

# Microsoft Office 2007 On Demand Steve Johnson

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**Microsoft Expression Web On Demand** Steve Johnson 2007-04-19 Microsoft® Expression®Web On Demand FOR THOSE WHO WOULD RATHER BE SHOWN HOW THAN TOLD HOW SEE HOW TO • Create Web sites using drag and drop controls • Employ Cascading Style Sheets formatting and management • Create Cascading Style Sheet layouts • Create a page design using layout tables • Create page transition effects and background sounds • Add interactive buttons and create hyperlinks • Create dynamic Web templates to reuse • Create forms to gather online information • Write, edit, and optimize code and scripts • Use IntelliSense to help reduce coding errors • Retrieve and present data from live RSS feeds • Integrate data from databases or XML data • Create dynamic Web content using ASP.NET technology On the Web This book uses real world examples to give you a context in which to use the task. This book also includes workshops to help you put together individual tasks into projects. The Expression Web example files that you need for project tasks are available at www.perspection.com Perspection has written more than thirty-five books on a variety of computer software, including Microsoft Office 2007 and XP, Microsoft Windows Vista and XP, Apple Mac OS X Panther, Adobe Photoshop CS2, Macromedia Flash 8, Macromedia Director MX, and Macromedia Fireworks. In 1991, after working for Apple Computer and Microsoft, Steve Johnson founded Perspection, Inc. Perspection is committed to providing information and training to help people use software more effectively. Perspection has written more than 80 computer books, and sold more than 5 million copies. Introduction 1 Getting Started with Expression Web 2 Creating a Web Site 3 Working with Web Pages 4 Working with Web Page Text 5 Working with Web Page Graphics 6 Adding Hyperlinks to Web Pages 7 Adding Interactive Behaviors 8 Adding Tables and Layout Tables 9 Adding Frames and Borders 10 Gathering User Input Using Forms 11 Creating Styles and Layouts with CSS 12 Publishing and Managing a Web Site 13 Customizing Expression Web Index

**Microsoft Office Word 2007 On Demand** Perspection Inc. 2007-02-13 See How To • Create documents more efficiently using a new results-oriented interface • Use formatting, editing, reviewing, and publishing tools to create documents in print and online • Create great-looking documents faster using themes, styles, and templates • Organize information and add impact with clip art, SmartArt diagrams, tables, and charts • Create customized letters, labels, and envelopes • Use the Full Reading view to comfortably read documents on screen • Use the Outline and Draft views to develop your documents • Use Groove and SharePoint Team Services to collaborate and share documents and information • Prepare for the Microsoft Certified Applications Specialists exam This book uses real-world examples to give you a context in which to use the task. This book also includes workshops to help you put together individual tasks into projects. The Word example files that you need for project tasks are available at www.perspection.com This courseware meets the objectives for the Microsoft Certified Application Specialist (MCAS). Upon completion of this courseware, you may be prepared to take the exam for MCAS qualification. To learn more about becoming a Microsoft Certified Application Specialist, visit www.microsoft.com.

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**Office 2013 On Demand** Steve Johnson 2013-01-17 Normal 0 false false false MicrosoftInternetExplorer4 Need answers quickly? Office 2013 on Demand provides those answers in a visual step-by-step format. We will show you exactly what to do through lots of full color illustrations and easy-to-follow instructions. Inside the Book • Office: Organize information and add impact with online pictures and video, SmartArt diagrams, tables, and charts • Word: Create great-looking documents using themes, templates, and video • Excel: Use organizing, processing, and presenting tools to quickly create data tables and charts • PowerPoint: Create powerful presentations faster using ready-made design templates and themes • Access: Use full-featured templates and application parts to create desktop and web app databases. • Outlook: Use tools for creating and managing your e-mail, calendar, contacts, and tasks • Publisher: Use ready-made design templates to quickly create a brochure or a newsletter • Office Web Apps: View and edit your Office documents in a browser • Online Sharing: Save, open, and share Office documents on Skydrive and Office 365 SharePoint from all your devices • Prepare for the Microsoft Office Specialist exam Bonus Online Content Register your book at queondemand.com to gain access to: • Workshops and related files • Keyboard shortcuts Visit the author site: perspection.com Includes • Online Workshops that focus on real-world techniques • MOS Exam Prep • More than 700 of the most essential Office 2013 tasks

**Microsoft Expression Web 2 on Demand** Steve Johnson 2008 Offers step-by-step instructions on how to create dynamic Web content, sample projects to help users learn specific tools and skills, troubleshooting guidelines, and an introduction to the features and functions of Expressions Web Designer.

