12. Working with AJAX.

APPENDICES

- A: Reviewing the Principles of XHTML.
- B: Reviewing the Principles of CSS.
- C: HTML and XHTML Elements and Attributes.
- D: Cascading Style Sheets.
- E: JavaScript Objects, Properties, Methods, and Event Handlers.
- F: JavaScript Operators, Keywords, and Syntactical Elements.
- G: Exploring Filters and Transitions.



Microsoft® Publisher 2010: Comprehensive, International Edition

Gary B. Shelly,
Thomas J. Cashman,
Joy L. Starks
978-0-538-74619-9
©2012 904 pages

FEATURES AND BENEFITS

- Gives students a complete presentation of Publisher 2010, including new features of the software, using the highly-successful Shelly Cashman Series pedagogy.
- A step-by-step, screen by screen approach allows you to successfully teach to all learning styles and ensure students retain information to be used in their personal and professional lives.
- New pedagogical elements that enrich material creating an accessible and user-friendly approach allowing easy navigation through the skills in each chapter.

TABLE OF CONTENTS

1. Creating a Flyer.
2. Publishing a Tri-Fold Brochure.
3. Designing a Newsletter.
4. Creating a Publication from Scratch.
5. Using Business Information Sets.
6. Producing Tables and Forms.
7. Merging Publications and Data.
8. Designing Catalogs.
9. Sharing and Distributing Publications.
10. Managing Large Scale Publications.
11. Creating an Interactive Web Site Appendix A: Project Planning Guidelines.

APPENDICES

- A:** Project Planning Guidelines.
B: Publishing Office 2010 Web Pages Online.



Microsoft® Publisher 2010: Illustrated, International Edition

Elizabeth Eisner Reding
978-0-538-75013-4
©2011 288 pages

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

TABLE OF CONTENTS

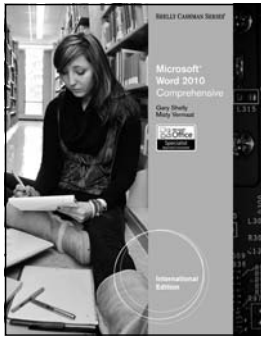
- Unit A:** Getting Started with Microsoft Publisher.
Unit B: Creating a Publication.
Unit C: Working with Text.
Unit D: Working with Graphic Objects.
Unit E: Enhancing a Publication.
Unit F: Improving a Design.
Unit G: Working with Multiple Pages.
Unit H: Using Advanced Features.
Unit I: Working Efficiently.



WORD PROCESSING...

91 ▶ Microsoft Word 2010

94 ▶ Microsoft Word 2007



Microsoft® Word 2010: Comprehensive, International Edition

Gary B. Shelly,
Misty E. Vermaat
978-0-538-74594-9
©2012 888 pages



New Perspectives on Microsoft® Office Word 2010: Comprehensive, International Edition

S. Scott Zimmerman,
Beverly B. Zimmerman,
Ann Shaffer, Katherine T. Pinard
978-0-538-47613-3
©2011 472 pages

FEATURES AND BENEFITS

- 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.
- 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.
- New pedagogical elements enrich material and create an accessible and user-friendly approach allowing easy navigation through the skills in each chapter.
- 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.

TABLE OF CONTENTS

- 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.
4. Creating a Document with a Title Page, Table, and Watermark.
5. Using a Template to Create a Resume and Sharing the Finished Document.
6. Generating Form Letters, Mailing Labels, and a Directory for a Cover Letter.
7. Creating a Newsletter with a Pull-Quote and Graphics.
8. Using Document Collaboration and Integration Tools..
9. Creating a Master Document with a Table of Contents and an Index
10. Creating a Template for an Online Form.
11. Enhancing an Online Form and Working with Macros, Document Security, and XML.

APPENDICES

- A: Project Planning Guidelines.
- B: Publishing Office 2010 Web Pages Online.
- c: Saving to the Web Using Windows Live SkyDrive.
- d: APA Research Paper- Chapter 2 Supplement. .

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- 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 Word 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.
- Key Steps highlight important steps to help students pay close attention to completing the step correctly and avoid time-consuming rework.

TABLE OF CONTENTS

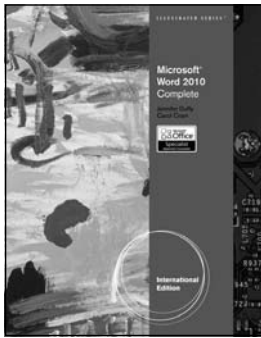
Getting Started with Microsoft Office 2010.

- 1: Creating a Document.
- 2: Editing and Formatting a Document.
- 3: Creating a Multiple-Page Report.
- 4: Desktop Publishing and Mail Merge.
- 5: Desktop Publishing and Mail Merge.
- 6: Using Mail Merge.
- 7: Collaborating with Others and Creating Web Pages.
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Microsoft® Word® 2010: Illustrated Complete, International Edition

Jennifer Duffy,
Carol Cram

978-0-538-74825-4
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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!

TABLE OF CONTENTS

Unit A: Getting Started with Windows 7.
Unit B: Understanding File Management.
Unit A: Getting Started with Office 2010.
Unit A: Creating Documents with Word 2010.
Unit B: Editing Documents.
Unit C: Formatting Text and Paragraphs.
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.

APPENDIX

A: Working with SkyDrive.

