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presents the feature method practice approach to computer software applications this work aimed at technology and business students implements a learning model that enhances critical thinking skills and provides students and faculty with application coverage

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a guide to access 2002 the text presents hands on instructions with full screen captures that illustrate the results of each step performed a running case is featured in each tutorial highlighting the real world applications of the software and leading students from problem to solution

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understanding and mastery prior to introducing steps the authors discuss why each step is important and what roll all the steps play in the overall plan for creating a document workbook or database the i series applications textbooks strongly emphasize that students learn and master applications skills by being actively engaged by doing

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