

STUDENT'S GUIDE

As you begin each lab, take a few moments to read the **Case Study** and the Concept Preview. The case study introduces a real-life setting that is interwoven throughout the entire lab, providing the basis for understanding the use of the application. Also, notice the Additional Information, Having Trouble?, and Another Method boxes scattered throughout the book. These tips provide more information about related topics, help get you out of trouble if you are having problems, and offer suggestions on other ways to perform the same task. Finally, read the text between the steps. You will find the few minutes more it takes you is well worth the time when you are completing the practice exercises.

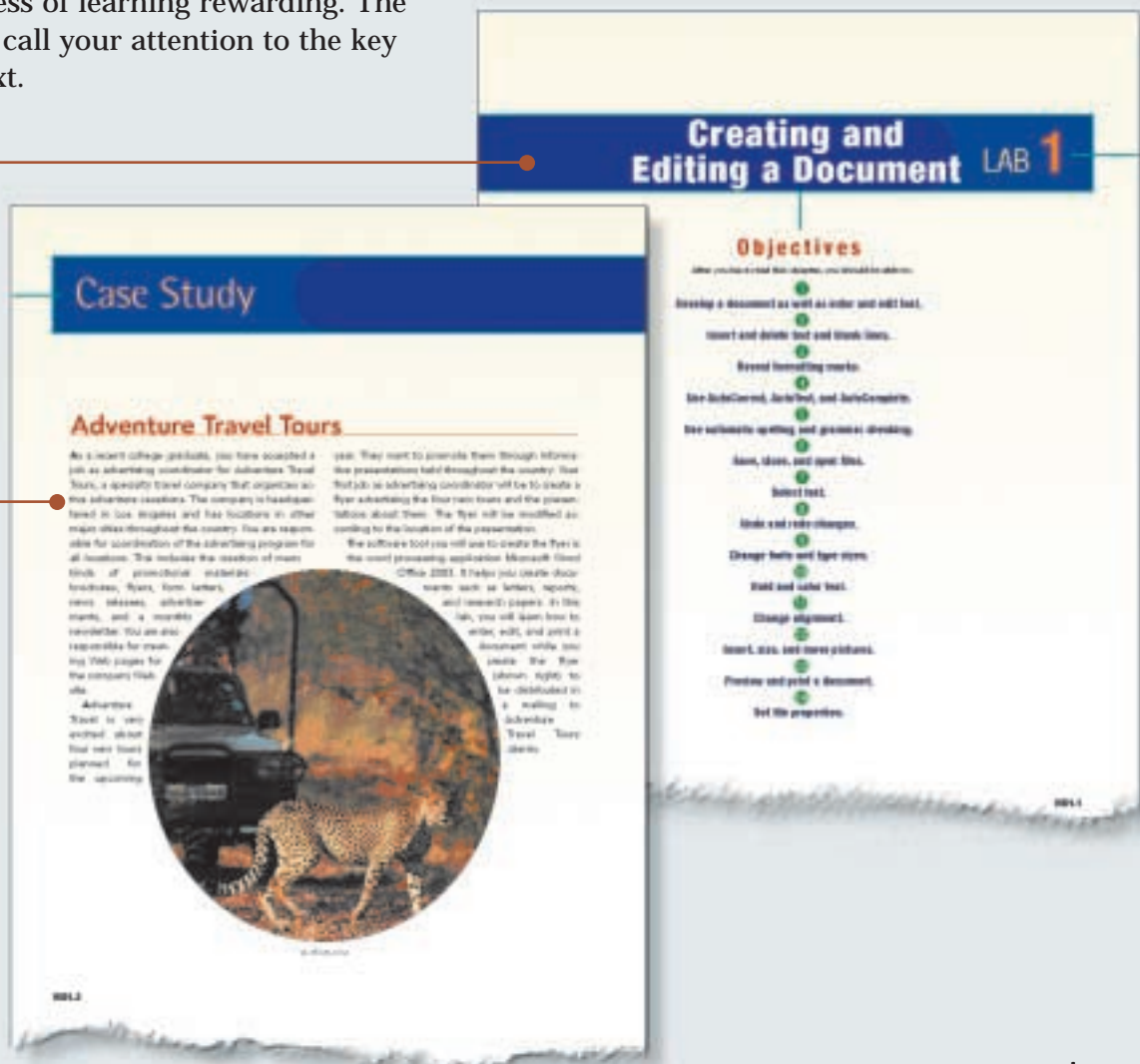
Many learning aids are built into the text to ensure your success with the material and to make the process of learning rewarding. The pages that follow call your attention to the key features in the text.