ADDITIONAL VERSION

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978-1-111-53158-4



Microsoft® Word 2010 Complete

Pasewark/Pasewark
Katherine T. Pinard
Connie Morrison

978-1-111-52951-2
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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.
- Includes an Online Companion website with exercises and hands-on labs for additional student learning.

TABLE OF CONTENTS

Introduction Unit.
 Office 2010 Basics and the Internet.
 Windows 7 Basics.
Lesson 1: Word Basics.
Lesson 2: Basic Editing.
Lesson 3: Helpful Word Features.
Lesson 4: Formatting Text.
Lesson 5: Formatting Paragraphs and Documents.
Lesson 6: Working with Graphics.
Lesson 7: Working with Documents.
Lesson 8: Increasing Efficiency Using Word.
Lesson 9: Enhancing Documents.
Lesson 10: Working with Styles and Templates.
Lesson 11: Customizing Tables and Creating Charts.
Lesson 12: Merging Documents, Directories, Mailing Labels, and Envelopes.
Lesson 13: Working with Long Documents.
Lesson 14: Sharing Documents.
Lesson 15: Creating Indexes and Tables of Contents, Figures, and Authorities.
Lesson 16: Working with Macros.
Lesson 17: Customizing Settings.

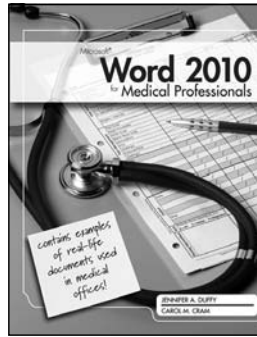
APPENDICES

A: Computer Concepts.
B: Keyboarding.
C: Intro to Web Apps.
D: XP and Vista.



Illustrated Course Guide: Microsoft® Word 2010 Basic, International Edition

Jennifer Duffy
978-1-111-53160-7
©2011 192 pages



Microsoft® Word® 2010 for Medical Professionals

Jennifer Duffy
Carol M. Cram
978-0-538-74947-3
©2012 296 pages

Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Word 2010 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Word 2010 concepts and skills into three manageable levels – Basic, Intermediate, and Advanced – perfect for workshops or accelerated courses.

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- Clues to Use boxes offers additional concise information on the lesson skill or a related task, adding context to skills and concepts.
- End-of-unit Independent Challenges and Visual Workshops make concepts relevant and easier to understand through hands-on application.

TABLE OF CONTENTS

Unit A: Getting Started with Office 2010.
Unit B: Editing Documents.
Unit C: Formatting Text and Paragraphs.
Unit D: Formatting Documents.
Unit E: Creating and Formatting Tables.
APPENDIX
A: Working with Windows Live and Office Web Apps.

ADDITIONAL VERSION

Illustrated Course Guide: Microsoft® Office Word 2010 Advanced, International Edition
978-1-111-53159-1

FEATURES AND BENEFITS

- Designed for students in medical office administration and allied health programs
- 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.
- 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 2-page spread format, which shows steps students follow on the left-hand page, and screenshots on the right-hand page.

TABLE OF CONTENTS

Office 2010 Unit A: Getting Started with Microsoft Office 2010.
Unit A: Creating Documents in Word 2010.
Unit B: Editing Documents.
Unit C: Formatting Text and Paragraphs.
Unit D: Creating and Formatting Tables.
Unit E: Formatting Documents.
Unit F: Merging Word Documents.
Unit G: Working with Styles and Templates.
Unit H: Developing Multipage Documents.
Unit I: Building Forms.
APPENDICES
1: Illustrated Documents with Graphics.
2: Collaborating on Documents.
 Web apps appendix.



Microsoft Word 2007

Microsoft Office Word 2007: Comprehensive Concepts and Techniques

Gary B. Shelly,
Thomas J. Cashman,
Misty E. Vermaat
978-1-4188-4338-0
August 2007

New Perspectives on Microsoft® Office Word 2007, Comprehensive, Premium Video Edition, International Edition

S. Scott Zimmerman,
Beverly B. Zimmerman,
Ann Shaffer, Katherine T. Pinard
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978-1-4239-0527-1
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November 2007 302 pages

Microsoft Office Word 2007: Introductory

Pasewark and Pasewark, Katherine T. Pinard
978-1-4239-0410-6
August 2007 365 pages

