Exploring Microsoft Access 2000

Robert T. Grauer 1999

For any course teaching application software using Microsoft Office 2000 applications. This book will appeal to students in a variety of disciplines including liberal arts, business, and the sciences. All books in this series offer consistent presentation - common design, pedagogy, and writing style. Concepts as well as key-strokes are stressed. Hands-on exercises in every lesson provide just the right amount of practice time. This best-selling author teams hands-on approach and conceptual framework helps students master important concepts, as well as the features of the powerful new Office 2000 applications. MOUS Certification throughout the expert level for all individual applications and Office 2000. Provides the necessary training to pass the MOUS exam at the expert level, preparing students to enter today's job market. The Proficient Certification Edition provides training for the proficient level MOUS exam in all Office 2000 applications. Quality, four-color, spiral bound - Exploring Office 2000 series covers Word 2000, Access 2000, Excel 2000, and PowerPoint 2000. There are three combined texts in the series, Exploring Microsoft Office 2000, Vol. I and II and Brief Office Pro Exploring Microsoft Word 2019 Comprehensive

Mary Anne Poatsy 2019-03-15

For courses covering introductory Microsoft(R) Word(TM). Beyond point-and-click The Exploring Microsoft(R) Office 365(R) series moves students beyond rote tasks to a deeper comprehension of how, when, and why to apply Office skills. A market leader for over 20 years, the collection helps students achieve high-level learning outcomes by engaging them in the way they learn best - through hands-on practice. A dozen exercises in each chapter range from multiple-choice questions to open-ended projects. Revised to reflect Microsoft Office 365, the 2019 edition is Mac compatible and adds new critical thinking assignments to help students build fundamental 21st-century skills. Also available with MyLab IT By combining trusted author content with digital tools and a flexible platform, MyLab personalizes the learning experience and improves results for each student. MyLab IT 2019 delivers trusted content and resources through an expansive course materials library, including new easy-to-use Prebuilt Learning Modules that promote student success. Through an authentic learning experience, students become sharp critical thinkers and proficient in Microsoft Office, developing essential skills employers seek. Note: You are purchasing a standalone product; MyLab IT does not come packaged with this content. Students, if interested in purchasing this title with MyLab IT, ask your instructor to confirm the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.
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Microsoft Office Access 2010 Robert T. Grauer 2010-11 For introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 applications. The goal of the Exploring series has been to move students beyond the point and click, helping them understand the why and how behind each skill. The Exploring series for Office 2010 also enables students to extend the learning beyond the classroom. Students go to college now with a different set of skills than they did five years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everybody needs to know. A lot of learning takes place outside of the classroom, and the Exploring series provides learning tools that students can access anytime, anywhere.

Exploring Microsoft 365 Jerri Williams 2022 "A database is a collection of data organized as meaningful information that can be accessed, managed, stored, queried, sorted, and reported. You participate in data collection and are exposed to databases on a regular basis. Your college or university stores your personal and registration data. When you registered for this course, your data was entered into a database. If you have a bank account, a Social Security card, a medical history, or if you have ever booked a flight with an airline, your information is stored in a database"--


Exploring Microsoft Access 97 Robert T. Grauer 1998 For any course teaching application software using Microsoft Office 97 applications. This book will appeal to students in a variety of disciplines including liberal arts, business, and the sciences. All books in this series offer consistent presentation common design, pedagogy, writing style, and level. Concepts as well as key-strokes are emphasized. Hands-on exercises in every lesson provide just the right amount of practice time. This best-selling author team's hands-on approach and conceptual framework helps students master important concepts, as well as the features of the powerful Office 97 applications.

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the "How and Why" of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems.


