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Tuesday

11:00 - 11:30 Bring the Rubbish in

September 2003

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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Today: 19/09/2003

Quick Launch

Works Word Processor
Create documents

Works Spreadsheet
Perform calculations

Works Database
Organize information

Microsoft Works Databasespreadsheet

Martin S. Matthews,Carole Boggs
Matthews

Microsoft Works Databasespreadsheet:

No Stress Tech Guide to Microsoft Works 9 Indera Murphy,2008-05 The No Stress Tech Guide To Microsoft Works 9 will lead the novice and intermediate user through the features and applications that are part of Works 9 which will take your skills to the next level After completing the exercises in this book you will be a Works 9 power user The table of contents takes the HOW TO approach which makes it easier to find exactly what you are looking for At the end of each lesson is a Test Your Skills section to further ensure that you are learning the topics that are covered The exercises in this section allow you to practice what you learned in the lesson Microsoft Works is an integrated software package that includes a word processor spreadsheet database and other tools This book is divided into 5 sections Works Overview Word Processing Spreadsheets Databases and Organization A hands on approach is usually the best way to learn most things in life This book is a visual guide that has over 500 screen shots that practically eliminate the guess work which lets you know that you are doing the steps correctly There are time saving tips advice and humor to help you get the most out of Works Works 8 8 5 ISBN 978 0 9773912 1 9 is also available *Microsoft Works 3.0 for DOS* Timothy J. O'Leary,Linda I. O'Leary,1994 This lab module offers brief hands on introductory coverage of the Microsoft Works 3 0 software Microsoft Works is an integrated word processing spreadsheet and database software application all in one package The objectives listed at the beginning of each lab module explain the concepts commands and competencies to be gained in each software application program The Sports Club case study places real world business problems within the context of a health club business environment Students solve the business problems by using application software such as word processing spreadsheet and database software

No Stress Tech Guide to Microsoft Works 8 And 8. 5 Indera Murphy,2006-06 A self paced visual guide to learning Crystal Reports this workbook for beginners has easy to understand step by step instructions and screen shots to show users how to complete the design technique [Using Microsoft Works](#) Nelda Shelton,1988 [Microsoft Works 6 for Windows For Dummies](#) David C. Kay,2001-02-16 Maybe it's because it comes loaded on most PCs but most people tend to miss the fact that Microsoft Works 6 really is an amazing collection of stuff just what you might expect if the folks at Microsoft told you they were going to give you the works Instead of blowing several hundred bucks on the biggest and most muscle bound word processor database program spreadsheet program graphics and communication software out there you can use Microsoft Works 6 to do it all for a lot less money or for free and with a lot less trouble With Works you can create cool cards and crafts design professional looking newsletters and flyers manage your personal finances send faxes put together mass mailings surf the Web manage your household and a whole lot more If you've got Microsoft Works on your computer but don't quite know how to use it then this is the book for you This lighthearted guide gives you easy to follow instructions and tips that'll have you up and running in no time with the skills and confidence you need to Create goodlooking documents Design and use spreadsheets Crunch numbers Set up group mailings with an address database Have fun with charts and graphics Send and

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Spreadsheet Using Works for Windows

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The Advanced Guide to

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Microsoft Works Quick Reference Guide Cathy Veete,Cathy Vento,1996-06 InfoWorld ,1990-02-05 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects *Microsoft Works for the PC Made Easy* Martin S. Matthews,Carole Boggs Matthews,1990 There is no better way to learn the IBM PC version of Microsoft Works than through this thorough coverage The authors teach by example in separate chapters on word processing spreadsheets databases charting and communications Includes all of Works new features

Microsoft Works 2000 For Dummies Bjoern-Erik Hartsvang,Stuart J. Stupple,1999-11-16 After you ve taken the time to master the tools included in Microsoft Works 2000 you want a quick reference guide that won t tie you down when searching for new information Regardless of the Works 2000 module you re using Microsoft Works 2000 For Dummies Quick Reference helps you find answers fast Clear step by step directions cover everything you need to know about the Works utilities and how they work with the applications Break down the differences between each of the tools included in Works 2000 and select the appropriate program based on your needs Explore document basics that apply across all tools including opening closing printing and saving practice common editing and formatting tasks Dive into the word processor and see how its features dress up reports and other documents with special formats Use the spreadsheet whenever you need to work with numbers Choose the database to help you organize all kinds of information without having to create elaborate database structure See how the six Works utilities Address Book Calendar Clip Gallery WordArt Note It and Microsoft Draw can help you accomplish specific tasks Works 2000 also helps you get connected to the World Wide Web with Outlook

Express and Internet Explorer Special sections in Microsoft Works 2000 For Dummies Quick Reference show you how to maximize e mail and the Internet without taking up gobs of time Microsoft Works 3.0 for Windows Gary B. Shelly,1995 Part of the highly successful Shelly Cashman Series this text offers a clear step by step screen by screen approach to learning the basics of Microsoft Works 3 0 Readers learn Works 3 0 through three projects on creating an announcement building a student bookstore sales spreadsheet and creating an investment club investors database **Microsoft Works on the Apple Macintosh** Charles Rubin,1986 Readers learn how to use the word processing spreadsheet database management and communications capabilities of Microsoft Works to easily set up and manage a small business and handle personal tasks

Microsoft Works 4 for Windows 95 - Introductory Christopher Kelly,1996 Part of our New Perspectives Applications Series this text offers detailed coverage extensive pedagogy and case study scenarios for a realistic approach to learning the latest version of this integrated software package Microsoft Works 4 for Windows 95 Microsoft Works 3.0, DOS Version William Robert Pasewark,William R. Pasewark,1995 This represents a significant triumph of the leading integrated software program While continuing with its standard setting use of pull down menus Works 3 0 now enables you to use the same commands for word processing graphics spreadsheet database and telecommunications InfoWorld ,1991-09-16 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

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