**Adobe Photoshop Elements 7 on Demand** Steve Johnson 2008-12-31 Adobe Photoshop Elements 7 on Demand What you need, when you need it! Need answers quickly? Adobe Photoshop Elements 7 on Demand provides those answers in a visual step-by-step format. We will show you exactly what to do through lots of full color illustrations and easy-to-follow instructions. Inside the Book • Browse, organize, and process files using the Organizer • Easily find and vie w just the photos and video clips you want to see • Whiten teeth, deepen a blue sky, and more with a single click using the new Smart Brush • Use auto controls to quickly fix a photo • Use Guided Edit to walk you step by step through the editing process • Use more precise color correction to enhance a photo • Easily brush away wrinkles and other unwanted photo results • Use image trickery and special effects to change or enhance a photo • Use themes and artwork to liven up your photo projects • Create perfect group shots, seamless panoramas, tourist-less landscapes, and more Bonus Online Content Register your book at queondemand.com to gain access to: • Workshops and related files • Keyboard shortcuts Visit the author site: perspection.com

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**Adobe Photoshop CS3 On Demand** Andy Anderson 2007-05-01 Adobe® Photoshop® CS3 FOR THOSE WHO WOULD RATHER BE SHOWN HOW THAN TOLD HOW SEE HOW TO • Browse, organize, and process files using Adobe Bridge and Version Cue • Use automatic layer alignment and blending to work with objects • Use live filters to view and modify the results of opening files • Use more precise color correction to enhance a photo • Easily convert images to black and white • Use image trickery to change or enhance an image • Create eye catching bevels and special effects • Transform plain text into a show-stopping image • Create Web animation sequences the

easy way • Use tool presets to construct the right tool for the right job • Test content on different target devices using Adobe Device Central On the Web This book uses real world examples to give you a context in which to perform a task. This book also includes workshops to help you put together individual tasks into projects. The Photoshop example files that you need for project tasks are available at www.perspection.com Perspection has written and produced books on a variety of computer software, including Adobe Flash CS3 Professional, Adobe Photoshop CS3 and CS2, Adobe Dreamweaver CS3, Microsoft Office 2007 and 2003, Microsoft Windows Vista and XP, Microsoft Expression Web, and Apple Mac OS X Panther. Perspection was founded in 1991, and is committed to providing information and training to help people use software more effectively. Perspection has written more than 80 computer books, and sold more than 5 million copies. Includes ACE Courseware Objectives! This courseware meets the objectives for the Adobe Certified Expert (ACE) Program. Upon completion of this courseware you may be prepared to take an exam for ACE qualification. To learn more about becoming an Adobe Certified Expert, visit www.adobe.com/support/certification/ace.html

**Adobe Photoshop CS5 on Demand** Steve Johnson 2010 Need answers quickly? "Adobe ""Photoshop"" CS5 on Demand" provides those answers in a visual step-by-step format. We will show you exactly what to do through lots of full color illustrations and easy-to-follow instructions. IncludesWorkshopsACE Exam ObjectivesMore than 600 Essential Photoshop CS5 Tasks Inside the Book- Improve productivity with the CS5 interface and templates- Use automatic layer alignment and blending to work with objects- Use live filters to view and modify the results of opening files- Use more precise color correction to enhance a photo- Use content-aware options for scaling and fill- Use image trickery to change or enhance an image- Create eye-catching bevels and special effects- Transform plain text into a show-stopping image- Create and manipulate 3D models using presets and custom options- Use tool presets to construct the right tool for the right job- Test content on different target devices Bonus Online ContentRegister your book at queondemand.com to gain access to: - Workshops and related files- Keyboard shortcuts **Adobe Dreamweaver CS5 on Demand** Steve Johnson 2010-05-03 Need answers quickly? Adobe Dreamweaver CS5 on Demand provides those answers in a visual step-by-step format. We will show you exactly what to do through lots of full color illustrations and easy-to-follow instructions. Includes Workshops ACE Exam Objectives More than 600 Essential Dreamweaver CS5 Tasks Inside the Book • Understand and use the latest web technologies to create sites • Choose the right site structure and layout for sites • Create and use web page templates to quickly create pages • Use the simplified site setup to create and work with sites • Use Live view to design your web pages under real-world conditions • Create and maintain Cascading Style Sheets (CSS) • Use coding tools to develop consistent and reusable code • Insert Adobe Photoshop files to create image Smart Objects • Manage collaboration with multiple developers • Use Subversion to manage different site versions • Manage local, remote, and testing sites • Transfer, synchronize, and validate sites Bonus Online Content Register your book at queondemand.com to gain access to: • Workshops and related files • Keyboard shortcuts

