

Marquee Series

Office 2007

Microsoft®



The Visual Approach

The *Marquee Series* provides a highly effective, visual approach to learning the essential skills in Word, Excel, Access, PowerPoint, Windows, and Internet Explorer. Graduated instruction allows students to move from step-by-step learning to validating skills through case-based projects. It facilitates self-paced, accelerated, and traditional learning. Designed specifically for Introduction to Computers and Computer Literacy courses, the *Marquee Series* is **available in both Windows XP and Windows Vista platforms.**

New Features for 2007!

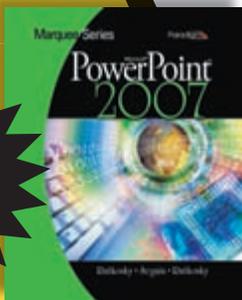
- Program openers showcase key features of the application, with a focus on providing a visual overview of the kinds of projects students will complete.
- Marquee Challenge end-of-section exercises offer unguided, case-based projects that test students' creativity and problem-solving skills.
- In Complete and Brief textbooks, the computer concepts section introduces the fundamentals of hardware, software, information processing, the Internet, networks, security, and ethics.
- Windows and Internet Explorer 7.0 sections are included in all titles.
- Student Resources CD includes locked, printable, watermarked PDF model answers. Model answers are not provided for the end-of-section work.

Components

- **SNAP Web-based Training and Assessment—NEW!**
 - Learning Management System
 - Interactive training tutorials
 - Hundreds of assessments
 - Fully Web-based
 - Innovative document checker
- **Media-Enhanced Package—NEW!**
 - Includes over 50 SNAP Student Tutorials on CD
- **Curriculum Planner and Resources Binder—NEW!**
 - Planning Resources
 - Presentation Resources
 - Assessment Resources
- **ExamView Test Generator**
 - Create your own tests or use predefined, ready-to-activate tests
 - Use any combination from hundreds of multiple choice items
- **Internet Resource Center at www.emcp.net/Marquee07**
 - Instructor Resources include PowerPoint presentations, model answers in PDF and live program format, teaching hints, grading plans, and lesson blueprints
 - Student Resources include student data files, guided practice activity model answers, quizzes, projects, and study tips
- **Class Connections**
 - Includes course syllabi, assignments, quizzes, tests, Web links, and projects



All are available in both Windows XP and Windows Vista platforms!



Microsoft Word 2007

Program Opener (Word pp. iv–viii): Provides an overview of the software’s best uses and gives students a preview of the software features and workplace applications. The openers also provide an overview and visual representation of some of the projects students will complete.

Section Opener (Word p. 33): Lists skills to be taught and provides an overview of the projects students will complete.

Two-page Activities (Word pp. 36–37): Activities begin with a short explanation of the program features followed by streamlined, point-and-click instruction that pares reading to a minimum and focuses on visual learning. Screen captures correlated with exercise steps provide instant reinforcement.

In Addition (Word p. 37): Sidebars offer extra information on key features and subfeatures.

In Brief (Word p. 37): Summaries of major commands and features provide instant review and a quick reference of the steps required to accomplish a task.

Problem box (Word p. 40): Troubleshooting hints anticipate common obstacles or missteps and redirect students toward success.

Features Summary (Word p. 56): Commands taught in the section are listed with button, ribbon tab, Quick Access toolbar, and keyboard actions.

Knowledge Check (Word p. 57): Objective completion exercises allow students to assess their comprehension and recall of program features, terminology, and functions.

Skills Review (Word p. 58): Activities provide additional hands-on computer exercises to reinforce learning. These activities include some guidance, but less than the intrasection projects.

Skills Assessment (Word p. 60): Framed in a workplace perspective, these less-guided assessments evaluate students’ abilities to apply section skills and concepts in solving realistic problems. They require demonstrating program skills as well as decision-making skills and include Help and Internet-based activities.

Marquee Challenge (Word pp. 62–64): Culminating, case-based assessments test students’ mastery of program features and their problem-solving activities.

Integrating Programs (Excel pp. 129–142): Separate sections devoted to integrating information among Microsoft Office 2007 suite.

