

Microsoft Official Academic Course Microsoft Office Outlook 2003

Microsoft Official Academic Course Microsoft Office PowerPoint 2003 Microsoft Professional

A comprehensive program of textbook, lab manual and software, this Microsoft Official Academic Course provides everything students need to build the knowledge and skills necessary to install, configure, administer, and support the primary services in the Microsoft Windows Server 2003 operating system and to prepare for the Microsoft Certified Professional examination 70-290: Managing and Maintaining a Microsoft Windows Server 2003 Environment. A complete set of instructor resources supports the book.

Easy to follow step by step lessons enable students to quickly and efficiently learn the features of Microsoft Outlook 2003 and how to use them at school, at home, and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Outlook 2003 examination. A complete instructor support program is available with the text.

A complete program of textbook, lab manual, and software, this Microsoft Official Academic Course provides everything students need to build the knowledge and skills necessary to support end users and computers running the Windows XP operating system. In addition, this textbook will help students to prepare for the Microsoft Certified Desktop Support Technician examination 70-271: Supporting Users and Troubleshooting a Microsoft Windows XP Operating System. The Microsoft Certified Desktop Support Technician is a new two exam credential available from Microsoft Learning. The certification is directed at the skills needed for working in a variety of environments, including corporate environments as well as support for home users via phone support, remote support, and retail counter support. A complete set of instructor resources supports the book.

The Microsoft Official Academic Course Program are the official products for Microsoft Programs in higher education. These learning products are created especially for the academic market and combine the business world focus and market research of Microsoft with 200 years of successful higher education publishing from Wiley. The program is based upon the same curriculum as the Microsoft IT Certifications to build the skills students need to succeed at work and the preparation they need to validate those skills and get the jobs they seek. All the support instructors need to deliver great courses on Microsoft software is in the program. Microsoft Updates will bring you the latest information on new products and curriculums and are a part of the program. The Microsoft Official Academic Course Program is a great way for instructors to get ready to teach.

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Official Microsoft Learning textbook designed for the academic classroom. Easy to follow step by step lessons enable students to quickly and efficiently learn the features of Microsoft Access 2003 and how to use them at school, at home, and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Access 2003 examination. A complete instructor support program is available with the text.

This 70-687 Configuring Windows 8.1 textbook prepares students for the first of two required exams for the Microsoft Certified Solutions Associate (MCSA): Windows 8 certification. Students master configuration or support for Windows 8 computers, devices, users and associated network and security resources. Those in this IT Professional career field are prepared to work with networks configured as a domain-based or peer-to-peer environment with access to the Internet and cloud services. In addition, these IT Professionals will have mastered the skills required to be a consultant, full-time desktop support technician, or IT generalist who administers Windows 8-based computers and devices as a portion of their broader technical responsibilities. Additional skills addressed, including the recent 8.1 objectives, in this textbook: Install and Upgrade to Windows 8 Configure Hardware and Applications Configure Network Connectivity Configure Access to Resources Configure Remote Access and Mobility Monitor and Maintain Windows Clients Configure Backup and Recovery Options Additionally, MOAC Labs Online can be purchased separately or with select sets for an additional charge. MOAC Labs Online enable anytime, anywhere real software on hosted servers. MOAC Labs Online provides students with the ability to work on the actual software simply by connecting through their Internet Explorer web browser. The MOAC IT Professional series is the Official from Microsoft, turn-key Workforce training program that leads to professional certification and was authored for college instructors and college students. MOAC gets instructors ready to teach and students ready for work by delivering essential resources in 5 key areas: Instructor readiness, student software, student assessment, instruction resources, and learning validation. With the Microsoft Official Academic course program, you are getting instructional support from Microsoft; materials that are accurate and make course delivery easy. Easy to follow, step-by-step lessons enable students to quickly and efficiently learn the features of Microsoft FrontPage 2002 and FrontPage 2003 and how to use them at home and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. A complete instructor support program is available with the text. This book follows the newest iterations of the Microsoft Official Academic Course (MOAC) program for database administration courses using SQL Server 2005

and SQL Server 2008. It provides the information and resources needed to prepare students for the Microsoft Certified Information Technology Professional (MCITP) 70-444 exam for SQL Server 2005, and the 70-432 Microsoft Certified Technology Specialist (MCTS) exam for SQL Server 2008. Hands On Exercises and Certification Ready features are integrated with the accompanying Lab Manual throughout the chapters that enable them to reinforce what they've learned by completing various exercises. Business cases are presented to provide a real world perspective on how the information is used in the field. The book also includes a CD that enables students with exam practice and instant feedback. By following the exercises in this book, students will learn how to install and configure SQL Server, manage databases, implement security, troubleshoot SQL activity, and more.