A

- A Guided Tour of Hot Technologies, Third Edition, p.19
 A Guided Tour of Microsoft Office 2010, p.48
 A Guided Tour of Microsoft Office 2007, Windows Vista Edition, p.49
 A Guided Tour of Microsoft Windows 7, p.55
 A Guided Tour of Microsoft Windows Vista, p.56
Adamski/Finnegan, New Perspectives on Microsoft® Office Access 2007, Comprehensive, Premium Video Edition, International Edition, p.27
Adamski/Finnegan, New Perspectives on Microsoft® Office Access 2010, Comprehensive, International Edition, p.22
 Adobe Dreamweaver CS5 Illustrated, International Edition, p.72
 Adobe Dreamweaver CS5 Revealed, International Edition, p.72
 Adobe® Dreamweaver® CS5: Comprehensive, International Edition, p.71
 Adobe Dreamweaver CS6: Comprehensive, International Edition, p.69
 Adobe Dreamweaver CS6 Illustrated, International Edition, p.70
 Adobe Dreamweaver CS6 Revealed, International Edition, p.70
 Adobe Flash Professional CS5 Illustrated, Introductory, International Edition, p.74
 Adobe Flash CS5 Revealed, International Edition, p.75
 Adobe Flash Professional CS6 Illustrated, Introductory, International Edition, p.73
 Adobe Flash CS6 Revealed, International Edition, p.73
 Adobe Illustrator CS5 Illustrated, International Edition, p.76
 Adobe Illustrator CS5 Revealed, International Edition, p.77
 Adobe Illustrator CS6 Illustrated, International Edition, p.75
 Adobe Illustrator CS6 Revealed, International Edition, p.76
 Adobe InDesign CS5 Illustrated, p.78
 Adobe InDesign CS5 Revealed, International Edition, p.79
 Adobe InDesign CS6 Illustrated, International Edition, p.77
 Adobe InDesign CS6 Revealed, International Edition, p.78
 Adobe® Photoshop® CS5: Comprehensive, p.81
 Adobe Photoshop CS5 Illustrated, International Edition, p.82
 Adobe® Photoshop® CS5 Revealed, International Edition, p.83
 Adobe® Photoshop® CS6: Comprehensive, p.79
 Adobe Photoshop CS6 Illustrated, International Edition, p.80
 Adobe® Photoshop® CS6 Revealed, International Edition, p.81

B

- Baldauf/Stair**, Succeeding with Technology, International Edition, 4e, p.18
Barker/Barker, Internet Research - Illustrated, International Edition, 6e, p.31
Beskeen/Cram/Duffy/Friedrichsen, Microsoft Office 2007—Illustrated Second Course, p.49
Beskeen/Cram/Duffy/Friedrichsen, Microsoft® Office 2007 Illustrated: Introductory Premium Video Edition, p.49

- Beskeen/Cram/Duffy/Friedrichsen**, Microsoft® Office 2010: Illustrated Introductory, First Course, International Edition, p.41
Beskeen/Cram/Duffy/Friedrichsen, Microsoft Office 2010 Illustrated Second Course, International Edition, p.42
Beskeen/Duffy/Friedrichsen, Microsoft Office 2010 for Medical Professionals Illustrated, p.43
Beskeen, Microsoft Office PowerPoint 2007—Illustrated Introductory, p.59
Bishop, Adobe Dreamweaver CS5 Illustrated, International Edition, p.72
Bishop, Adobe Dreamweaver CS5 Revealed, International Edition, p.72
Bishop, Adobe Dreamweaver CS6 Illustrated, International Edition, p.70
Bishop, Adobe Dreamweaver CS6 Revealed, International Edition, p.70
Blanc/Vento, Performing with Microsoft Office 2007: Introductory, p.49
Blanc/Vento, Performing with Projects for the Entrepreneur: Microsoft Office 2007, p.49
Bojack, Adobe InDesign CS5 Revealed, International Edition, p.79
Botello, Adobe Illustrator CS5 Illustrated, International Edition, p.76
Botello, Adobe Illustrator CS6 Illustrated, International Edition, p.75
Botello, Adobe Illustrator CS6 Revealed, International Edition, p.75
Botello, Adobe InDesign CS6 Revealed, International Edition, p.78
Botello, Adobe Photoshop CS5 Illustrated, International Edition, p.82
Botello, Adobe Photoshop CS6 Illustrated, International Edition, p.80
Bucki/Hosier-Bounar, New Perspectives on Adobe Photoshop CS5, Comprehensive, International Edition, p.82
Bojack, New Perspectives on Blended HTML, XHTML, and CSS Fundamental: Introductory, International Edition, 3e, p.85
Bojack, New Perspectives on Microsoft® Expression Web 3.0: Comprehensive, International Edition, p.83

C

- Cable/Morrison**, Microsoft® Office 2010: Advanced, p.46
Carey, New Perspectives on HTML, XHTML, and Dynamic HTML, International Edition, 4e, p.86
Carey, New Perspectives on Creating Web Pages with HTML, XHTML, and XML, International Edition, 3e, p.87
Carey, New Perspectives on HTML and CSS: Comprehensive, International Edition, 6e, p.87
Carey/Canovatchel, New Perspectives on JavaScript and AJAX, Comprehensive, International Edition, 2e, p.88
 CaseGrader Microsoft Office 2007, p.49

Combined Author/Title Index

CaseGrader Microsoft Office Excel 2007 Casebook with Autograding Technology, p.66
CMPTR, p.11
Computer Concepts—Illustrated Introductory, International Edition, 9e, p.11
Computer Concepts and Microsoft Office 2010 Illustrated, International Edition, p.12
Computer Literacy BASICS, 4e, p.13
Current Topics in Technology, 3e, p.19
Cram/Friedrichsen/Wermers, Microsoft Office 2010: Illustrated Third Course, International Edition, p.42
Cram, Microsoft Office 2010—Illustrated Projects, p.43
Cram/Friedrichsen, New Perspectives: Portfolio Projects for Business Analysis, p.25/64
Cram, Microsoft Office 2007—Illustrated Projects, p.49
Course Technology, Microsoft Office 2007 in a Flash p.49
Course Technology, Microsoft Office Specialist Exam Reference for Microsoft Office 2010, 2e, p.44
Course Technology, Mastering Applications in the Real World: Discipline-Specific Projects for Microsoft Office 2007, Advanced, p.49
Course Technology, Mastering Applications in the Real World: Discipline-Specific Projects for Microsoft Office 2007, Introductory, p.49
Cozzola/Clemens/Waxer, Upgrading to Microsoft® Office 2010, p.45
Cox/Wermers/Reding, HTML—Illustrated Complete, 3e, p.88

