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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 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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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

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step by step instructions for creating worksheets graphs a database and more are presented in this complete in depth reference

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