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Books :

FileMaker Pro

Journeys Through Claris FileMaker Pro 2.1

By Elaine Pilling

Written by an experienced Macintosh trainer, this book/disk package contains the very latest information and techniques allowing you to work at your own pace and in an order that suits you. Explore the creation of database files, the versatility of FileMaker Pro that will allow you to arrange information with visual impact for effective presentations, how to organise, store, retrieve and analyse information, how to display information in a variety of formats and how to manage and control information in your files in a way that works for you.

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The Macintosh Bible Guide to FileMaker Pro: 2nd Edition

Charles Rubin

Completely revised and greatly expanded to cover the dozens of new features in FileMaker Pro 2.1, this book explains database terms and concepts and how FileMaker Pro's tools can handle your database tasks. The chapters discuss data entry, using the layout mode, finding, sorting, scripting and networking.

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FileMaker Pro for the Mac in a Nutshell

Maria L Langer

A complete, basic, solutions-oriented guide to database management using the latest version of FileMaker Pro for the Macintosh. Step-by-step, illustrated tutorials guide users through everything from creating a database to creating and printing custom reports and summaries. When you have mastered the basics you will find a selection of more advanced topics.

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FileMaker Pro for Macintosh Visual QuickStart Guide

Adam Greif

An easy visual approach to teaching FileMaker Pro, where pictures guide you through the software and show you what to do. Works like a reference book, no long-winded passages, the concise, straightforward commentary explains what you need to know so you can straight to work. Best value for money book available written by an author who really understands how to communicate this program.

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FileMaker Pro Black Mouse Series

Adam Greif

An easy to follow and well illustrated introduction to FileMaker Pro version 2.1, showing you how to enter data on to the Mac and the benefits of a computerised database. It covers the basics needed to understand FileMaker Pro, the menu options, examples and an appendix, and emphasises the ease of entering and retrieving data. This book is appropriate for quick reference and may be purchased for school use at £2.50 for multiple copies.

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ClarisWorks

Hands-on ClarisWorks Second Edition

A Luehrmann & H Peckham

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Steven A. Schwarz

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Journeys Through ClarisWorks 3.0

Carol Atack

The fast, effective way to learn ClarisWorks on the Macintosh. This handy guide will show you how to get the most out of this program by using the different elements together; word processing, drawing, painting, spreadsheets, database and communications. Produced in

collaboration with the experts at the Apple Training Department, this self-contained book/disk package contains everything the new user needs to know to master this popular integrated package.

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Claris Corporation

A valuable guide and disk of templates to help you discover and immediately use the power of ClarisWorks to increase your productivity in a school environment. As well as the solutions and ideas offered in this training guide, it is also a reflection of the continued commitment Claris has to finding the most effective ways to make computers work for both teachers and students alike.

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ClarisWorks for Beginners

George and Helen Lynch

A spiral bound workbook that covers all aspects of the program. Used widely in schools in the United States this simple workbook is a winner on all counts for imparting and training you through each aspect of ClarisWorks. The philosophy of this title is "Don't tell 'em, show 'em", and it works.

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Claris Corporation

A book of templates and examples for use in the classroom. The examples are developed by the Claris Education Team and make the most of the ClarisWorks program for students by providing effective tools to teach with. The example sheets can be copied and used as the basis of structured learning for classes. This is the most effective way of teaching the elements of ClarisWorks.

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ClarisWorks Companion

Hayden Development Group

This small guide is a combination quick reference and tutorial to ClarisWorks, which includes many time-saving tips and tricks. New features such as Pictogram, QuickTime support and automated Database entry will be discussed alongside the other applications. A no-nonsense, to-the-point guide that will teach you all the basics.

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ClarisWorks 3 for Macintosh: Visual QuickStart Guide

Adam Greif

The secret of the popularity of Peachpit's bestselling Visual QuickStart Guide (over 800,000 copies now in print) is that each book provides exactly what the title implies: a fast, simple way to get up and running with a new program. The books use a format in which illustrations predominate, with text playing a supportive role. Once you have learned a program, you can continue to use a Visual QuickStart Guide as an easy reference on particular functions and features.

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ClarisWorks Black Mouse Series

Adam Greif

Covers simple word processing text documents, and progresses to incorporate graphics and spreadsheets. Although the other two modules are separate, the book shows how text and database documents can be linked through the process of mail merge. Although this book now refers to the original edition of ClarisWorks it is still appropriate for quick reference to most areas of the program and may be purchased for school use at £2.50 for multiple copies.

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Claris Solutions Directory

Claris

The indispensably and complete guide to Claris products, services and partners. An elegantly designed resource for educational and business users of FileMaker Pro and the family of Claris products.

No pages 180

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Quay2 Interactive Desktop Training on CD-ROM

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ClarisWorks 3

FileMaker Pro 2.1

Each disk contains over 6 hours of intensive tuition in the form of screen movies from an experienced instructor talking you through every step of the program. We recommend this resource for any organisation that needs to train several people in FileMaker Pro or ClarisWorks. The CD-Rom approach combines the best in multimedia, and training skills. You can continue to use the disk, which is well indexed with a search facility, for reference purposes, and it is easy to test users on the lessons that have been covered. This is today's approach to learning a program; better than any video, and far more cost effective than a training course.

Each disk is £99.00 ex VAT

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