Exploring Microsoft Office Access 2010 Introductory

Exploring Microsoft Office Access 2010 Introductory

Robert T. Grauer, Mary Anne Poatsy, Keith Mast, Lynn Hogan

Exploring Microsoft Office Access 2010 Introductory Robert T. Grauer, Mary Anne Poatsy, Keith Mast, Lynn Hogan

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.

⬇ **Descargar** Exploring Microsoft Office Access 2010 Introductor ...pdf

🖹 **Leer en línea** Exploring Microsoft Office Access 2010 Introduct ...pdf

Descargar y leer en línea Exploring Microsoft Office Access 2010 Introductory Robert T. Grauer, Mary Anne Poatsy, Keith Mast, Lynn Hogan

---

320 pages

From the Back Cover

The Exploring System: Moving You Beyond the Point and Click! The goal of the *Exploring Series* is to teach more than just the steps to follow to accomplish a task. *Exploring* also teaches you the theoretical foundation you need to understand when and why to apply the skills you learnin this class. This way, you achieve a deeper understanding of each application and can apply this criticalthinking beyond Office and the classroom. **Student Textbook***Exploring* **is a book you can use as a tool to easily identify essential information, and learn it efficiently. • Objective Mapping** enables you to easily find where each objective is in the chapter.**• Key Terms** are pulled out and defined in the margins, helping to ensure you learn terminology.**• Hands-On Exercises** throughout each chapter allow you to apply what you learned for immediate reinforcement. **Student CDA media tool bound in your book to help you complete exercises from each chapter• Set-Up Videos** provide an introduction to the Case Study and the skills you'll learn in the Hands-On Exercises in each chapter.**• Student Data Files** needed to complete the projects in the book.**• Compass** is a searchable database of skills, providing videos and at-a-glance reminders of how to complete a skill. **Companion Website: www.pearsonhighered.com/exploringAn interactive website featuring self-study tools to help you succeed in this course • Online Study Guide** enables you to practice what you've learned by answering auto-graded questions.**• Glossary** of key terms reinforces terminology as you learn the language of computing.**• Chapter Objectives Review** for a quick overview.**• Web Resources** include links to Microsoft® Office Online Help and How-To documents.**• Student Data Files** needed to complete the projects in the book.About the Author

Dr. Robert T. Grauer, Creator of the Exploring Series Bob Grauer is an Associate Professor in the Department of Computer Information Systems at the University of Miami, where he is a multiple winner of the Outstanding Teaching Award in the School of Business, most recently in 2009. He has written numerous COBOL texts and is the vision behind the Exploring Office series, with more than three million books in print. His work has been translated into three foreign languages and is used in all aspects of higher education at both national and international levels. Bob Grauer has consulted for several major corporations including IBM and American Express. He received his Ph.D. in operations research in 1972 from the Polytechnic Institute of Brooklyn. **Keith Mast, Access Author**Keith A. Mast develops a wide range of Access applications that solve challenging business problems andimprove efficiency. His solutions help businesses and organizations in manufacturing, pharmaceutical,financial services, and agriculture, among other industries. Clients include Visible Filing Concepts, Inc.;Moyer's Chicks, Inc.; Marcho Farms, Inc.; TCM America, Inc.; LANsultants, Inc.; Spector, Roseman,Kodroff, & Willis, PC; Heinz, Inc.; DuPont; and Sony Entertainment. He is an adjunct faculty member at Montgomery County Community College, Blue Bell, Pennsylvania, continuing his long-standing love of teaching and exemplified by his prior experience as a high school teacher, business school instructor, and Access seminar leader. Keith promotes the ethical standards of the consulting profession both in how Mast Consulting, LLC deals with its clients and as an active volunteer leader of the Independent Computer Consultants Association of the Delaware Valley. Keith resides in Norristown, PA, a suburb of Philadelphia. In his free time, he enjoys biking, running,kayaking, ballroom dancing, and being in nature. For more information, visit him on Facebook, LinkedIn, or at www.keithmast.com. **Mary Anne Poatsy, Series Editor**Mary Anne is a senior faculty member at Montgomery County Community College, teaching variouscomputer application and concepts courses in face-to-face and online environments. She holds a B.A.in psychology and education from Mount Holyoke College and an M.B.A. in finance from NorthwesternUniversity's Kellogg Graduate School of Management. Mary Anne has more than 12 years of educational experience. She is currently adjunct faculty atGwynedd-Mercy College and Montgomery County Community College. She has also taught at BucksCounty Community College and Muhlenberg College, as well as conducted professional training.

Beforeteaching, she was vice president at Shearson Lehman in the Municipal Bond Investment BankingDepartment. **Dr. Lynn Hogan, Office Fundamentals and File Management andWindows 7 Author**Lynn Hogan has taught in the Computer Information Systems area at Calhoun Community College for29 years. She is the author of *Practical Computing* and has contributed chapters for several computerapplications textbooks. Primarily teaching in the areas of computer literacy and computer applications,she was named Calhoun's outstanding instructor in 2006. She received an M.B.A. from the University ofNorth Alabama and a Ph.D. from the University of Alabama. Lynn resides in Alabama with her husbandand two daughters.

Download and Read Online Exploring Microsoft Office Access 2010 Introductory Robert T. Grauer, Mary Anne Poatsy, Keith Mast, Lynn Hogan #H53LFIR4KB2

Leer Exploring Microsoft Office Access 2010 Introductory by Robert T. Grauer, Mary Anne Poatsy, Keith Mast, Lynn Hogan para ebook en líneaExploring Microsoft Office Access 2010 Introductory by Robert T. Grauer, Mary Anne Poatsy, Keith Mast, Lynn Hogan Descarga gratuita de PDF, libros de audio, libros para leer, buenos libros para leer, libros baratos, libros buenos, libros en línea, libros en línea, reseñas de libros epub, leer libros en línea, libros para leer en línea, biblioteca en línea, greatbooks para leer, PDF Mejores libros para leer, libros superiores para leer libros Exploring Microsoft Office Access 2010 Introductory by Robert T. Grauer, Mary Anne Poatsy, Keith Mast, Lynn Hogan para leer en línea.Online Exploring Microsoft Office Access 2010 Introductory by Robert T. Grauer, Mary Anne Poatsy, Keith Mast, Lynn Hogan ebook PDF descargarExploring Microsoft Office Access 2010 Introductory by Robert T. Grauer, Mary Anne Poatsy, Keith Mast, Lynn Hogan DocExploring Microsoft Office Access 2010 Introductory by Robert T. Grauer, Mary Anne Poatsy, Keith Mast, Lynn Hogan MobipocketExploring Microsoft Office Access 2010 Introductory by Robert T. Grauer, Mary Anne Poatsy, Keith Mast, Lynn Hogan EPub

H53LFIR4KB2H53LFIR4KB2H53LFIR4KB2