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KEY=MICROSOFT - AUGUST DRAVEN

Microsoft Publisher 2010: Illustrated

[Cengage Learning](#) Loved by instructors for its visual and flexible way to build computer skills, the Illustrated Series is ideal for teaching Microsoft Publisher 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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Publisher 2010

Illustrated Introductory

[Cengage Learning](#) Loved by users for its visual and flexible way to build computer skills, the Illustrated Series is ideal for learning Microsoft Publisher 2010 for 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 screen should look. Concise text introduces the basic principles of the lesson and integrates a case study for further application.

Microsoft Excel 2010: Illustrated Brief

[Cengage Learning](#) Loved by instructors for its visual and flexible way to build computer skills, the Illustrated Series is ideal for teaching Microsoft Office Excel 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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Excel 2010: Illustrated Complete

[Cengage Learning](#) Loved by instructors for its visual and flexible way to build computer skills, the Illustrated Series is ideal for teaching MICROSOFT OFFICE EXCEL 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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Excel 2010: Illustrated Introductory

[Cengage Learning](#) Loved by instructors for its visual and flexible way to build computer skills, the Illustrated Series is ideal for teaching MICROSOFT OFFICE EXCEL 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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Office Excel 2010

Illustrated Introductory

Loved by instructors for its visual and flexible way to build computer skills, the Illustrated Series is ideal for teaching MICROSOFT OFFICE EXCEL 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

[Course Technology Ptr](#) Provide your students with a complete learning package, containing what they need to succeed with Microsoft Office 2010. Packaged together with the Microsoft Office 2010 - Illustrated First Course textbook, this Video Companion can improve skill retention by providing audio-visual reinforcement to the concepts and skills covered in the text. The videos map directly to the book with one video for each two-page lesson within the book. The videos appeal to all types of learners and ensures that students get the help they need inside or outside of class.

Microsoft Excel 2010 for Medical Professionals

[Cengage Learning](#) 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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Office 2010

Illustrated Introductory, First Course

[Cengage Learning](#) 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.

Illustrated Course Guide: Microsoft Excel 2010 Basic

[Cengage Learning](#) Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Excel 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 Excel 2010 concepts and skills into three manageable levels -- Basic, Intermediate, and Advanced -- perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Office 2010 Illustrated Introductory

[Course Technology Ptr](#) 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 Publisher 2000 Illustrated Introductory

[Course Technology Ptr](#) Paramedic

Microsoft Office 2010 for Medical Professionals Illustrated

[Cengage Learning](#) 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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Computer Concepts and Microsoft® Office 2010

[Cengage Learning](#) COMPUTER CONCEPTS AND MICROSOFT OFFICE 2010 ILLUSTRATED, International Edition 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.

The Design Collection Revealed Creative Cloud

[Cengage Learning](#) THE DESIGN COLLECTION REVEALED CREATIVE CLOUD provides comprehensive step-by-step instruction and in-depth explanation for three of today's most widely used design and layout programs: Adobe InDesign Creative Cloud, Adobe Photoshop Creative Cloud, and Adobe Illustrator Creative Cloud. Your students will gain practical experience with the software as they work through end-of-chapter learning projects and step-by-step tutorials. An integration chapter demonstrates how to move from one application to the other. Full-color illustrations and a user-friendly design combine to create a robust learning experience that reveals how to master the latest features of Adobe's popular design suite. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Design Collection Revealed: Adobe InDesign CS5, Photoshop CS5 and Illustrator CS5

[Cengage Learning](#) THE DESIGN COLLECTION REVEALED provides comprehensive step-by-step instruction and in-depth explanation for three of today's most widely used design and layout programs: Adobe InDesign CS5, Adobe Photoshop CS5, and Adobe Illustrator CS5. Readers gain practical experience with the software as they work through end-of-chapter learning projects and step-by-step tutorials. An integration chapter demonstrates how to move from one application to the other. Full-color illustrations and a user-friendly design combine to create a robust learning experience that reveals how to master the latest features of Adobe's popular design suite. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Custom LUO COSC 1301 Microsoft® Office 2010