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**Adobe Dreamweaver CS3 On Demand** Andy Anderson 2007-08-21 Adobe Dreamweaver CS3 On Demand FOR THOSE WHO WOULD RATHER BESHOWN HOW THAN TOLD HOW SEE HOW TO • Understand and use the latest Web technologies to create sites • Choose the right site structure and layout for sites • Create and use Web page templates to quick create pages • Create and maintain Cascading Style Sheets (CSS) • Add Flash elements to Web pages • Use JavaScript behaviors to implement page functionality • Use coding tools to develop consistent and reusable code • Manage collaboration with multiple developers • Manage local, remote, and testing sites • Transfer, synchronize, and validate sites • Browse, organize, and process files using Adobe Bridge and Version Cue • Test content on different target devices using Adobe Device Central Includes ACE Courseware Objectives! On the Web This book uses real world examples to give you a context in which to perform a task. This book also includes workshops to help you put together individual tasks into projects. The Dreamweaver example files that you need for project tasks are available at www.perspection.com.

**Microsoft Office Word 2007 on Demand** Steve Johnson 2007 Readers learn visually how to make the most of the most powerful word processing program, Word.

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**Adobe Photoshop CS4 on Demand** Steve Johnson 2009 An overview of the new version of Adobe Photoshop explains how to get the most out of the image manipulation software, covering such fundamental features as Scripting, workgroup connectivity, Live Filters, and 3D support.

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by-step format. We will show you exactly what to do through lots of full color illustrations and easy-to-follow instructions. Inside the Book • Improve publishing and productivity with the CS4 interface • Browse, organize, and process files using Adobe Bridge • Manage pages and books to keep track of your documents • Transform and reshape objects to create a new look • Create text and apply style to display artistic text • Use libraries and create snippets to reuse your work • Create interactive PDFs for use on the web • Create output for commercial print purposes Bonus Online Content Register your book at [queondemand.com](http://queondemand.com) to gain access to: • Workshops and related files • Keyboard shortcuts Visit the author site: [perspection.com](http://perspection.com)

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**Microsoft Office PowerPoint 2007 On Demand** Perspection Inc. 2006-12-08 How to Use • Create powerful presentations faster using ready-made templates and Smart Tags • Organize information and add impact with clip art, SmartArt diagrams, tables, and charts • Make your presentation come alive with custom animations • Add narration, animation, 3-D effects, and movie • Add comments and e-mail your presentation to others for review and collaboration • Deliver your presentation in a meeting room on multiple screens • Use Groove and SharePoint Team Services to collaborate and share documents and information • Prepare for the Microsoft Certified Application Specialist exam. • Practice your new skills with the useful workshops inside On the Web This book uses real-world examples to give you a context in which to use the task. This book also includes workshops to help you put together individual tasks into projects. The PowerPoint example files that you need for project tasks are available at [www.perspection.com](http://www.perspection.com). Perspection has written and produced books on a variety of computer software—including Microsoft Office 2003 and XP, Microsoft Windows XP, Apple Mac OS X Panther, Adobe Photoshop CS2, Macromedia Flash 8, Macromedia Director MX, and Macromedia Fireworks—and Web publishing. In 1991, after working for Apple Computer and Microsoft, Steve Johnson founded Perspection, Inc. Perspection is committed to providing information and training to help people use software more effectively. Perspection has written more than 80 computer books, and sold more than 5 million copies. Includes MCAS Exam Objectives! This courseware meets the objectives for the Microsoft Certified Application Specialist (MCAS). Upon completion of this courseware, you may be prepared to take the exam for MCAS qualification. To learn more about becoming a Microsoft Certified Application Specialist, visit [www.microsoft.com](http://www.microsoft.com). Chapter 1 Getting Started with PowerPoint 1 Chapter 2 Developing Presentation Content 31 Chapter 3 Designing a Look 73 Chapter 4 Drawing and Modifying Shapes 105 Chapter 5 Inserting Pictures and Multimedia 151 Chapter 6 Inserting Charts and Related Material 189 Chapter 7 Creating a Web Presentation 243 Chapter 8 Finalizing a Presentation and Its Supplements 267 Chapter 9 Preparing a Slide Show 299 Chapter 10 Starting a Slide Show 321 Chapter 11 Reviewing and Securing a Presentation 335 Chapter 12 Working Together on Office Documents 363 Chapter 13 Customizing the Way You Work 391 Chapter 14 Expanding PowerPoint Functionality 401 W Workshops: Putting It All Together 425 New Features 439 Microsoft Certified Applications Specialist 444