D

Data Analysis with Microsoft Access 2010: From Simple Queries to Business Intelligence, p.26
Discovering Computers and Microsoft® Office 2010: A Fundamental Combined Approach, International Edition, p.8
Discovering the Internet: Complete, International Edition, 4e, p.30
Duffy, Illustrated Course Guide: Microsoft® Word 2010 Basic, International Edition, p.93
Duffy/Cram, Microsoft Office Word 2007 for Medical Professionals, p.94
Duffy/Cram, Microsoft® Word® 2010 for Medical Professionals, p.93
Duffy/Cram, Microsoft Office Word 2007—Illustrated Complete, p.94
Duffy/Cram, Microsoft® Word® 2010: Illustrated Complete, International Edition, p.92

E

Enhanced Discovering Computers - Complete: Your Interactive Guide to the Digital World, International Edition (with Student Success Guide), p.4
Enhanced Discovering Computers - Fundamentals: Your

Interactive Guide to the Digital World, International Edition (with Student Success Guide), p.5

F

Friedrichsen, Microsoft® Access 2010: Illustrated Complete, International Edition, p.23
Fisher, Adobe InDesign CS5 Illustrated, p.78
Fisher, Adobe InDesign CS6 Illustrated, International Edition, p.77
Friedrichsen, Microsoft Office Access 2007—Illustrated Complete, p.30

G

Geller/Hart, New Perspectives on Adobe Dreamweaver CS5, Comprehensive, International Edition, p.71
Gower-Winter, Microsoft Office for Mac: In a Flash, p.50
Gross/Akaiwa/Nordquist, Succeeding in Business with Microsoft Office Excel 2007: A Problem-Solving Approach, p.85
Gross/Akaiwa/Nordquist, Succeeding in Business with Microsoft® Excel® 2010: A Problem-Solving Approach, International Edition, p.65
Guide to Operating Systems, 4e, p.53

H

Hart/Geller, New Perspectives on Adobe® Dreamweaver CS6, Comprehensive, International Edition, p.69
Hoisington, A Guided Tour of Hot Technologies, 3e, p.19
Hoise-Bounar/Hart/Geller, New Perspectives on Adobe Photoshop CS6, Comprehensive, International Edition, p.80
Hosie-Bounar/Waxer, Web 2.0: Making the Web Work for You, Illustrated, p.29
Hoisington, A Guided Tour of Microsoft Office 2007, Windows Vista Edition, p.49
Hoisington, A Guided Tour of Microsoft Office 2010, p.48
Hoisington, A Guided Tour of Microsoft Windows 7, p.55
Hoisington, A Guided Tour of Microsoft Windows Vista, p.56
HTML—Illustrated Complete, 3e, p.88
HTML, XHTML, and CSS: Comprehensive, 7e, p.86
HTML5 and CSS3, Illustrated Complete, p.85
Hunt/Waxer, Microsoft Office 2007: Illustrated Brief Premium Video Edition, International Edition, p.49

I

Illustrated Course Guide: Microsoft® Word 2010 Basic, International Edition, p.93
Introduction to Computers, 8e, p.7
Information Technology for Managers, International Edition,

p.18

Internet Research - Illustrated, International Edition, 6e, p.31

J

Johnson, Microsoft Windows 7: Illustrated Complete, International Edition, p.55

Johnson, Microsoft Windows Vista—Illustrated Complete, p.56

L

Lopez/Romer, New Perspectives on Adobe Flash Professional CS5, Comprehensive, International Edition, p.91

M

Mastering Applications in the Real World: Discipline-Specific Projects for Microsoft Office 2007, Advanced, p.49

Mastering Applications in the Real World: Discipline-Specific Projects for Microsoft Office 2007, Introductory, p.49

Microsoft Office Access 2007: Introductory, p.27

Microsoft Office Access 2007—Illustrated Complete, p.27

Microsoft Office Access 2007: Comprehensive Concepts and Techniques, p.27

Microsoft Access 2010: Comprehensive, International Edition, p.21

Microsoft® Access 2010: Illustrated Complete, International Edition, p.23

Microsoft® Access 2010 Complete, p.24

Microsoft Excel 2007 for Medical Professionals, p.66

Microsoft Office Excel 2007: Comprehensive Concepts and Techniques, International Edition, p.66

Microsoft Office Excel 2007: Introductory, p.66

Microsoft Office Excel 2007—Illustrated Complete, p.66

Microsoft® Office 2007: Advanced Concepts and Techniques, International Edition, p.49

Microsoft Office 2007: Illustrated Brief Premium Video Edition, International Edition, p.49

Microsoft® Office 2007 Illustrated: Introductory Premium Video Edition, p.49

Microsoft Office 2007—Illustrated Second Course, p.49

Microsoft Office 2007—Illustrated Projects, p.49

Microsoft Office 2007: Introductory, p.49

Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition, International Edition, p.49

