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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.

This total-immersion manual shows readers at a variety of skill levels how to use basic skills in applications such as Word, PowerPoint, Excel, and Access to create and publish lively and attractive Web pages. It provides a hands-on tutorial that walks them step by step, mouse-click by mouse-click, keystroke by keystroke through each stage of the Web page development process. The well-illustrated, spiral-bound manual contains easy-to-read, appealingly formatted

procedural explanations and step-by-step exercises in a Notes/Exercise format. An accompanying CD-ROM contains data files and a Web page album with 50 sample quality Web pages. Create a Web Page with Word 2002. Create a Web Page with PowerPoint 2002. Create a Web Page with Excel 2002. Create a Web Page with Access 2002. For anyone who want to develop skill in using various Microsoft Office applications (Word, PowerPoint, Excel, and Access) to create Web pages.

Learning Microsoft Office XP provides readers with a total-immersion, hands-on tutorial that walks them step by step, mouse-click by mouse-click, keystroke by keystroke through essential features of Word, Excel, PowerPoint, and Access. 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. Real-life, on-the-job exercise scenarios make content immediately relevant. An accompanying CD-ROM includes data files and a host of other resources. Word 2002 (Basic Editing Skills; Formatting Basics; Using the Internet and E-mail; Creating Web Pages; Creating Tables; Creating Documents with Merge; Creating and Editing Longer Documents; Enhancing Documents and Automating Tasks). Excel 2002 (Working with Formulas and Formatting; Working with Functions, Formulas, and Charts; Advanced Printing, Formatting, and Editing; Advanced Chart Techniques; Working with Lookup Functions, PivotCharts, and PivotTables; Internet and Integration with Excel). Access 2002 (Working with Tables and Datasheets; Simplifying Data Entry with Lookups and Forms; Find Information in a Database; Display Information with Reports). PowerPoint 2002 (Editing and Formatting a Presentation; Starting Up a Slide Show). For anyone who wants to develop skills in using the features of the various components of Microsoft Office XP.

This book constitutes the refereed proceedings of the 15th Australian Joint Conference on Artificial Intelligence, AI 2002, held in Canberra, Australia in December 2002. The 62 revised full papers and 12 posters presented were carefully reviewed and selected from 117 submissions. The papers are organized in topical sections on natural language and information retrieval, knowledge representation and reasoning, deduction, learning theory, agents, intelligent systems, Bayesian reasoning and classification, evolutionary algorithms, neural networks, reinforcement learning, constraints and scheduling, neural network applications, satisfiability reasoning, machine learning applications, fuzzy reasoning, and case-based reasoning.

"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.