**Adobe Illustrator CC on Demand** Steve Johnson 2013 A guide to operating the graphics program covers such topics as working with objects, color, fills, layers, type, and graphics; manipulating artwork; drawing and painting; designing for the web; and applying different graphic styles.

**Excel 2013 On Demand** Perspection Inc. 2013-03-27 Excel 2013 On Demand is built from the ground up for today's beginning-to-intermediate-level Exceluser. Like every book in the On Demand Series, it teaches visually, using an easy, friendly, full-color format designed to "show you how," instead of "telling you how." But that's not all. This book: \* Combines step-by-step training with quick-reference material users can rely on long after they've mastered the core skills they need \* Provides easy-to-follow task-based coverage of the techniques you'll use most often, presenting most tasks in just one or two pages \* Offers in-depth coverage of all new MOS (Microsoft Office Specialist) exam objectives, so you can use it as a study guide to enhance your job prospects or current career \* Provides additional end-of-chapter workshops, plus even more hands-on projects online \* Includes a complete practical troubleshooting guide \* Helps you upgrade by presenting New Feature icons, plus a detailed list of new features indexed to the pages where they're covered Simply put, no other book offers beginning-to-intermediate-level Excelusers this much simplicity, usable content, flexibility, and value.

**Microsoft Windows Vista On Demand** Steve Johnson 2008-03-19 Microsoft Windows Vista On Demand , Second Edition FOR THOSE WHO WOULD RATHER BE SHOWN HOW THAN TOLD HOW SEE HOW TO • Master the Windows Vista user experience, including Windows Aero • Manage files and information using Windows Vista programs and Sidebar gadgets • Create your own movies, slides shows, and DVDs • Rip, manage, and play digital music and videos • Protect your computer from Internet or network intruders • Explore the Internet, send e-mail and instant message, and publish calendars on the Web • Customize, fine-tune, and administer Windows Vista • Set up multiple users and parental controls • Perform Instant Searches to quickly find files and programs • Prepare for the Microsoft Certified Application Specialist exam On the Web This book uses real-world examples to give you a context in which to use the tasks. This book also includes workshops to help you put together individual tasks into projects. The Windows Vista example files that you need for project tasks are available at [www.perspection.com](http://www.perspection.com). Perspection has written and produced books on a variety of computer software—including Microsoft Office 2007 and 2003, Microsoft Windows Vista and XP, Microsoft Expression Web, Apple Mac OS X Leopard, Adobe Photoshop CS3 and CS2, Adobe Flash CS3 and 8, and Adobe Dreamweaver CS3. In 1991, after working for Apple Computer and Microsoft, Steve Johnson founded Perspection, Inc. Perspection is committed to providing information and training to help people use software more effectively. Perspection has written more than 80 computer books, and sold more than 5 million copies. Includes MCAS Exam Objectives! This courseware meets the objectives for the Microsoft Certified Application Specialist (MCAS). Upon completion of this courseware, you may be prepared to take the exam for MCAS qualification. To learn more about becoming a Microsoft Certified Application Specialist, visit [www.microsoft.com](http://www.microsoft.com).