Objectives

Appear at the beginning of the lab and identify the main features you will be learning.

Case Study

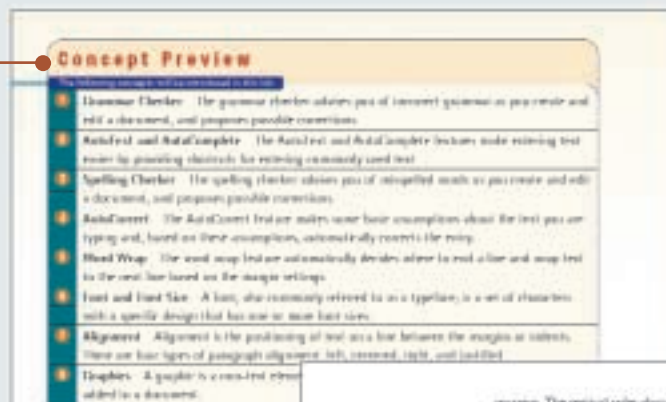
Introduces a real-life setting that is interwoven throughout the lab, providing the basis for understanding the use of the application.



- Objectives, Case Study
- Concept Preview, Another Method, Having Trouble?

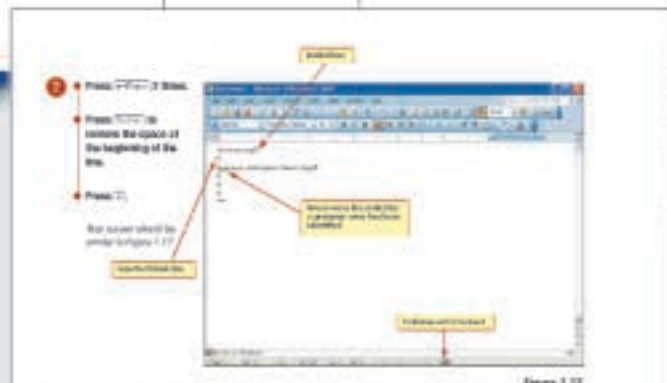
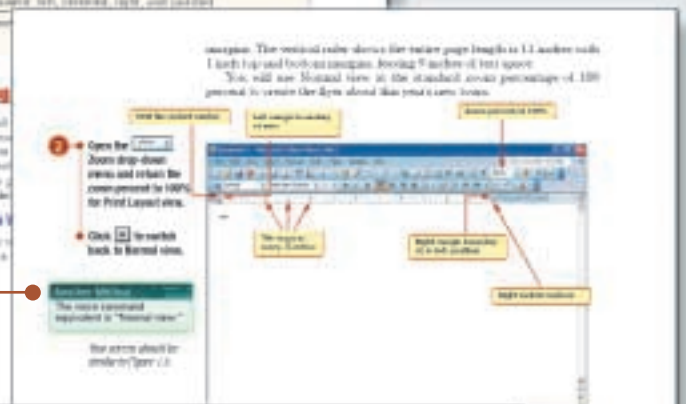
Concept Preview

Provides an overview to the concepts that will be presented throughout the lab.



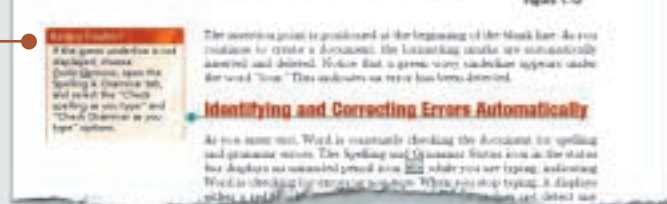
Another Method

Offers additional ways to perform a procedure.



