CASWELL & CASWELL

3571 Newgate
Troy, Michigan 48084
(248) 644-8115
(800) 757-7668
FAX: (248) 646-4359

2004

www.teachersmarketplace.com

Computer
Study Guides

Table of Contents

click on subject to go to that page

www.teachersmarketplace.com

BarCharts Quick Study Guides

Our BarCharts are 8.5″ x 11″, and fit nicely
in binders or notebooks. Laminated and
durable, BarCharts keep information right
at your fingertips for your convenience.

Posters are 24″ x 32″.

Computer Miscellaneous

Computer Science - * updated and expanded * covers hostory and development of computers * includes an extensive glossary of common terms.

Quicken 2002 - * most popular personal finance software * well-illustrated and fully annotategf, covers checkbooks, IRS forms, personal assets and more. Also available: Quicken 2003, Quicken 2004

2 Panel

4347BC	Computer Science	$3.95
6595BC	Quicken 2002	$4.95
7273BC	Quicken 2003	$4.95
7893BC	Quicken 2004	$4.95

Computer Languages

Computer Languages

Using our popular BarCharts format, the basics for each computer language are clearly depicted, providng ionstant access to even the most technical information. Complete and up-to-date, these charts area great reference that everyone will want to have on hand.

2 Panels

3014BC	C++ Guide	$3.95
2816BC	HTML Guide	$3.95
4630BC	JavaScript	$3.95
374XBC	Visual Basic 6.0	$3.95

3 Panels

3987BC	Java 1.2	$5.95
8083BC	C#.net	$5.95
5556BC	Perl Guide	$5.95

Computer Office Applications

Schools and businesses rely on Quick Study's Office Applications charts to streamline training and production. The at-your-fingertips information dramatically cuts the time needed to create databases or spreadsheets, produce computerized slide shows or fully documented reports. They are the ultimate training tools. Quick Study has a chart for virtually all application software.

Quick Study Reference Charts

The Original Quick Study guide for computer software. This series assists the user with common software features and operations. Included are menu listings and descriptions of each menu item. The toolbars for each application are illustrated with "blow-out" diagrams. This series is a must to store by the computer for quick reference.

Computer Office Applications

Microsoft

These applications available in both reference and tutorial versions. Find charts for:
* Access - For database management *
Excel - The spreadsheet application * Office Common Elements - Making the applications work together * Powerpoint - The presentation application * Word - For word processing and *

Single Panel

4010BC	Office 2000 Common	$2.95

2 panels

4002BC	Access 2000	$3.95
3944BC	Powerpoint 2000	$3.95

3 panels

8016BC	Access 2003	$5.95
6668BC	Access XP	$5.95
3758BC	Excel 2000	$5.95
7990BC	Excel 2003	$5.95
6072BC	Excel XP	$5.95
8008BC	Powerpoint 2003	$5.95
6641BC	Powerpoint XP	$5.95
3782BC	Word 2000	$5.95
7982BC	Word 2003	$5.95
5955BC	Word XP	$5.95

Database Management Systems

Lotus - Informational management software - manage email, memos, messages, calender and create a to do list.
Oracle - Database software for the Internet, used to coordinate operations with partners and suppliers.

2 panels

5653BC	Lotus Notes R5	$4.95
4940BC	Oracle	$4.95

3 Panels

7478BC	Lotus Notes R6	$5.95

Computer Operating Systems

Operating systems are large, complex collections of software that control the basic operations of the computer. Our fully illustrated, concise format helps users understand their computers. All Operating Systems charts include, where applicable, well-annotated and illustrated information on the Desktop and Explorer. With our clear instructions and illustrations, even the novice can learn to work like a pro. Series includes:

Windows - an operating system that provides a personal computer with a set of instructions that allow for a common user interface between software applications.

Unix - A multi-user computer environment designed to provide access to a range of computer applications, tools, and utilities to the users of the system.

Linux - free operating system for various platforms that can be built and configured by the user or users to best suit their system needs.

2 Panels

3073BC	Windows 98	$3.95
4098BC	Windows ME	$3.95

3 Panels

4487BC	Linux	$5.95
3979BC	Unix	$5.95
4096BC	Windows 2000	$5.95
6684BC	Windows XP Pro	$5.95

Computer Internet Applications

Internet access, internal and external email and time management capabilities are prime requirements for everyone in today's world. These popular charts reduce learning time for new applications and facilitate their operation. All charts contain annotated illustrations of the Main Window, E-mail or Browser Window and al Menus.

Series includes:

Internet Explorer 6 - covers basics of identifying web components and provides tips for faster access to what you're looking for. Microsoft's newest browser!

Internet Guide - contains basics of the world wide web and web pages.

