

# [PDF] Microsoft Office 2003: Introductory Concepts And Techniques (Shelly Cashman)

**Gary B. Shelly, Thomas J. Cashman, Misty E. Vermaat - pdf download free book**

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**Books Details:**

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## **Description:**

**Review** "I use the Cases and Places exercises as graded assignments, as well as for extra credit. They provide little guidance; the student has to apply what they learned in the project itself. This allows for flexibility; the student can use the formatting and layout that they want to in solving the problem. The solution files provided on CD make it convenient for grading/correcting as well as demonstration. I plan to continue to use the Shelly Cashman Series in my online and traditional course. The student feedback on the text is excellent. In fact, most students say they will keep the text as a source for future reference." - Associate Professor Thaddeus Jones, Jefferson Community

College

**About the Author** Gary B. Shelly wrote and published his first computer education textbook in 1969. More than twenty million copies of Shelly Cashman Series' textbooks have been sold. Gary and a talented group of contributing authors have produced books on computer programming, computer concepts, and application software that are the leading textbooks in the computer technology market today. Gary has hosted the annual Shelly Cashman Institute, a week-long training event focusing on the latest topics in technology, for the past 34 years.

Thomas J. Cashman received his education at California State University, Los Angeles. He established one of the first business data processing programs in the U.S. at Long Beach City College in California, where he taught and served as department head. In 1969, he began collaborating with now best-selling author, Gary Shelly.

Misty E. Vermaat has more than 25 years of experience in the field of computer and information technology. Along with consulting in the field, she was an Associate Professor at Purdue University Calumet, teaching or developing Microsoft Office, computer concepts, database management, systems analysis and design, and programming courses. Since 1990, Misty has led the development of, written, and co-authored numerous textbooks for the Shelly Cashman Series, including many editions of Discovering Computers, Discovering Computers Fundamentals, and Microsoft Word books. --This text refers to the edition.

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