Microsoft Office 2007 in a Flash, p.49

Microsoft Office 2007: Post-Advanced Concepts and Techniques, p.49

Microsoft Office PowerPoint 2007: Comprehensive Concepts and Techniques, p.60

Microsoft Office PowerPoint 2007: Introductory, p.60

Microsoft Office PowerPoint 2007—Illustrated Introductory,

p.60

Microsoft Office 2010 for Medical Professionals Illustrated, p.43

Microsoft Office 2010—Illustrated Projects, p.43

Microsoft Office 2010: Introductory, International Edition, p.37

Microsoft® Office 2010: Advanced, International Edition, p.38

Microsoft® Office 2010: Post Advanced, International Edition, p.38

Microsoft® Office 2010: Illustrated Introductory, First Course, International Edition, p.41

Microsoft Office 2010 Illustrated Second Course, International Edition, p.42

Microsoft Office 2010: Illustrated Third Course, International Edition, p.42

Microsoft® Office 2010: Introductory, International Edition, p.46

Microsoft® Office 2010 Certification Prep, p.44

Microsoft® Office 2010: Advanced, p.46

Microsoft® Office 2010: Fundamental, p.47

Microsoft® Excel® 2010 Complete, p.63

Microsoft® Excel® 2010 for Medical Professionals, p.66

Microsoft® Excel® 2010: Comprehensive, International Edition, p.62

Microsoft® Excel® 2010: Illustrated Complete, International Edition, p.63

Microsoft® Expression Web 3: Comprehensive, International Edition, p.84

Microsoft® Expression Web 3: Illustrated Complete, International Edition, p.84

Microsoft Office for Mac 2011: In a Flash, p.50

Microsoft® Office 2011 for Mac: Introductory, International Edition, p.50

Microsoft® Office 2011 for Macintosh, Illustrated Fundamentals, 2e, p.51

Microsoft Office Specialist Exam Reference for Microsoft Office 2010, 2e, p.44

Microsoft Office Outlook 2007: Introductory Concepts and Techniques, p.34

Microsoft Outlook 2007—Illustrated Essentials, p.34

Microsoft® Outlook 2010: Complete, International Edition, p.33

Microsoft Outlook 2010: Illustrated Essentials, p.34

Microsoft® PowerPoint® 2010 Complete, p.59

Microsoft® PowerPoint® 2010: Comprehensive, International Edition, p.58

Microsoft® PowerPoint® 2010: Illustrated Introductory, p.59

Microsoft® Publisher 2010: Comprehensive, International Edition, p.89

Microsoft® Publisher 2010: Illustrated, International Edition, p.89

Microsoft® Windows 7: Comprehensive, International Edition, p.53

Microsoft Windows 7: Illustrated Complete, International Edition, p.55

Microsoft Windows Vista: Comprehensive Concepts and Techniques, p.56

Combined Author/Title Index

Microsoft Windows Vista: Essential Concepts and Techniques, p.56
Microsoft Windows Vista—Illustrated Complete, p.56
Microsoft Office Word 2007 for Medical Professionals, p.94
Microsoft Office Word 2007: Comprehensive Concepts and Techniques, p.94
Microsoft Office Word 2007: Introductory, p.94
Microsoft Office Word 2007—Illustrated Complete, p.94
Microsoft® Word 2010 Complete, p.92
Microsoft® Word 2010: Comprehensive, International Edition, p.91
Microsoft® Word® 2010 for Medical Professionals, p.93
Microsoft® Word® 2010: Illustrated Complete, International Edition, p.92
Mohler, Adobe Illustrator CS5 Revealed, International Edition, p.77
Morrison/Wells, Computer Literacy BASICS, 4e, p.13
Morley/Parker, Understanding Computers: Today and Tomorrow, Comprehensive, International Edition, 14e, p.14
Morley, Understanding Computers in a Changing Society, International Edition, 5e, p.15

N

New Perspectives on Adobe Dreamweaver CS5, Comprehensive, International Edition, p.71
New Perspectives on Adobe® Dreamweaver CS6, Comprehensive, International Edition, p.69
New Perspectives on Adobe Flash Professional CS5, Comprehensive, International Edition, p.74
New Perspectives on Adobe Photoshop CS5, Comprehensive, International Edition, p.82
New Perspectives on Adobe Photoshop CS6, Comprehensive, International Edition, p.80
New Perspectives on Blended HTML, XHTML, and CSS Fundamentals: Introductory, International Edition, 3e, p.85
New Perspectives on Computer Concepts 2013: Comprehensive, 15e, International Edition, p.9
New Perspectives on Creating Web Pages with HTML, XHTML, and XML, International Edition, 3e, p.87
New Perspectives on HTML and CSS: Comprehensive, International Edition, 6e, p.87
New Perspectives on HTML, XHTML, and Dynamic HTML, International Edition, 4e, p.86
New Perspectives on JavaScript and AJAX, Comprehensive, International Edition, 2e, p.88
New Perspectives on Microsoft® Expression Web 3.0: Comprehensive, International Edition, p.83
New Perspectives on Microsoft® Office Access 2007, Comprehensive, Premium Video Edition, International Edition, p.27
New Perspectives on Microsoft® Office Access 2010, Comprehensive, International Edition, p.22
New Perspectives: Portfolio Projects for Business Analysis,