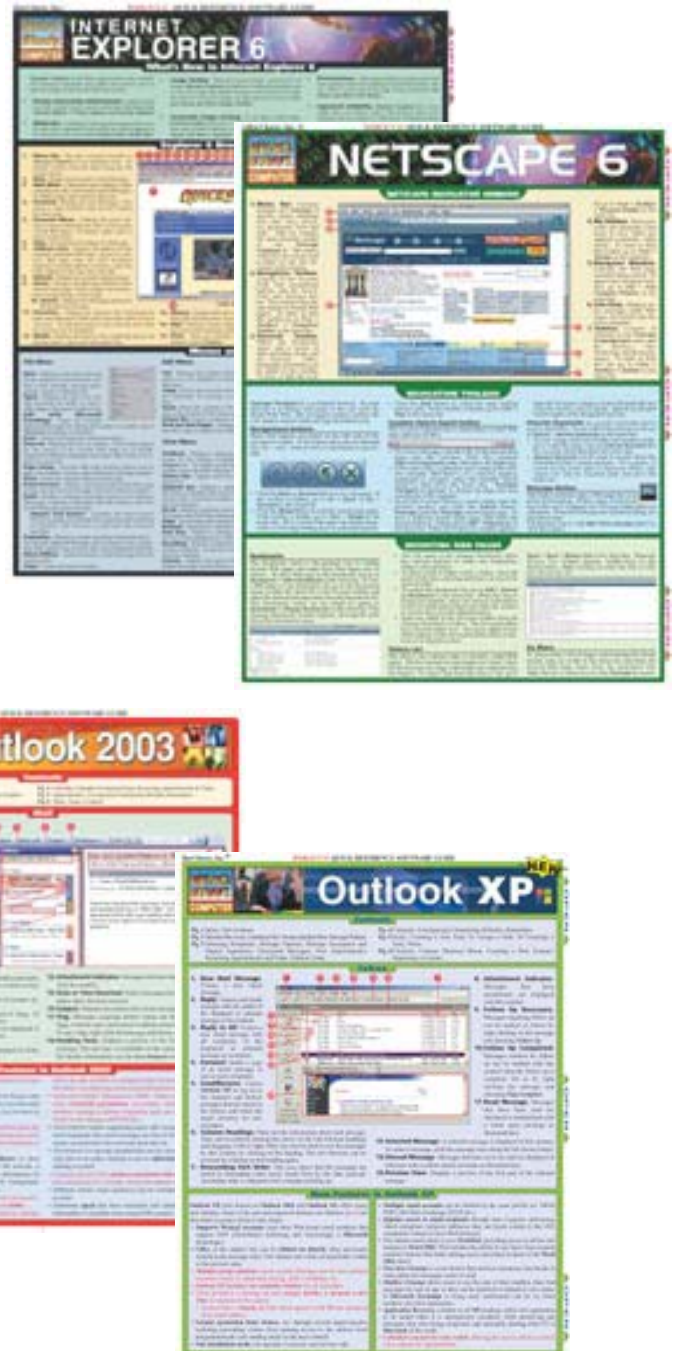**Netscape 6** - used for navigating the web and sending email.

Outlook Express - handles incoming and outgoing email and newsgroups.

2 Panels

7567BC	Internet Guide	$4.95
6781BC	Internet Explorer 6	$4.95
4819BC	Navigator 6	$4.95
3812BC	Outlook 2000	$3.95
2891BC	Outlook 98	$3.95

3 Panels

7974BC	Outlook 2003	$5.95
5874BC	Outlook XP	$5.95

Computer Design Applications

Professional level design programs for graphic arts. Each program handles different information and methods. Series includes:

AutoCad - premier design software primarily used for blueprints. 2004 edition includes 2D and 3D applications.

Dreamweaver - Macromedia's professional HTML editor for designing, coding and developing web sites, pages and applications.

Flash 5 - web standard program for enhancing vector graphics and programming animations for the web.

Illustrator 9 - Essential vector based graphic design program from Adobe.

Pagemaker 6.5 - Adobe's most popular design program for newsletter, magazines and brochures.

PhotoShop 7 - used to edit, alter, and create graphic images from scratch or using photographs.

**Publisher** - used to create simple corporate identification packages.

**Quark Express 5** - most popular page layout program in use.

2 Panels
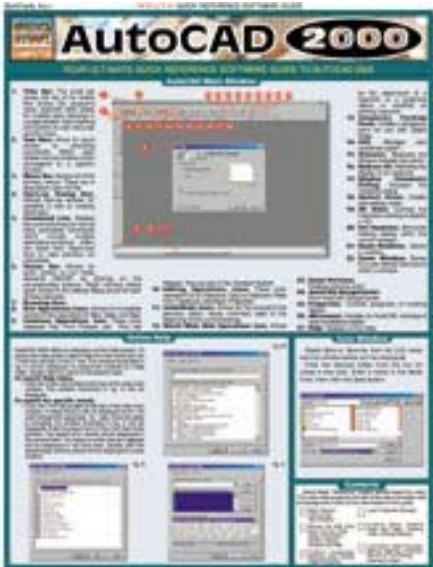
2689BC	Pagemaker 6.5	$3.95
4835BC	Publisher 2000	$4.95

3 Panels

4312BC	AutoCad 2000	$5.95
7761BC	AutoCad 2004	$5.95
7192BC	Dreamweaver MX	$5.95
5750BC	Flash 5	$5.95
5599BC	Illustrator 9	$5.95
7184BC	PhotoShop 7	$5.95
6676BC	Publisher 2002	$5.95
6900BC	Quark Express 5	$5.95

