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Learning Microsoft Publisher 2002 is designed to show readers at a variety of levels how to create pages with all kinds of design elements—e.g. formatted text, photographs, lines, and pictures—to create items such as brochures, newsletters, memos, postcards, envelopes, Web pages, and more. The manual provides readers with a total-immersion, hands-on tutorial that walks them step by step, mouse-click by mouse-click, keystroke by keystroke through all the features of Publisher. The well-illustrated, spiral-bound manual contains easy-to-read, appealingly formatted procedural explanations and step-by-step exercises in a multi-part Lesson format. Real-life, on-the-job scenarios make content immediately relevant. An accompanying CD-ROM contains data files. Working with Fonts and Styles. Changing the Design and Layout. Working with Pictures and WordArt. Creating Various Publications. Creating a Web Site. For anyone wanting to develop skills in using Publisher 2002 for desktop publishing.

Learning Microsoft FrontPage 2002 provides readers with a total-immersion, hands-on tutorial that walks them step by step, mouse-click by mouse-click, keystroke by keystroke through basic, intermediate, to advanced features FrontPage. Designed for readers at a variety of skill levels, the well-illustrated, spiral-bound manual contains easy-to-read, appealingly formatted procedural explanations and step-by-step exercises in a multi-part Lesson format. Throughout, readers work with a variety of web sites—ranging from personal pages to corporate sites. Real-world, on-the-job scenarios make content immediately relevant. An accompanying CD-ROM includes data files. Add Graphic Web Elements. Create Tables in FrontPage. Frames and Special Effect. Advanced Web Formatting: Themes and Styles. Web Development: Navigation Structures and Tasks. Web Publishing and Searching. Interactive Web Features: Forms and Other. FrontPage Components. Advanced Interactive Web Features: Discussion. Groups and Databases. Web-Site Management. For anyone wanting to develop skills in using FrontPage to develop Web sites.

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Thoroughly revised, the new edition of this companion to Brenner & Rector 's The Kidney equips you with today 's guidance to effectively manage renal and hypertension patients. International authorities emphasize the specifics of treatment while presenting field-tested advice on the best therapeutic strategies available. New chapters reflect the latest evidence impacting current clinical issues, while a new design helps you reference the information more easily. Presents the most comprehensive text available on nephrology and hypertension treatment for a convenient single source that is easy to consult. Features the evidence-based guidance of leading authorities for making more informed clinical decisions. Offers in-depth discussions and referenced coverage of key trials to help you analyze the results and the evidence provided. Provides treatment algorithms and tables of commonly used drugs in each chapter for quick-access expert advice on arriving at the best and most appropriate treatment regimen. Offers new chapters on erectile and sexual dysfunction, transplant immunology and immunosuppression, dietary salt restriction, and systematic vasculitis and pauci-immune glomerulonephritis that reflect new evidence impacting current clinical issues. Presents the contributions of newly assigned section editors—authorities in their subspecialty fields—who offer you the benefit of their practice-proven expertise. Provides rationales for the therapies presented to help you choose the most effective treatment for each patient.

This total-immersion, quick-start, hands-on tutorial walks readers step by step, mouse-click by mouse-click, keystroke by keystroke through basic, intermediate, and advanced features of the Windows XP operating system (XP Professional, specifically). Well-illustrated with abundant screen-shots and spiral-bound for stay-flat convenience at the keyboard, it contains easy-to-read, appealingly formatted procedural explanations and step-by-step exercises in a multi-part Lesson format—with each lesson rooted in a practical " on the job " scenario. An accompanying CD-ROM includes data files; typing tests with automatic scoring; keyboarding course; and computer literacy basics. KEY TOPICS: Getting Started with Windows XP. Organization. Use Windows Programs. More Windows Programs. Customize Windows XP. More Customization. System Maintenance. Digital Media and Workgroups. For anyone who wants to master the Windows XP operating system.

"Learning Microsoft Excel 2002" provides readers a total-immersion, hands-on tutorial that walks them step by step, mouse-click by mouse-click, keystroke by keystroke through basic, intermediate, to advanced features of Excel. The well-illustrated, spiral-bound manual contains easy-to-read, appealingly formatted procedural explanations and step-by-step exercises in a multi-part Lesson format. Real-life, on-the-job scenarios make content immediately relevant. An accompanying CD-ROM includes data files, Internet simulations, and computer literacy basics exercises. Excel 2002 Basics. Key Worksheet Procedures. Use Formulas and Functions. Perform Common Tasks. Print a Worksheet. Edit and Manipulate Worksheets and Workbooks. Modify the Appearance of a Worksheet. Integrate Excel and Other Applications and the Internet. Use Advanced Functions. Create and Modify Charts. Analyze Data. Create Macros. For anyone wanting to develop skill in using Excel.