Easy to follow, step-by-step lessons enable students to quickly and efficiently learn the features of Microsoft Access 2003 and how to use them at school, at home, and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Access 2003 examination. A complete instructor support program is available with the text.

Students who are beginning studies in technology need a strong foundation in the basics before moving on to more advanced technology courses and certification programs. The Microsoft Technology Associate (MTA) is a new and innovative certification track designed to provide a pathway for future success in technology courses and careers. The MTA program curriculum helps instructors teach and validate fundamental technology knowledge and provides students with a foundation for their careers as well as the confidence they need to succeed in advanced studies. Through the use of MOAC MTA titles you can help ensure your students future success in and out of the classroom. Database Administration Fundamentals covers introductory knowledge and skills including: relational databases; core database concepts; relational database concepts; security requirements for databases and the data stored in them; database objects -- such as tables and views; graphical tools and T-SQL scripts; database queries; and stored procedures.

Official Microsoft Learning textbook designed for the academic classroom that includes a 180-day trial version of Microsoft Office Professional 2003.

For IT professionals. Candidates for this exam operate in medium to very large computing environments that use Windows XP Professional as a desktop operating system. They have a minimum of one year of experience implementing and administering any desktop operating system in a network environment.

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Easy to follow, step-by-step lessons enable students to quickly and efficiently learn the features of Microsoft PowerPoint 2003 and how to use them at school, at home, and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios.

Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist examination. A complete instructor support program is available with the text.

This text does not include a MOAC Labs Online access code. This 70-410 Installing and Configuring Windows Server 2012 R2 textbook prepares certification students for the first of a series of three exams which validate the skills and knowledge necessary to implement a core Windows Server 2012 Infrastructure into an existing enterprise environment. This Microsoft Official Academic Course is mapped to the 70-410 Installing and Configuring Windows Server 2012 exam skills, including the recent R2 objectives. This textbook focuses on real skills for real jobs and prepares students to prove mastery of core services such as Active Directory and networking services. In addition, this book also covers such valuable skills as: Managing Active Directory Domain Services Objects Automating Active Directory Domain Services Administration Implementing Local Storage Implementing File and Print Services Implementing Group Policy Implementing Server Virtualization with Hyper-V The MOAC IT Professional series is the Official from Microsoft, turn-key Workforce training program that leads to professional certification and was authored for college instructors and college students. MOAC gets instructors ready to teach and students ready for work by delivering essential resources in 5 key areas: Instructor readiness, student software, student assessment, instruction resources, and learning validation. With the Microsoft Official Academic course program, you are getting instructional support from Microsoft; materials that are accurate and make course delivery easy.

This is the Lab Manual to accompany 70-698: Installing & Configuring Windows 10 exam. Students pursuing a Microsoft Certified Solutions Associate (MCSA) for Windows 10 will need to start with this 70-698: Installing & Configuring Windows 10 exam. Often referred to as the Help Desk course, this exam provides students with the essentials needed for a career in Information Technology in a corporate environment. Exam 70-698 is the first exam required to earn the Windows 10 MCSA credential, and a primary course in most Help Desk Technician curricula. This text is comparable to exam 70-687 for Windows 8.1 or 70-680 for Windows 7. This exam covers local installation, configuration of core local services, and the general local management and maintenance of Windows 10. Although the focus is primarily on local scenarios, enterprise scenarios are also included, where applicable. Some cloud-integrated services are covered where appropriate, such as with Microsoft Passport. Microsoft Official Academic Course (MOAC) textbooks are designed for instructor-led classroom courses; the optional MOAC Labs Online facilitate hands-on labs from any location, locally or remotely. Available as an ebook with optional MOAC Labs Online or Lab Manual. This book is for students preparing to become certified for the 70-630, Microsoft

Office SharePoint Server 2007 Configuration exam. The Microsoft Official Academic Course (MOAC) lessons correlate and are mapped to the Microsoft Certified Technology Specialist (MCTS) 70-630 certification exam. This text covers facilitating collaboration, understanding content management features, implementation of business processes, and supplying access to information essential to organizational goals and processes. Students master skills to utilize SharePoint sites that support specific content publishing, content management, records management, and business intelligence needs. The MOAC IT Professional series is the Official from Microsoft, turn-key Workforce training program that leads to professional certification and was authored for college instructors and college students.

