



Learning Series Books

The Learning Series Books are comprehensive step-by-step learning guides. They can also be used for reference or for learning specific topics within these programs.

Title	Description	Hard Copy Price
Learning Word 2010	A comprehensive resource for learning Microsoft Word 2010 for beginners through to advanced learners. Contains all the topics in Easy Way Word - Levels 1-3 plus more advanced topics, eg bookmarks, cross references, tracking changes, outlines, footnotes and endnotes etc. This is also an excellent reference resource.	69.95
Learning Excel 2010	An extensive resource for learning Microsoft Excel 2010 from beginner through to advanced topics. Includes simple and advanced functions, macros and templates, linking workbooks, PivotTables, PivotCharts, Multiple Worksheets, Advanced Charting, Scenario Manager, Data Consolidation, Outlines, charts and advanced charts etc. This is also an excellent reference resource.	69.95
Learning MYOB with AccountRight Standard 2011.1	The sample company that comes with MYOB is used to look at the basics of MYOB. Basic theory is included and step-by-step instructions assist the learner to set up a company, add suppliers and customers, input and import stock, create invoices, purchase orders, credits, back orders, journal entries etc. Month end and year end procedures are carried out with reporting. An appendix is included.	59.95

Easy Way Books - Computer Programs

These books are designed for anyone wanting to learn specific computer programs at their own pace. They contain step-by-step instructions with consolidation of learning.

Title	Level / Program	Description	Hard Copy Price (Per Title or Version)
Word Processing			
Word 2007	1	This is a complete step-by-step beginners book which teaches the creation of documents, saving, printing, viewing, editing, moving/copying, spell checking etc. Fonts are applied and paragraph formats are used as well as page layout techniques (changing paper sizes, page numbers etc). Basic file management is also included.	39.95
Word 2010			
Word 2013			
Word 2007	2	Intermediate features include bullets and numbering, pagination, layout concepts, sections, headers and footers, borders and shading, tables and columns, sorting and hyphenation and templates. You can create Keyboard merges and mail merges with easy to follow step-by-step instructions.	39.95
Word 2010			
Word 2013			
Word 2007	3	Step-by-step instructions teach the advanced word processing user features such as multilevel numbering, borders and shading, advanced tables and graphics, headers and footers in sections, fields, hyperlinks, macros, styles and templates, interactive forms etc. Table of contents, indexes, linking files and advanced mail merge (conditional statements) are also included.	39.95
Word 2010			
Word 2013			
Word 2013	4	Combines text and word processing (similar content to Unit Standards 113 and 109). Word 2016 version available May 2017	64.95
Word 2016			
Text Processing			
Keyboarding	Word 2007	Teaches how to use the correct fingers on the correct keys and encourages touch typing skills using short exercises with consolidation. Also includes basic formatting of text, spell check etc.	29.95
	Word 2010		
	Word 2013		
Spreadsheets			
Excel 2007	1	The basics of Excel are introduced and explained. Worksheets are created using step-by-step instructions, text and numbers are inserted and formatted, rows/columns, borders are inserted/deleted etc. This book also contains the use of simple functions and how to create charts.	39.95
Excel 2010			
Excel 2013			
Excel 2007	2	Includes planning a spreadsheet, multiple workbooks etc. Step-by-step instructions teach the learner how to use intermediate functions such as IF, LOOKUP, PMPT, FV, SUMIF, COUNTIF etc, how to create macros and templates, use data validation, add security to workbooks and charts are also included.	39.95
Excel 2010			
Excel 2013			
Excel 2010	3	Advanced level includes more advanced formulas, functions and charts, styles and templates, linking workbooks, outlines, custom views, Excel lists, data tables, Scenario Manager, Goal Seek, Forms etc.	39.95
Excel 2013			
Spreadsheets continued			
PivotTables and PivotCharts	Excel 2010	This book is designed to teach the PivotTables and PivotCharts features of Excel 2010. It contains simple step-by-step exercises to guide you through the learning process.	39.95
	Excel 2013		
Database			
Access 2007	1 - Flat File	Flatfile database concepts are used in this book. It contains some basic database theory, entering data, field types, viewing and creating simple queries, creating databases and queries.	39.95
Access 2010			
Access 2013			
Access 2007	2 - Flat File	Easy Way Level 2 Access builds on concepts taught in Level 1 to an intermediate level, again using the flatfile concept.	39.95
Access 2010			
Access 2013			
Access 2007	3 - Relational	Easy Way Level 3 contains necessary theory and exercises for the learner to be able to build a relational database. Step-by-step instructions teach the student to build their own relational database including multiple tables and then to create forms, queries, reports etc.	39.95
Access 2010			
Access 2013			