Having Trouble

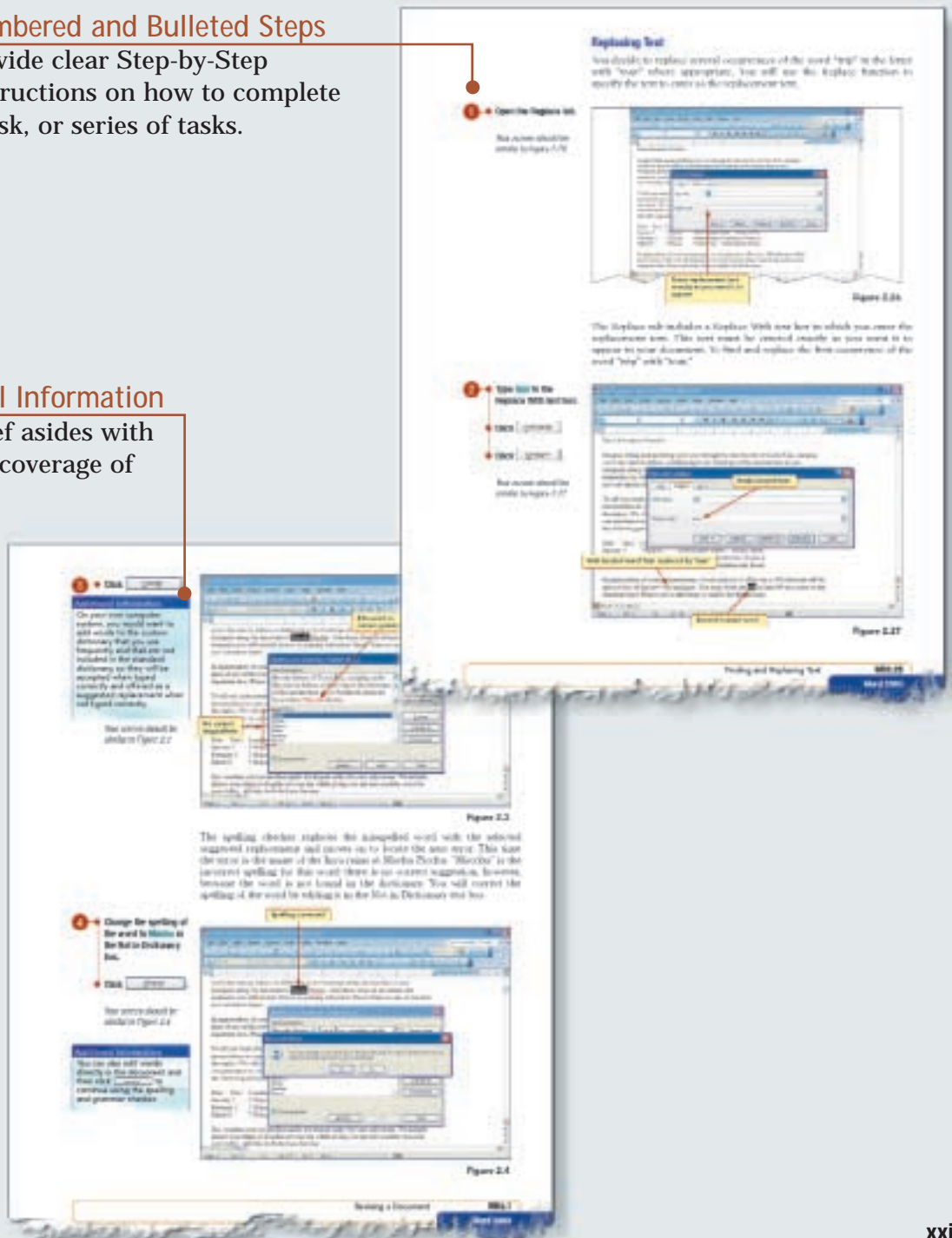
Helps resolve potential problems as you work through each lab.