Easy to follow step by step lessons enable students to quickly and efficiently learn the intermediate features of Microsoft Excel 2003 and how to use them at school, at home, and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Excel 2003 Expert examination. A complete instructor support program is available with the text.

This Microsoft Project 2013 book is the only Microsoft Official Academic Course (MOAC) textbook. This series includes a complete classroom instructional program. This Project 2013 text is designed to re-enforce workforce skills. With this book students learn to manage project resources, task assignments and scheduling. They will also learn about the integration and tracking of multiple projects and programs. Skills mastery of Project 2013 can help students with classwork and differentiate job hunters in today's competitive job market.

Easy to follow step-by-step lessons enable students to quickly and efficiently learn the features of Microsoft Word 2003 and how to use them at school, at home, and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Word Core examination. A complete instructor support program is available with the text.

Students who are beginning studies in technology need a strong foundation in the basics before moving on to more advanced technology courses and certification programs. The Microsoft Technology Associate (MTA) is a new and innovative certification track designed to provide a pathway for future success in technology courses and careers. The MTA program curriculum helps instructors teach and validate fundamental technology concepts and provides students with a foundation for their careers as well as the confidence they need to succeed in

advanced studies. Through the use of MOAC MTA titles you can help ensure your students future success in and out of the classroom. Vital fundamentals of security are included such as understanding security layers, authentication, authorization, and accounting. They will also become familiar with security policies, network security and protecting the Server and Client.

This is the print lab manual adjacent to the 70-412 Configuring Advanced Windows Server 2012 R2 Services textbook. 70-412 Configuring Advanced Windows Server 2012 R2 Services covers the third of three exams required for Microsoft Certified Solutions Associate (MCSA): Windows Server 2012 certification. This course will help validate the skills and knowledge necessary to administer a Windows Server 2012 Infrastructure in an enterprise environment. The three MCSA exams collectively validate the skills and knowledge necessary for implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. This Microsoft Official Academic Course is mapped to the 70-412 Configuring Advanced Windows Server 2012 Services exam skills, including the recent R2 objectives. This textbook focuses on real skills for real jobs and prepares students to prove mastery of Advanced Windows Server 2012 Services such as advanced configuring tasks necessary to deploy, manage, and maintain a Windows Server 2012 infrastructure. It covers such skills as fault tolerance, certificate services, and identity federation. In addition, this book also covers such valuable skills as:

- Implementing Advanced Network Services
- Implementing Advanced File Services
- Implementing Dynamic Access Control
- Implementing Network Load Balancing
- Implementing Failover Clustering
- Implementing Disaster Recovery
- Implementing Active Directory Certificate Services (AD CS)
- Implementing Active Directory Federation Services (AD FS)

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This 70-411 Administering Windows Server 2012 R2 textbook covers the second of three exams required for Microsoft Certified Solutions Associate (MCSA): Windows Server 2012 certification. This course validates the skills and knowledge necessary to administer a Windows Server 2012 Infrastructure in an enterprise environment. The three MCSA exams collectively validate the skills and knowledge necessary for implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server 2012 environment. This Microsoft Official Academic Course is mapped to the 70-411 Administering Windows Server 2012 exam skills, including the recent R2 objectives. This

textbook focuses on real skills for real jobs and prepares students to prove mastery of core services such as user and group management, network access, and data security. In addition, this book also covers such valuable skills as:

- Implementing a Group Policy Infrastructure
- Managing User and Service Accounts
- Maintaining Active Directory Domain Services
- Configuring and Troubleshooting DNS
- Configuring and Troubleshooting Remote Access
- Installing, Configuring, and Troubleshooting the Network Policy Server Role
- Optimizing File Services
- Increasing File System Security
- Implementing Update Management

The MOAC IT Professional series is the Official from Microsoft, turn-key Workforce training program that leads to professional certification and was authored for college instructors and college students. MOAC gets instructors ready to teach and students ready for work by delivering essential resources in 5 key areas: Instructor readiness, student software, student assessment, instruction resources, and learning validation. With the Microsoft Official Academic course program, you are getting instructional support from Microsoft; materials that are accurate and make course delivery easy.