**Microsoft Office Access 2007 On Demand** Perspection Inc. 2006-12-30 Microsoft Office Access 2007 For those who would rather be shown how than told how See How To Create databases more efficiently using a new results-oriented interface Use tools for building a database that makes information easier to find and use Import data from other programs, HTML, XML files, and other databases Use forms, filters, queries, and reports to capture and analyze data Discover ways to prevent data corruption and unauthorized access Share your data with others through interactive web pages Put your newly acquired skills to work using the online workshops Organize information and add impact with clip art, SmartArt diagrams, tables, and charts Use Groove and SharePoint Team Services to collaborate and share documents and information Prepare for the Microsoft Certified Application Specialist (MCAS)

exam On the Web This book uses real-world examples to give you a context in which to use the task. This book also includes workshops to help you put together individual tasks into projects. The Access example files that you need for project tasks are available at [www.perspection.com](http://www.perspection.com) Author Bio Perspection has written and produced books on a variety of computer software—including Microsoft Office 2003 and XP, Microsoft Windows XP, Apple Mac OS X Panther, Adobe Photoshop CS2, Macromedia Flash 8, Macromedia Director MX, and Macromedia Fireworks—and Web publishing. In 1991, after working for Apple Computer and Microsoft, Steve Johnson founded Perspection, Inc. Perspection is committed to providing information and training to help people use software more effectively. Perspection has written more than 80 computer books, and sold more Includes MCAS Exam Objectives! This courseware meets the objectives for the Microsoft Certified Application Specialist (MCAS). Upon completion of this courseware, you may be prepared to take the exam for MCAS qualification. To learn more about becoming a Microsoft Certified Application Specialist, visit [www.microsoft.com](http://www.microsoft.com). Category Database Covers Microsoft Office Access 2007 User Level Beginning–Intermediate 1 Getting Started with Access 2 Touring Access Databases 3 Planning and Creating a Custom Database 4 Working with Fields 5 Working with Tables 6 Locating Specific Information Using a Query 7 Simplifying Data Entry with Forms 8 Creating Reports to Convey Information 9 Improving the Appearance of Forms and Reports 10 Working on the Web 11 Importing and Exporting Information 12 Managing a Database 13 Protecting and Securing a Database 14 Customizing Access 15 Enhancing a Database with Programming 16 Working Together on Office Documents New Features Microsoft Certified Applications Specialist Index

**Adobe InDesign CC on Demand** Perspection Inc. 2013-06-29 Includes • Online Workshops • Online Adobe Certified Exam (ACE) Resources • More than 500 of the most essential InDesign CC tasks Need answers quickly? Adobe InDesign CC on Demand provides those answers in a visual step-by-step format. We will show you exactly what to do through lots of full color illustrations and easy-to-follow instructions. Inside the Book • Improved publishing and productivity with Adobe Creative Cloud • Create layouts for print, web, tablets, and mobile devices • Browse, organize, and process files using Adobe Bridge or Mini Bridge • Create, link, and manage content, pages, and books • Create text and apply style to display artistic text • Create QR code graphics • Use track changes to review content • Create interactive PDFs, EPUB ebooks, and HTML web pages • Create publications for use with Adobe Digital Publishing Suite Numbered Steps guide you through each task Did You Know alerts you to tips and techniques See Also points you to related information in the book Tasks are presented on one or two pages Illustrations with matching steps Bonus Online Content Register your book at [queondemand.com](http://queondemand.com) to gain access to: • Workshops and related files • Keyboard shortcuts Visit the author site: [perspection.com](http://perspection.com)

**Office 2008 for the Mac on Demand** Steve Johnson 2008-10-16 Office 2008 for the Mac on Demand Steve Johnson, Perspection Inc. What you need, when you need it! Need answers quickly? Office 2008 for the Mac on Demand provides those answers in a visual step-by-step format. We will show you exactly what to do through lots of full color illustrations and easy-to-follow instructions. You will learn how to use all the applications in Office 2008 including Word, Excel, PowerPoint, Entourage, Project Gallery, and Messenger. Inside the Book • Office: Organize information and add impact with clip art, SmartArt diagrams, tables, and charts • Word: Create great-looking documents, publications, and notebooks using themes, styles, and templates • Excel: Use organizing, processing, and presenting tools to create data, lists, and charts • PowerPoint: Create powerful presentations faster using ready-made design templates and themes • Entourage: Use tools for creating and managing your e-mail, calendar, contacts, and tasks • Project Center: Gather and manage important Office and non-Office project documents in a convenient centralized place On the Web • Online Workshops • Keyboard shortcuts • Transitional tools • Additional chapters [www.perspection.com](http://www.perspection.com)