p.25/64
New Perspectives on the Internet: Comprehensive, International Edition, 9e, p.30
New Perspectives on Microsoft® Office 2007 First Course Premium Video Edition, International Edition, p.49
New Perspectives on Microsoft® Office Excel® 2007, Comprehensive, Premium Video Edition, International Edition, p.66
New Perspectives on Microsoft® Excel® 2010: Comprehensive, International Edition, p.62
New Perspectives on Microsoft® Office PowerPoint® 2007, Comprehensive, Premium Video Edition, International Edition, p.60
New Perspectives on Microsoft Office 2010, First Course, International Edition, p.39
New Perspectives on Microsoft Office 2010, Second Course, International Edition, p.40
New Perspectives on Microsoft® PowerPoint® 2010, Comprehensive, International Edition, p.58
New Perspectives on Microsoft® Windows 7 for Power Users, International Edition, p.54
New Perspectives on Microsoft® Windows 7: Comprehensive, International Edition, p.54
New Perspectives on Microsoft Windows Vista for Power Users, p.56
New Perspectives on Microsoft® Office Word 2007, Comprehensive, Premium Video Edition, International Edition, p.94
New Perspectives on Microsoft® Office Word 2010: Comprehensive, International Edition, p.91

P

Palmer, Guide to Operating Systems, 4e, p.53
Parsons/Oja, New Perspectives on Computer Concepts 2013: Comprehensive, 15e, International Edition, p.9
Pinard/Romer, CMPTR, p.10
Parsons/Oja, Computer Concepts—Illustrated Introductory, 9th Edition, International Edition, p.11
Parsons/Oja/Beskeen/Cram/Duff, Computer Concepts and Microsoft Office 2010 Illustrated, International Edition, p.12
Parsons/Oja, Practical Computer Literacy, International Edition, 3e, p.16
Parsons/Oja, Practical PC, 6e, p.17
Parsons/Oja/Ageloff/Carey, New Perspectives on Microsoft® Office Excel® 2007, Comprehensive, Premium Video Edition, International Edition, p.66
Parsons/Oja/Ageloff/Carey, New Perspectives on Microsoft® Excel® 2010: Comprehensive, International Edition, p.62
Parsons/Oja/Mulder, Practical Microsoft Office 2010, International Edition, p.48
Parsons/Oja/Ruffolo, New Perspectives on Microsoft® Windows 7: Comprehensive, International Edition, p.54
Practical Computer Literacy, International Edition, 3e, p.16

Practical PC, 6e, p.17
Paparella/Simko, Current Topics in Technology, 3e, p.19
Pasewark/Pasewark, Microsoft® Office Word 2007:
 Introductory, p.94
Pasewark/Pasewark/Evans, Microsoft Office Access 2007:
 Introductory, p.27
Pasewark/Pasewark/Cable, Microsoft® Access 2010
 Complete, p.24
Pasewark/Pasewark/Bunin/Evans, Microsoft Office 2007:
 Introductory, p.49
Pasewark/Pasewark/Romer/Evans, Microsoft® Office 2010:
 Introductory, International Edition, p.46
Pasewark/Pasewark/Bunin, Microsoft Office PowerPoint
 2007: Introductory, p.60
Pasewark/Pasewark/Bunin, Microsoft® PowerPoint® 2010
 Complete, p.59
Pasewark/Pasewark/Pinard/Morrison, Microsoft® Word 2010
 Complete, p.92
Pasewark/Pasewark/Romer, Microsoft Office Excel 2007:
 Introductory, p.66
Pasewark/Pasewark/Romer/Cable, Microsoft® Excel® 2010
 Complete, p.63
 Performing with Microsoft Office 2007: Introductory, p.49
 Performing with Projects for the Entrepreneur: Microsoft
 Office 2007, p.49
Pinard, Windows Internet Explorer 8: Illustrated Essentials,
 p.32
 Practical Microsoft Office 2010, International Edition, p.48
Phillips, New Perspectives on Microsoft® Windows 7 for Power
 Users, International Edition, p.54
Phillips, New Perspectives on Microsoft Windows Vista for
 Power Users, p.56

R

Reynolds, Information Technology for Managers, International
 Edition, p.18
Reding, Data Analysis with Microsoft Access 2010: From
 Simple Queries to Business Intelligence
Reding, Microsoft® Excel® 2010: Illustrated Complete,
 International Edition , p.63
Reding, Adobe® Photoshop® CS6 Revealed, International
 Edition, p.81
Reding, Adobe® Photoshop® CS5 Revealed, International
 Edition, p.83
Reding, Microsoft® Publisher 2010: Illustrated, International
 Edition, p.89
Reding/Wermers, Microsoft Office Excel 2007—Illustrated
 Complete, p.66
Reding/Wermers, Microsoft Excel 2007 for Medical
 Professionals, p.66
Reding/Wermers, Microsoft® Excel® 2010 for Medical
 Professionals, p.66
Riley, Microsoft® Expression Web 3: Illustrated Complete,

