



Microsoft Office: Introductory Concepts and Techniques : Word 6, Excel 5, Access 2, Powerpoint 4, Course One (Shelly and Cashman Series)

Gary B. Shelly, Thomas J. Cashman, Misty E. Vermaat, Marvin M. Boetcher, Steven G. Forsythe, Sherry L. Green

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Designed for an application software or Introduction to Computers course using Microsoft Office. Material on the Microsoft Office Manager (MOM) and Object Linking and Embedding (OLE) is included to provide students with application of the integrated features of MS Office. Students learn Windows 3.1, Word 6, Excel 5, Access 2, PowerPoint 4 through 16 projects to include creating a research paper, creating a memo to regional managers and inserting the week's daily sales for all regions, and creating a presentation for a vacation with graphs and tables.

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