**Exploring Microsoft Access 2002 Comprehensive** Robert T. Grauer 2001-07 The most complete coverage of the Office XP curriculum available, so you can go beyond the basics, and get certified! When learning how to use Microsoft Office XP just isn't enough... Exploring Microsoft Office XP by Grauer and Barber teaches you "when" and "why" to perform tasks in XP! Grauer and Barber's text is a superior Office XP reference tool for you to use in class, on personal projects, or on the job! Hands-on exercises in each chapter! Step-by-step, in chapter reviews of the topics covered! New integrated exercises! Practice using multiple applications together! In-text boxes! Get tips on pitfalls and shortcuts to make using Office XP easier! www.prenhall.com/grauer - Your on-line resource to Explore Microsoft(R) Office XP - Use the interactive study guide - Use the student data files - Use the on-line exercises

**Exploring Microsoft Office Access 2016 Comprehensive** Mary Anne Poatsy 2016-03-21 This book offers full, comprehensive coverage of Microsoft Access. Beyond point-and-click The goal of the Exploring series is to move students beyond the point-and-click, to understanding the why and how behind each skill. And because so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, anytime. Students go to college now with a different set of skills than they did years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know. Also available with MyITLab MyITLab (R) is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, which

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Exploring Microsoft PowerPoint 2019 Comprehensive

Mary Anne Poatsy, 2019-03-15

For courses covering introductory Microsoft(R) PowerPoint(TM). Beyond point-and-click The Exploring Microsoft(R) Office 365(R) series moves students beyond rote tasks to a deeper comprehension of how, when, and why to apply Office skills. A market leader for over 20 years, the collection helps students achieve high-level learning outcomes by engaging them in the way they learn best -- through hands-on practice. A dozen exercises in each chapter range from multiple-choice questions to open-ended projects. Revised to reflect Microsoft Office 365, the 2019 edition is Mac compatible and adds new critical thinking assignments to help students build fundamental 21st-century skills. Also available with MyLab IT By combining trusted author content with digital tools and a flexible platform, MyLab personalizes the learning experience and improves results for each student. MyLab IT 2019 delivers trusted content and resources through an expansive course materials library, including new easy-to-use Prebuilt Learning Modules that promote student success. Through an authentic learning experience, students become sharp critical thinkers and proficient in Microsoft Office, developing essential skills employers seek. Note: You are purchasing a standalone product; MyLab IT does not come packaged with this content. Students, if interested in purchasing this title with
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The Exploring Microsoft® Office 365® series moves students beyond rote tasks to a deeper comprehension of how, when, and why to apply Office skills. A market leader for over 20 years, the collection helps students achieve high-level learning outcomes by engaging them in the way they learn best -- through hands-on practice. A dozen exercises in each chapter range from multiple-choice questions to open-ended projects. Revised to reflect Microsoft Office 365, the 2019 edition adds new critical thinking assignments to help students build fundamental 21st-century skills -- Provided by the publisher.

Exploring Microsoft Access for Windows 95, Version 7.0
Robert T. Grauer 1996
The "Exploring Windows 95" series has been updated to accommodate the Microsoft Windows 95 operating system. Problem sets have been expanded to review and extend the information, with four levels of end-of-chapter exercises. This work explores Access 7.0

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help students build fundamental 21st-century skills. 

Exploring Mary Anne Poatsy 2013-06-27 This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This book offers full, comprehensive coverage of PowerPoint. Move students beyond the point-and-click. The goal of the Exploring series is to move students beyond the point and click, to understanding the why and how behind each skill. And, because so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, any time. Students go to college now with a different set of skills than they did years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know. NOTE: Before purchasing, check with your instructor to ensure you select the correct ISBN. Several versions of Pearson's MyLab & Mastering products exist for each title, and registrations are not transferable. To register for and use Pearson's MyLab & Mastering products, you may also need a Course ID, which your instructor will provide. Used books, rentals, and purchases made outside of Pearson If purchasing or renting from companies other than Pearson, the access codes for Pearson's MyLab & Mastering products may not be included, may be incorrect, or may be previously redeemed. Check with the seller before completing your purchase.


Appropriate for the lab component of any introductory computer course or for any course teaching Windows software. The Exploring Windows 3.1 Series features full-color texts with superb tutorials that have numerous screen shots to guide the student through each step of every exercise. Business-oriented problems and cases are included and make the texts ideal for use in courses taught out of Schools of Business.

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