Illustrated Introductory, First Course

Design Collection Creative Cloud

Your Adobe Creative Cloud package includes two components: 1) Online access to Adobe Creative Cloud updates on your CourseMate product, and 2) the CS6 edition of your Adobe book. CourseMate enriches your learning with thorough, chapter-by-chapter summaries of the new Adobe Creative Cloud release. Author-created video introductions cover each chapter's learning objectives, emphasizing their importance for the contemporary design professional. Flashcards, quizzes, and games are also included. Your printed book covers fundamental concepts, starting with the workspace and proceeding logically and intuitively to more advanced topics. Step-by-step tutorials and user-friendly design result in a resource that is comprehensive, clear, and effective. Contact your Learning Consultant to learn more about how CourseMate can enhance the way you teach and your students learn. The online Creative Cloud content updates are for the June 2013 release of Adobe Creative Cloud.

The Design Collection Revealed, Softcover: Adobe Indesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4

[Cengage Learning](#) The Design Collection Revealed provides comprehensive step-by-step instruction and in-depth explanation on three of today's most widely used design and layout programs: Adobe InDesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4. Readers gain practical experience with the software as they work through end-of-chapter learning projects and step-by-step tutorials. An integration chapter demonstrates how to move from one application to the other. Full-color illustrations and a user-friendly design combine to create a solid learning experience that reveals how to master the latest features of this popular design suite. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Design Collection Revealed: Adobe InDesign CS6, Photoshop CS6 & Illustrator CS6

[Cengage Learning](#) THE DESIGN COLLECTION REVEALED provides comprehensive step-by-step instruction and in-depth explanation for three of today's most widely used design and layout programs: Adobe InDesign CS6, Adobe Photoshop CS6, and Adobe Illustrator CS6. You will gain practical experience with the software as you work through end-of-chapter learning projects and step-by-step tutorials. An integration chapter demonstrates how to move from one application to the other. Full-color illustrations and a user-friendly design combine to create a robust learning experience. The Data Files used to complete the projects found in the book are now available online. For access information please refer to the directions available in the preface of the book. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Adobe InDesign CS2, Photoshop CS2, and Illustrator CS2, Revealed

[Premier Press](#) As part of the Revealed Series, this new book offers comprehensive coverage of basic through advanced features using Adobe InDesign CS2, Photoshop CS2, and Illustrator CS2, the components of Adobe Creative Suite 2.

HC - the Design Collection Revealed

Adobe Indesign CS4, Adobe Photoshop CS4, and Adobe Illustrator CS4

Course Technology The Design Collection Revealed provides comprehensive step-by-step instruction and in-depth explanation on three of today's most widely used design and layout programs: Adobe® InDesign®, CS4, Adobe® Photoshop®, CS4, and Adobe® Illustrator®, CS4. Readers gain practical experience with the software as they work through end-of-chapter learning projects and step-by-step tutorials. An integration chapter demonstrates how to move from one application to the other. Full-color illustrations and a user-friendly design combine to create a solid learning experience that reveals how to master the latest features of this popular design suite.

The Design Collection

Adobe InDesign CS3, Photoshop CS3 & Illustrator CS3 Revealed

Delmar Pub Adobe Creative Suite 3, the most popular design suite on the market today, now has the perfect companion resource to guide readers through Adobe InDesign, Adobe Photoshop, and Adobe Illustrator CS3. The Design Collection Revealed offers comprehensive step-by-step instruction as well as in-depth conceptual information about the features of the latest release of these three programs- all in one book! With clear, straightforward descriptions, end-of-chapter learning projects, and step-by-step tutorials, readers will acquire the skills needed to master the software and create strong design pieces. The full-color, vibrant illustrations and user-friendly design make this an ideal book for staying up-to-date on the very latest features of this popular design suite.

Adobe Photoshop CS5 Revealed

Delmar Discover all that Adobe® Photoshop® CS5 has to offer! With detailed attention to artistic and technical features alike, **ADOBE PHOTOSHOP CS5 REVEALED, International Edition** provides a solid foundation for those looking to learn this industry-standard program. Real-world, practical examples and step-by-step instruction throughout offer well-rounded, comprehensive coverage. With extensive four-color artwork and screenshots that support and clarify key concepts, **ADOBE PHOTOSHOP CS5 REVEALED, International Edition** is a valuable resource that will give readers the confidence they need to edit images with skill and ease using Photoshop CS5.