International Edition, p.84

S

Schneider/Evans, New Perspectives on the Internet:
 Comprehensive, International Edition, 9e, p.30
Schneider/Evans/Pinard, The Internet - Illustrated,
 International Edition, 6e, p.31
Shaffer, Microsoft® Office 2011 for Macintosh, Illustrated
 Fundamentals, 2e, p.51
Shaffer/Carey/Finnegan/Adamski, New Perspectives on
 Microsoft® Office 2007 First Course Premium Video Edition,
 International Edition, p.49
Shaffer/Carey/Parsons/Oja, New Perspectives on Microsoft
 Office 2010, First Course, International Edition, p.39
Shaffer/Carey/Ageloff/Zimmerman, New Perspectives on
 Microsoft Office 2010, Second Course, International Edition,
 p.40
Shelly/Campbell, Discovering the Internet: Complete, 4e,
 International Edition, p.30
Shelly/Campbell, Microsoft® Expression Web 3:
 Comprehensive, International Edition, p.84
Shelly/Campbell, Web Design: Introductory, International
 Edition, 4e, p.68
Shelly/Cashman, Microsoft Office 2007: Post-Advanced
 Concepts and Techniques, p.49
Shelly/Cashman, Microsoft Office Word 2007: Comprehensive
 Concepts and Techniques, p.94
Shelly/Cashman/Freund, Windows Internet Explorer 7:
 Introductory Concepts and Techniques, p.33
Shelly/Cashman/Pratt/Last, Microsoft Access 2010:
 Comprehensive, International Edition, p.21
Shelly/Cashman/Pratt/Last, Microsoft Office Access 2007:
 Comprehensive Concepts and Techniques, p.27
Shelly/Cashman/Forsythe, Microsoft Windows Vista: Essential
 Concepts and Techniques, p.56
Shelly/Cashman/Freund/Enger, Microsoft Windows Vista:
 Comprehensive Concepts and Techniques, p.56
Shelly/Cashman/Quasney, Microsoft Office Excel 2007:
 Comprehensive Concepts and Techniques, International
 Edition, p.66
Shelly/Cashman/Sebok, Microsoft Office PowerPoint 2007:
 Comprehensive Concepts and Techniques, p.60
Shelly/Cashman/Starks, Microsoft® Publisher 2010:
 Comprehensive, International Edition , p.89
Shelly/Cashman/Vermaat, Microsoft Office 2007:
 Introductory Concepts and Techniques, Premium Video
 Edition, International Edition, p.49
Shelly/Cashman/Vermaat, Microsoft® Office 2007: Advanced
 Concepts and Techniques, International Edition, p.49
Shelly/Frydenberg, Web 2.0: Concepts and Applications,
 International Edition, p.29
Shelly/Freund, Windows Internet Explorer 9: Introductory
 Concepts and Techniques, p.32
Shelly/Freund/Enger, Microsoft® Windows 7: Comprehensive,

Combined Author/Title Index

International Edition, p.53
Shelly/Freund/Vermaat, Introduction to Computers, 8e, p.7
Shelly/Gunter/Gunter, Teachers Discovering Computers:
Integrating Technology and Digital Media in the Classroom,
International Edition, 6e, p.6
Shelly/Hoisington/Minnick, Adobe Dreamweaver CS6:
Comprehensive, International Edition, p.69
Shelly/Jones, Microsoft® Office 2011 for Mac: Introductory,
International Edition, p.50
Shelly/Quasney, Microsoft® Excel® 2010: Comprehensive,
International Edition, p.62
Shelly/Sebok, Microsoft® PowerPoint® 2010: Comprehensive,
International Edition, p.58
Shelly/Starks, Adobe® Photoshop® CS5: Comprehensive, p.81
Shelly/Starks, Adobe® Photoshop® CS6: Comprehensive, p.79
Shelly/Vermaat, Discovering Computers and Microsoft®
Office 2010: A Fundamental Combined Approach,
International Edition, p.8
Shelly/Vermaat, Enhanced Discovering Computers -
Complete: Your Interactive Guide to the Digital World,
International Edition (with Student Success Guide),
p.4
Shelly/Vermaat, Enhanced Discovering Computers -
Fundamentals: Your Interactive Guide to the Digital World,
International Edition (with Student Success Guide), p.5
Shelly/Vermaat, Microsoft Office 2010: Introductory,
International Edition, p.37
Shelly/Vermaat, Microsoft® Office 2010: Advanced,
International Edition, p.38
Shelly/Vermaat, Microsoft® Office 2010: Post Advanced,
International Edition, p.38
Shelly/Vermaat, Microsoft® Word 2010: Comprehensive,
International Edition, p.91
Shellyker/Romanoski, Microsoft® Outlook 2010: Complete,
International Edition, p.33
Shelly/Wells, Adobe® Dreamweaver® CS5: Comprehensive,
International Edition, p.71
Shelly/Woods/Dorin, HTML, XHTML, and CSS:
Comprehensive, 7e, p.86
Shuman, Adobe Flash CS5 Revealed, International Edition, p.75
Shuman, Adobe Flash CS6 Revealed, International Edition, p.73
Sklar, Web Design Principles, International Edition, 5e, p.68
Story/Walls, Microsoft® Office 2010 Certification Prep, p.44
Story/Walls, Microsoft® Office 2010 Fundamentals , p.47
Succeeding with Technology, International Edition, 4e, p.18
Succeeding in Business with Microsoft Office Access 2007: A
Problem-Solving Approach, p.27
Succeeding in Business with Microsoft Access 2010: A
Problem-Solving Approach, International Edition, p.27
Succeeding in Business with Microsoft Office Excel 2007: A
Problem-Solving Approach, p.66
Succeeding in Business with Microsoft® Excel® 2010: A
Problem-Solving Approach, International Edition, p.65

T

Teachers Discovering Computers: Integrating Technology and
Digital Media in the Classroom, International Edition, 6e, p.6
The Internet - Illustrated, International Edition , 6e, p.31