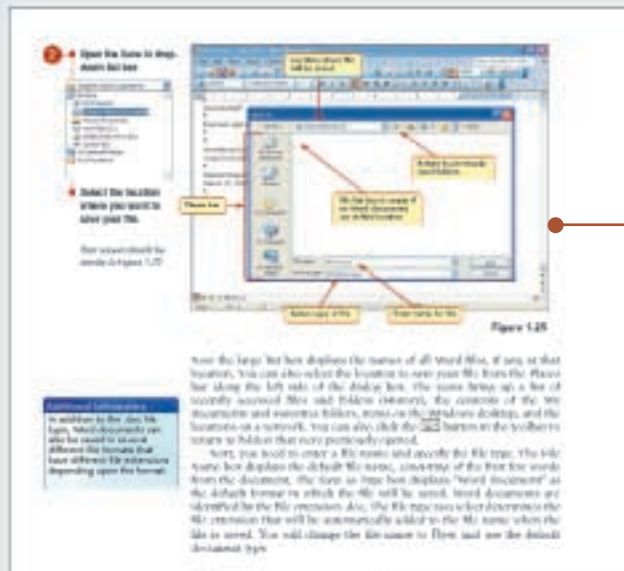
- Numbered and Bulleted Steps, Additional Information

Numbered and Bulleted Steps
Provide clear Step-by-Step Instructions on how to complete a task, or series of tasks.

Additional Information
Offers brief asides with expanded coverage of content.



• Figures and Callouts, Tables



Figures and Callouts
 Show how your screen should look at the completion of a step with callouts identifying the important changes.

Tables
 Provide quick summaries of toolbar buttons, key terms, and procedures for specific tasks.

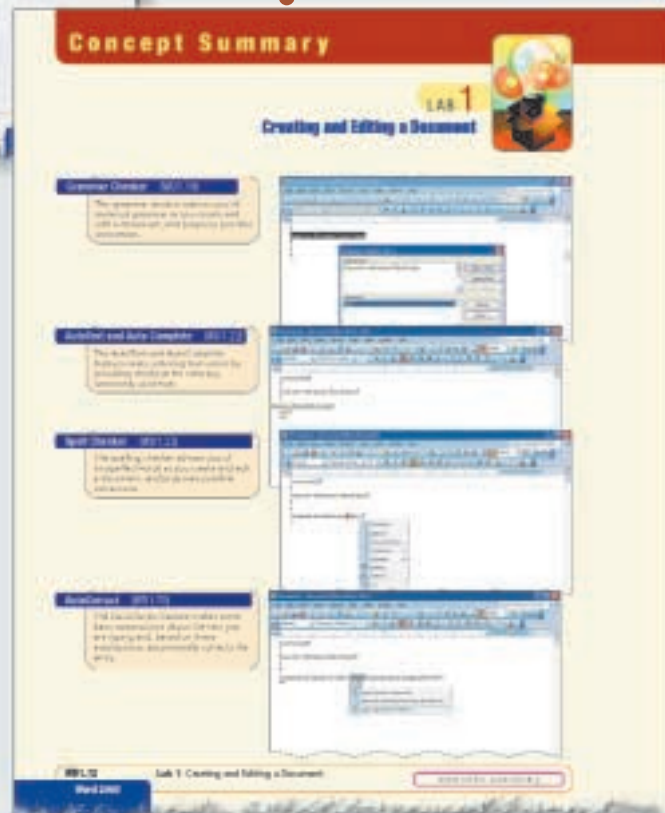


- Focus on Careers, Concept Summary




Focus on Careers
 Provides an example of how the material covered may be applied in the “real world.”