Custom Publication

Microsoft Office for Academic Success

Procedures & Theory for Administrative Professionals

Cengage Learning PROCEDURES AND THEORY FOR ADMINISTRATIVE PROFESSIONALS, 7TH EDITION prepares students seeking entry-level assistant positions or who are transitioning to a job with greater responsibility. Instruction and activities target new technology and build communication and human relation skills. Emphasis on critical thinking, creative problem solving, and professional development prepare students for challenges they will face in today's global market place. The seventh edition has been reorganized to offer more thorough coverage of key topics ranging from new technologies, the changing workplace, leadership, and personal finance. This text is packed with professional pointers, technology, and practical activities that prepare students for success in today's global workplace. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Publisher 2013: Complete

Cengage Learning Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With **MICROSOFT PUBLISHER 2013**, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text 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 **MICROSOFT PUBLISHER 2013** through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Design Collection Revealed Creative Cloud

Cengage Learning THE DESIGN COLLECTION REVEALED CREATIVE CLOUD provides comprehensive step-by-step instruction and in-depth explanation for three of today's most widely used design and layout programs: Adobe InDesign Creative Cloud, Adobe Photoshop Creative Cloud, and Adobe Illustrator Creative Cloud. Your students will gain practical experience with the software as they work through end-of-chapter learning projects and step-by-step tutorials. An integration chapter demonstrates how to move from one application to the other. Full-color illustrations and a user-friendly design combine to create a robust learning experience that reveals how to master the latest features of Adobe's popular design suite. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Office 2013: Brief

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New Perspectives on Microsoft Access 2013, Brief

Cengage Learning With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, **New Perspectives** helps students develop the **Microsoft Office 2013** skills they need to be successful in college and beyond. Updated with all new case-based tutorials, **New Perspectives Microsoft Access 2013** continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on **Managing Your Files** helps students navigate Windows 8. As always, **New Perspectives** improves learning outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Adobe InDesign CS6 Revealed

Cengage Learning Graphic design professionals and design students alike have embraced Adobe InDesign as the industry standard for page layout software—and they're mastering it with **ADOBE INDESIGN CS6 REVEALED**. A thorough, in-depth exploration of the latest release, this highly visual book covers all the fundamental concepts, starting with the workspace and proceeding logically and intuitively to more advanced topics. Chock full of new lessons covering new features, this edition retains its step-by-step tutorials and user-friendly design, resulting in a resource that is comprehensive, clear, and effective. The Data Files used to complete the projects found in the book are now available online. For access information please refer to the directions available in the preface of the book. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Adobe InDesign Creative Cloud Revealed

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Microsoft Office 2007

Introductory Concepts and Techniques

[Course Technology Ptr](#) This text "enables students to retain skills by providing audio-visual reinforcement and by applying what they have learned to real-world applicaitons." - back cover.

Global Business

[Cengage Learning](#) Discover success in global business today with the most strategic approach to international business topics and unique coverage not found in other books. GLOBAL BUSINESS, 4th Edition, is the first global business book that answers the big question, What determines the success and failure of firms around the globe? Globally renowned scholar and author Mike Peng integrates both an institution-based view and resource-based view throughout every chapter, bringing an unparalleled continuity and strategic approach to the learning process. The book combines an inviting, conversational style with the latest research and examples that reflect the most recent global developments. A wealth of business cases from Mike Peng and other respected international experts delve into how companies throughout the world have expanded globally. All-new video cases that cover every chapter's opening case and closing case, world maps that connect geography and culture to business decisions, and unique global debate sections that draw you into cutting-edge international discussions help you learn to think independently and view business challenges from a truly global perspective. With GLOBAL BUSINESS, 4th Edition, you view business through the eyes of a true world citizen and gain the understanding you need to become an effective manager within today's global business landscape. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Publisher 2013: Illustrated