Easy Way Books - Computer Programs continued

Title	Level / Program	Description	Hard Copy Price (Per Title or Version)
Computing			
Computer basics	Windows 7	Learn about computers, from the basics such as the components of a computer system, computer software and hardware, peripherals, managing files using Windows Explorer through to how to manage and protect data in a personal computer system.	39.95
	Windows 8.1		
Internet, Email and Websites			
Internet	Internet Explorer 8.0	Describes parts of a web site including saving and printing, searching the internet using basic and more advanced searches, adding commonly used web sites to Favorites/Bookmarks, using add-ons, looking at Firefox etc.	39.95
Use digital communications technologies	With Skype, Facebook, Twitter, SMS, MMS, Blogs, Wikis etc	Includes step-by-step instructions on using email, setting up and using Skype, Facebook, Twitter etc. Also contains information on email, instant messages (SMS and MMS), iPods, iPhones and iPads and using social software such as blogs, forums wikis etc.	39.95
Desktop Publishing			
Publisher 2007	1	The basics of Publisher are taught including drawing objects, text boxes, inserting text, formatting and editing text, columns, adding/deleting pages etc.	39.95
Publisher 2010			
Publisher 2013			
Publisher 2007	2	Includes intermediate/advanced topics such as Working with Shapes, paper sizes, styles and templates, WordArt, borders, tables, clip art, pictures, headers and footers etc.	39.95
Publisher 2010			
Publisher 2013			
Presentation			
PowerPoint 2007		Introduces the basics of Powerpoint, creating presentations from scratch, inserting and formatting text and pictures, tables charts and animations and design themes. It also contains the use of handouts, presentation techniques, delivering a presentation and kiosk presentations.	39.95
PowerPoint 2010			
PowerPoint 2013			

Easy Way Books - General

These books are useful resources for general office and business skills.

Title	Description	Hard Copy
Workplace and Administration		
Style Guide for Business Documents	An informative reference book that includes the recommended layouts for creating business documents such as letters, memos, forms, reports, newsletters, financial and promotional documents etc	39.95
Produce a CV (curriculum vitae)	This book is used to create your own CV using the required information and layout to be able to submit it to an employment agency or employee to assist in securing a job.	29.95
Produce a Targeted Resume	This book teaches you how to write an accurate targeted resume to meet the requirements of a specific job.	29.95
Provide Customer Service	This book identifies elements of good service, providing customer service and responding to customer complaints.	29.95
Respond to Customer Enquiries	In this book customer enquiries are analysed and responses made by telephone, fax, letter and email. Includes English, grammar and follow-up procedures etc.	39.95
Perform Calculations for the Workplace	Covers calculations (with practical exercises) required in the workplace such as GST, percentages, discounts, weights and measurements calculations, ratios and fractions etc	29.95
Administration Processes and Office Equipment	Includes office processes such as telephone techniques, mail handling, filing, security of information, health and safety, use of office equipment etc.	39.95
Receptionist Skills	This book covers the function of a receptionist, the receptionist area, receptionist skills and responsibilities, time management and organisation etc.	39.95
Office Information Systems, Copying and Telecommunication	This book covers office information systems, eg ordering of supplies, records management, electronic copying equipment including copyright legislation, telecommunication systems, eg telephone answering machine, voicemail, call waiting, mobile phones, VoIP, Skype, text messaging etc.	39.95
Workplace Health and Safety	Covers workplace health and safety in relation to the Health and Safety in Employment Act. Includes hazards, emergency procedures etc.	29.95

Learning Series and Easy Way books do not relate to any qualification.

All prices are in NZ\$ and are GST inclusive but exclude courier charges.