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there's no doubt about it media exposure is great for business this book offers inside advice on how to attract media attention and how to profit from free publicity these low cost promotional strategies are aimed specifically at small business owners and entrepreneurs who have the ambition but not the budget includes tips on putting together a publicity planner preparing an effective media kit mastering the media interview effective writing skills implementing your publicity program successfully this updated and expanded edition features new chapters on holding a news conference and getting on radio talk shows where over one million interviews happen every year

the i series leads the student through clear error free and unambiguous steps to accomplish tasks that produce a finished document work sheet or database table the approach is not simply results oriented teaching how to accomplish a task is not enough for complete understanding and mastery prior to introducing steps the authors discuss why each step is important and what role 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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inviting character who introduces concepts to teach today's visually oriented students the text is accompanied by an applications workbook and a data disk containing templates so students can apply their skills as they learn them

this excellent task oriented guide does not waste words describing topics so users can solve their problems quickly and move on images to identify screen parts and definitions of key terms are located in one place at the book's beginning all tasks are cross referenced in the troubleshooting guide and are cross referenced to each other in the text the unique what to do if section is extremely advantageous should unexpected results occur

the annotated instructor's edition provides the point of instruction assistance you need to enrich your teaching with relevance and effectiveness it's designed to help you meet the diverse needs and learning styles of your students

step by step instructions for creating worksheets graphs a database and more are presented in this complete in depth reference a complete manual for experienced users covering all the advanced features of the release 2.0 version of lotus 123 shows how to take advantage of release 2's macro commands customized menu structures data type conversions string functions and its ability to interface with the first edition of 123 jazz and symphony files command trees and step by step instructions are presented for all of the commands examples illustrate the use of functions and features and provide suggestions for ways to use 123 warnings and hints are provided at potential trouble spots

this informative text helps users get the most effective use from the popular integrated program all the program's modules are

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