[Cengage Learning](#) Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series engages both computer rookies and hot shots in mastering Microsoft Publisher 2013 quickly and efficiently. Skills are accessible and easy-to-follow thanks to the Illustrated Series' hallmark 2-page layout, which allows students to see an entire task in one view. New Learning Outcomes outline the skills covered in each lesson, and larger full-color screens represent exactly what students should see on their own computers. Each unit begins with a brief overview of the principles of the lesson, and introduces a case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Business Communication

Process and Product

[Cengage Learning](#) Business Communication: Process and Product, brief edition takes students through a well developed, consistently applied approach to communication that is combined with integrated application of current and emerging business technologies. Students learn a process for solving future communication problems, and how to use the Internet and electronic media to deliver their messages, resulting in a tangible communication strategy they can use throughout their careers. NETA Testbank The Nelson Education Teaching Advantage (NETA) program delivers research-based resources that promote student engagement and higher-order thinking and enable the success of Canadian students and educators. This book's premium testbank is designed to ensure top quality multiple-choice testing by avoiding common errors in question and test construction. If you want your students to achieve "beyond remembering", ask your Nelson Sales Representative how today!

Adobe Illustrator Creative Cloud Revealed Update

[Cengage Learning](#) Your Adobe Creative Cloud package includes two components: 1) Online access to Adobe Creative Cloud updates on your CourseMate product, and 2) the CS6 edition of your Adobe book. CourseMate enriches your learning with thorough, chapter-by-chapter summaries of the new Adobe Creative Cloud release. Author-created video introductions cover each chapter's learning objectives, emphasizing their importance for the contemporary design professional. Flashcards, quizzes, and games are also included. Your printed book covers fundamental concepts, starting with the workspace and proceeding logically and intuitively to more advanced topics. Step-by-step tutorials and user-friendly design result in a resource that is comprehensive, clear, and effective. Contact your Learning Consultant to learn more about how CourseMate can enhance the way you teach and your students learn. The online Creative Cloud content updates are for the June 2013 release of Adobe Creative Cloud. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Excel for Beginners

[M.L. Humphrey](#) "Perfect for Excel Newbies" "Great Beginner Resource" Microsoft Excel is an incredibly powerful tool both for personal use and business use. But learning to use Excel can be overwhelming when you're confronted with a thousand-page guide that's talking about anything and everything under the sun. In Excel for Beginners, M.L. Humphrey walks you through the basics of using Excel by focusing on what you'll really need for day-to-day use. Topics covered include navigating Excel, inputting your data, formatting it, manipulating it, and printing your results. This is not a comprehensive guide, but when you're done you should know 98% of what you'll need to know to work in Excel and 100% of what you'll need on a daily basis. So what are you waiting for? Get started today. keywords: microsoft excel, ms excell, novice, beginner, introduction to excel, formatting, printing, excel basics

Reinventing the Bazaar: A Natural History of Markets

[W. W. Norton & Company](#) A high-energy tour of the history of markets features such examples as a camel trading fair in India, the twenty-million-dollar-per-day Aalsmeer flower market in the Netherlands, and the global trade in AIDS drugs. Reprint. 13,000 first printing.

Dimensions in Mentoring

A Continuum of Practice from Beginning Teachers to Teacher Leaders

[Brill / Sense](#) This book provides practitioners, researchers, and those involved in mentoring activities insight into varying types of mentoring. It covers aspects of mentoring with preservice teachers, K-12 practitioners, academia, and professionals in public and private sectors. Other areas not typically covered include service learning, faculty and graduate student writing and research groups, undergraduate and graduate student mentoring groups, online programs for alternatively certified teachers, formal mentoring programs for marginalized and underrepresented populations, academic mentoring for tenured faculty, and mentoring support for administrators at all levels! A unique approach to mentoring, a variety of theoretical contexts and frameworks is presented and suggestions for discussions, assignments, and dialogue opportunities are offered at the end of each chapter. These suggestions are practical applications and implications for extending conversations among professionals and are easily transferable to a variety of professional development activities. While primarily intended for teacher educators, it is a complete guide for those in public education who are interested in professional development activities. The topics addressed are useful to those who are new to the field of mentoring and to those who support mentoring projects at any level.