**Microsoft Office Excel 2007 On Demand** Perspection Inc. 2002-12-07 How to use • Create workbooks more efficiently using a new results-oriented interface • Use data-analysis tools and techniques for better decision making • Use organizing, processing, and presenting tools to create data in Excel • Integrate data from external sources and add hyperlinks • Use conditional formatting to visualize results • Add impact to your data with PivotTable and PivotChart reports • Create organizational data reporting and publishing solutions • Organize information and add impact with clip art, SmartArt diagrams, tables, and charts • Use Groove and SharePoint Team Services to collaborate and share documents and information • Prepare for the Microsoft Certified Application Specialist (MCAS) exam • Practice your new skills with the useful workshops inside On the Web This book uses real-world examples to give you a context in which to use the task. This book also includes workshops to help you put together individual tasks into projects. The Excel example files that you need for project tasks are available at [www.perspection.com](http://www.perspection.com). Includes MCAS Exam Objectives! This courseware meets the objectives for the Microsoft Certified Application Specialist (MCAS). Upon completion of this courseware, you may be prepared to take the exam for MCAS qualification. To learn more about becoming a Microsoft Certified Application Specialist, visit [www.microsoft.com](http://www.microsoft.com).

**Adobe Flash CS3 Professional On Demand** Steve Johnson 2007-04-26 Adobe Flash CS3 Professional FOR THOSE WHO WOULD RATHER BE SHOWN HOW THAN TOLD HOW SEE HOW TO • Improve publishing and productivity with the CS3 interface and templates • Browse, organize, and process files using Adobe Bridge and Version Cue • Import Photoshop and Illustrator files directly into Flash • Keep track of the changes in Flash on a per-object basis • Copy and paste graphic filters and motions • Create more compelling designs with built-in filter effects and gradients • Use blend modes to change the way the image of one object on the Stage is combined with other images • Preview changes to 9-slice scaled movie clips on Stage • Simplify common timeline and scripting tasks with Timeline Effects and Behaviors • Use Script Assisted mode to create scripts without detailed knowledge of ActionScript • Test content on different target devices using Adobe Device Central On the Web This book uses real world examples to give you a context in which to perform a task. This book also includes workshops to help you put together individual tasks into projects. The Flash example files that you need for project tasks are available at [www.perspection.com](http://www.perspection.com).

**Office 2013 on Demand** Steve Johnson 2013 Presents a guide that utilizes screenshots to provide step-by-step instructions for a self-paced tutorial, designed to help users perform everyday tasks, gain real-world project experience, and solve common problems using Microsoft Office 2013.

**Adobe Photoshop CS6 on Demand** Steve Johnson 2012 Provides step-by-step instructions for Photoshop tasks, including color correction, word art, editing video, and creating 3D models.

**Microsoft Office 2007 On Demand** Perspection Inc. 2006-12-18 How to Use • Office: Organize information and add impact with clip art, SmartArt diagrams, tables, and charts with a new results-oriented interface • Word: Create great-looking documents faster using themes, styles, and templates • Excel: Use organizing, processing, and presenting tools to create data in Excel • PowerPoint: Create powerful presentations faster using ready-made design templates and themes • Outlook: Use tools for creating and managing your e-mail, calendar, contacts, and tasks • Publisher: Use task panes to quickly create a brochure or a newsletter without being a designer • SharePoint: Collaborate and share documents and information • Prepare for the Microsoft Certified Application Specialist exam • Practice your new skills with the useful workshops inside On the Web This book uses real-world examples to give you a context in which to use a task. This book also includes workshops to help you put together individual tasks into projects. The Office example files that you need for project tasks are available at [www.perspection.com](http://www.perspection.com) Includes MCAS Exam Objectives! This courseware meets the objectives for the Microsoft Certified Application Specialist (MCAS). Upon completion of this courseware, you may be prepared to take the exam for MCAS qualification. To learn more about becoming a Microsoft Certified Application Specialist, visit [www.microsoft.com](http://www.microsoft.com).

**Microsoft Office Access 2007 on Demand** Steve Johnson 2007-01 The ultimate full-colour, task-oriented guide for those who want to become Access 2007 power

**Adobe Illustrator CS4 on Demand** Steve Johnson 2009 A guide to the graphics program covers such topics as creating and viewing a document, working with objects, applying fills and gradients, working with type, manipulating artwork with Effects, using symbols, and exporting a document.