This Microsoft Excel 2013, Exam 77-420 book is the only Microsoft Official Academic Course (MOAC) textbook. This series includes a complete classroom instructional program. This Excel 2013 text is mapped to the Excel 2013 certification exam objectives and is designed to re-enforce workforce skills. With this book students learn to create and edit professional-looking spreadsheets for a variety of purposes and situations. It also covers such skills as charting, creating analytical, financial reports, data entry, developing budgets, formatting numerical (financial, statistical, etc.) reports, creating forms, graphing, processing data, reporting, technical support, trending and much more. The Microsoft Official Academic Course (MOAC) Office series also offers OfficeGrader. This valuable tool corrects your students tasked-based assignments. Students work on real-world problems like the ones they will encounter in the workforce ensuring they are ready for real professional challenges. OfficeGrader allows for efficient and consistent grading saving time for other important teaching activities. Grading is easier than ever allowing faster assignment turnaround to students. Excel 2013 certification can help students with classwork and differentiate job hunters in today's competitive job market. Students who have earned certification can broaden their employment opportunities in such fields as accounting, office administration, consulting, as executives and managers, help desk personnel, instructors/trainers, program/project managers, and sales careers.

Students who are beginning studies in technology need a strong foundation in the basics before moving on to more advanced technology courses and certification programs. The Microsoft Technology Associate (MTA) is a new and innovative certification track designed to provide a pathway for future success in technology courses and careers. The MTA program curriculum helps instructors teach and validate fundamental technology concepts and provides students with a foundation for their careers as well as the confidence they need to succeed in advanced studies. Through

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the use of MOAC MTA titles you can help ensure your students future success in and out of the classroom. This text covers fundamental skills in such areas as Programming and an understanding of general software development, web, desktop, and database applications.

Easy to follow step-by-step lessons enable students to quickly and efficiently learn the features of Microsoft Word 2003 and how to use them at school, at home, and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Word Core examination. A complete instructor support program is available with the text.

Easy to follow step by step lessons enable students to quickly and efficiently learn the features of Microsoft FrontPage 2002 and FrontPage 2003 and how to use them at home and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. A complete instructor support program is available with the text.

The Microsoft Technology Associate certification (MTA) curriculum helps instructors teach and validate fundamental technology concepts with a foundation for students' careers as well as the confidence they need to succeed in advanced studies. Through the use of MOAC MTA titles you can help ensure your students future success in and out of the classroom. This MTA text covers the following Windows Operating System vital fundamental skills: • Understanding Operating System Configurations • Installing and Upgrading Client Systems • Managing Applications, Managing Files and Folders • Managing Devices • Understanding Operating System Maintenance. Click here to learn more about Microsoft Technology Associate, (MTA) a new and innovative certification track designed to provide a pathway for future success in technology courses and careers.

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Fully updated for Windows Server 2012 R2! Prepare for Microsoft Exam 70-410 - and help demonstrate your real-world mastery of implementing and configuring core services in Windows Server 2012 R2. Designed for experienced IT professionals ready to advance their status, Exam Ref focuses on the critical thinking and decision making acumen needed for success at the MCSA level. Focus on the expertise measured by these objectives: Install and configure servers Configure server roles and features Configure Hyper-V Deploy and configure core network services Install and administer Active Directory Create and manage Group Policy This Microsoft Exam Ref: Organizes its coverage by exam objectives. Features strategic, what-if scenarios to challenge you. Microsoft Windows Server is a multi-purpose server designed to increase reliability and

flexibility of a network infrastructure. Windows Server is the paramount tool used by enterprises in their datacenter and desktop strategy. The most recent versions of Windows Server also provide both server and client virtualization. Its ubiquity in the enterprise results in the need for networking professionals who know how to plan, design, implement, operate, and troubleshoot networks relying on Windows Server. Microsoft Learning is preparing the next round of its Windows Server Certification program with exams covering the new version of the software, Windows Server 2012. The exams and certification path change significantly from the previous version of Windows Server. This provides an opportunity for the MS line to capitalize on the dual disruption of brand-new software and brand-new certifications.

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