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Perspection has written and produced books on a variety of computer software including Microsoft Office 2003 and XP Microsoft Windows XP Apple Mac OS X Panther Adobe Photoshop CS2 Macromedia Flash 8 Macromedia Director MX and Macromedia Fireworks and Web publishing In 1991 after working for Apple Computer and Microsoft Steve Johnson founded Perspection Inc Perspection is committed to providing information and training to help people use software more effectively Perspection has written more than 80 computer books and sold more Includes MCAS Exam Objectives This courseware meets the objectives for the Microsoft Certified Application Specialist MCAS Upon completion of this courseware you may be prepared to take the exam for MCAS qualification To learn more about becoming a Microsoft Certified Application Specialist visit www.microsoft.com Category Database Covers Microsoft Office Access 2007 User Level Beginning Intermediate 1 Getting Started with Access 2 Touring Access Databases 3 Planning and Creating a Custom Database 4 Working with Fields 5 Working with Tables 6 Locating Specific Information Using a Query 7 Simplifying Data Entry with Forms 8 Creating Reports to Convey Information 9 Improving the Appearance of Forms and Reports 10 Working on the Web 11 Importing and Exporting Information 12 Managing a Database 13 Protecting and Securing a Database 14 Customizing Access 15 Enhancing a Database with Programming 16 Working Together on Office Documents New Features Microsoft Certified Applications Specialist Index American Book Publishing Record ,2007 **Microsoft PowerPoint 2010 on Demand** Steve Johnson,Perspection, Inc,2011 Information Technology **Microsoft Word 2010 On Demand** Steve Johnson,Perspection Inc.,2010-07-14 What you need when you need it Need answers quickly Microsoft Word 2010 on Demand provides those answers in a visual step by step format We will show you exactly what to do through lots of full color illustrations and easy to follow instructions Includes Workshops MCAS Exam Prep More than 500 Essential Word Tasks Inside the Book Create documents more efficiently using the improved Ribbon interface Use formatting editing reviewing and publishing tools to create documents in print and online Create great looking documents faster using more themes styles and templates Organize information and add impact with clip art SmartArt diagrams tables and charts Create customized letters labels and envelopes Use Full Reading view to comfortably read documents on screen Use SharePoint to collaborate and share documents Use the Word Web App to view and edit documents in a browser Prepare for the Microsoft Certified Applications Specialist MCAS exam Bonus Online Content Register your book at queondemand.com to gain access to Workshops and related files Keyboard shortcuts *The British National Bibliography* Arthur James Wells,2007 1854, Office 2008 for the Mac on Demand Steve Johnson,Perspection Inc.,2008-10-16 Office 2008 for the Mac on Demand Steve Johnson Perspection Inc What you need when you need it Need answers quickly Office 2008 for the Mac on Demand provides those answers in a visual step by step format We will show you exactly what to do through lots of full color illustrations and easy to follow instructions You will learn how to use all the applications in Office 2008 including Word Excel PowerPoint Entourage Project Gallery and Messenger Inside the Book Office Organize information and add impact with clip

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