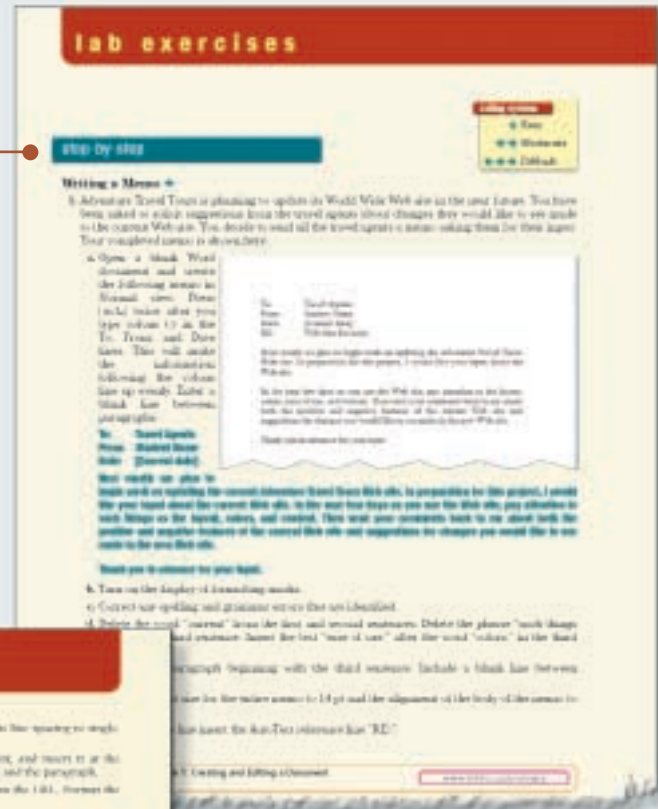
Concept Summary
 Offers a visual summary of the concepts presented throughout the lab.



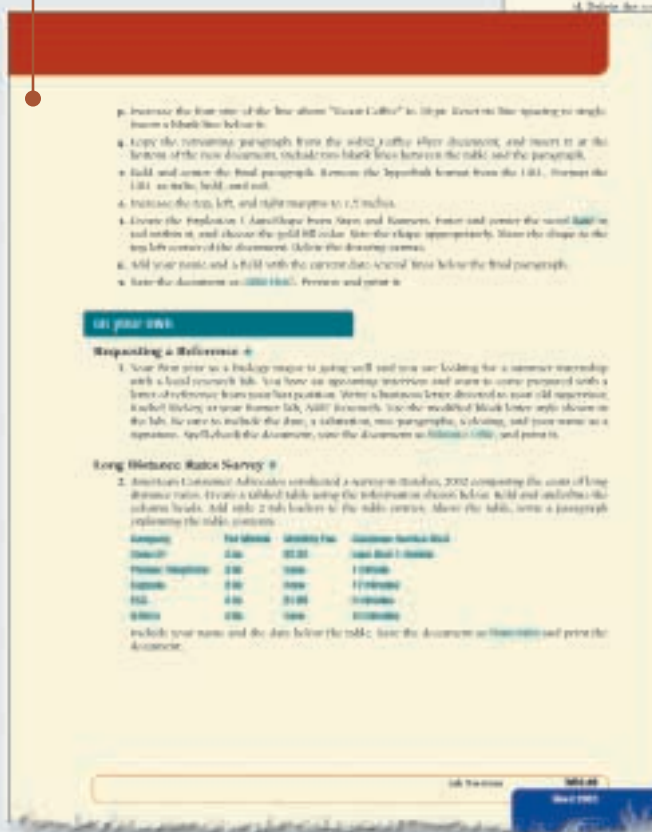
• Lab Exercises: Step-by-Step, On Your Own

Lab Exercises

Provide hands-on practice and develop critical thinking skills through step-by-step and on-your-own practice exercises. These exercises have a rating system from easy to difficult and test your ability to apply the knowledge you have gained in each lab. Exercises that build off of previous exercises are noted with a  Continuing Exercise icon.



On Your Own



The O'Leary Series

Microsoft[®] Office Excel 2003

Brief Edition