U

Understanding Computers: Today and Tomorrow,
Comprehensive, International Edition, 14e, p.14
Understanding Computers in a Changing Society, International
Edition, 5e, p.15
Upgrading to Microsoft® Office 2010, p.45

V

Vodnik, HTML5 and CSS3, Illustrated Complete, p.85

W

Waxer, Adobe Flash Professional CS5 Illustrated, Introductory,
International Edition, p.74
Waxer, Adobe Flash Professional CS6 Illustrated, Introductory,
International Edition, p.73
Web 2.0: Concepts and Applications, International Edition,
p.29
Web 2.0: Making the Web Work for You, Illustrated , p.29
Windows Internet Explorer 7: Introductory Concepts and
Techniques, p.33
Windows Internet Explorer 9: Introductory Concepts and
Techniques, p.32
Windows Internet Explorer 8: Illustrated Essentials, p.32
Web Design Principles, International Edition, 5e, p.68
Web Design: Introductory, International Edition, 4e, p.68

Z

Zimmerman/Zimmerman, New Perspectives on Microsoft®
Office PowerPoint® 2007, Comprehensive, Premium Video
Edition, International Edition, p.60
Zimmerman/Zimmerman, New Perspectives on Microsoft®
PowerPoint® 2010, Comprehensive, International Edition,
p.58
Zimmerman/Zimmerman/Shaffer/Pinard, New Perspectives
on Microsoft® Office Word 2007, Comprehensive, Premium
Video Edition, International Edition, p.94
Zimmerman/Zimmerman/Shaffer/Pinard, New Perspectives
on Microsoft® Office Word 2010: Comprehensive,
International Edition, p.91



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SINGAPORE - Regional Headquarters

Cengage Learning Asia Pte Ltd
151 Lorong Chuan #02-08
New Tech Park (Lobby H)
Singapore 556741
Tel (65) 6410 1200
Fax (65) 6410 1208
e-mail asia.info@cengage.com
www.cengageasia.com

CHINA

Cengage Learning Asia Pte Ltd
(Beijing Representative Office)
Room 1201 South Tower C
Raycom Info Tech Park
No 2 Kexueyuan South Road, Haidian District
Beijing
P.R. China 100190
Tel (86) 10 8286 2095/2096/2097
Fax (86) 10 8286 2089
e-mail asia.infochina@cengage.com
www.cengage.com.cn

HONG KONG

Cengage Learning Hong Kong Limited
Unit 808-810 8/F, Tins Enterprises Centre
777 Lai Chi Kok Road,
Cheung Sha Wan, Kowloon,
Hong Kong
Tel (852) 2612 1833
Fax (852) 2408 2498
e-mail asia.infohongkong@cengage.com

INDONESIA

PT. Cengage Learning Indonesia
COSA Building, 2nd Floor
Jalan Tomang Raya No. 70
Jakarta Barat, 11430
Indonesia
Tel (62) 21 569 58815
Fax (62) 21 569 52371
e-mail asia.infoindonesia@cengage.com

JAPAN

Cengage Learning K. K.
5F, 2nd Funato Building
1-11-11 Kudankita,
Chiyoda-ku,
Tokyo 102-0073
Japan
Tel (81) 3 3511 4390
Fax (81) 3 3511 4391
e-mail asia.infojapan@cengage.com
www.cengage.jp

KOREA

Cengage Learning Korea Ltd
Suite 1801 Seokyo Tower Building
(previously:353-1, Seokyo-Dong)
133 Yanghwa-Ro
Mapo-Gu Seoul 121-837 Korea
Tel (82) 2 322 4926
Fax (82) 2 322 4927
e-mail asia.infokorea@cengage.com

MALAYSIA

Cengage Learning Asia Pte Ltd
(Malaysia Branch) Co. Reg No: 993622K
No. 4 Jalan PJS 11/18, Bandar Sunway
46150 Petaling Jaya, Selangor,
Malaysia
Tel (60) 3 5636 8351/52
Fax (60) 3 5636 8302
e-mail asia.infomalaysia@cengage.com

PHILIPPINES/OCEANIA

Cengage Learning Asia Pte Ltd
(Philippine Branch)
Unit 2105-2106 Raffles Corporate Center,
F. Ortigas Jr. Rd., Ortigas Center,
Pasig City, Philippines 1605
Tel (63) 2 915 5290 to 93
Fax (63) 2 915 1694
e-mail asia.infophilippines@cengage.com

TAIWAN

Cengage Learning Asia Pte Ltd
(Taiwan Branch)
9F-1 No.87 Cheng Chou Rd
Da Tong District
103 Taipei
Taiwan
Tel (886) 2 2558 0569
Fax (886) 2 2558 0360
e-mail asia.infotaiwan@cengage.com
www.cengage.tw

THAILAND/INDOCHINA

Cengage Learning (Thailand) Limited
408/32 Phaholyothin Place Building
8th Floor, Phaholyothin Avenue,
Samseannai, Phayathai
Bangkok 10400,
Thailand
Tel (66) 2 619 0433-5
Fax (66) 2 619 0436
e-mail asia.infothailand@cengage.com

VIETNAM

Cengage Learning Asia Pte Ltd
(Vietnam Representative Office)
Suite 1011, Zen Plaza
54-56 Nguyen Trai Street, District 1,
Ho Chi Minh City,
Vietnam
Tel (848) 3925 7880
Fax (848) 3925 7881
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Tel (65) 6410 1200 • Fax (65) 6410 1208
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