AutoCAD 2000

AutoCAD 2004

PUBLISHER 2002

PageMaker 6.5

QuarkXPress 5

PUBLISHER 2000
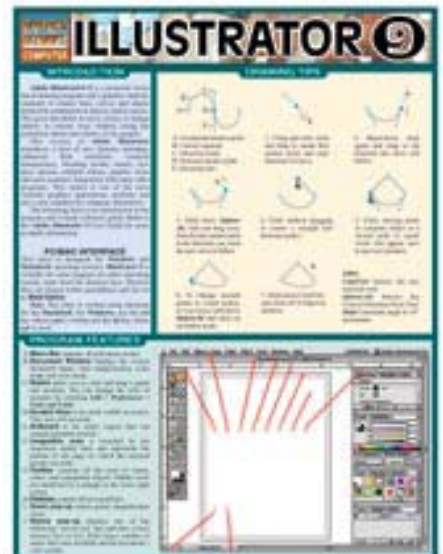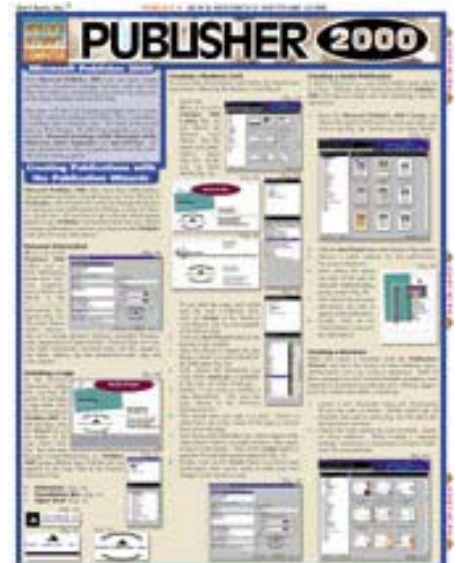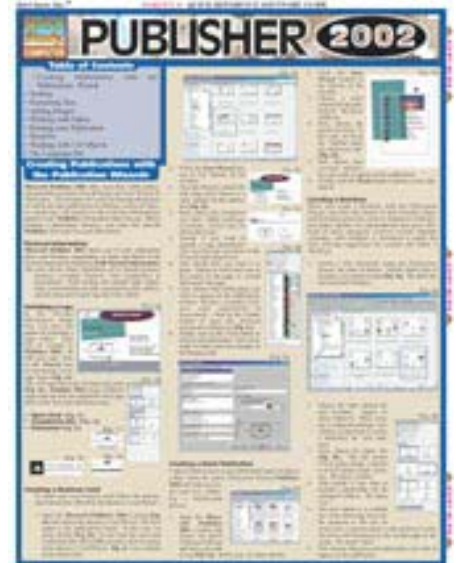
Computer Testing Applications

A+ Core Hardware Exam

A Comp TIA certified quick study guide for the Core Hardware Exam. Use all three charts to help jog your memory!
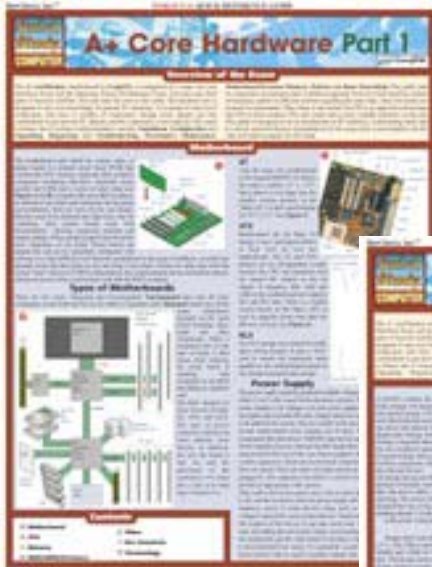
3 Panels

7753BC	A+ Core, pt 1	$5.95
7818BC	A+ Core, pt 2	$5.95
7842BC	A+ OS Tech	$5.95

Networking + Exam

Study guides for the Network+ Exam.

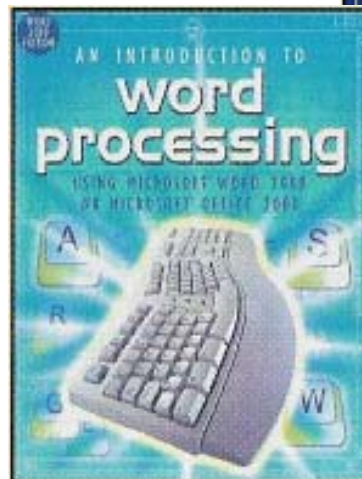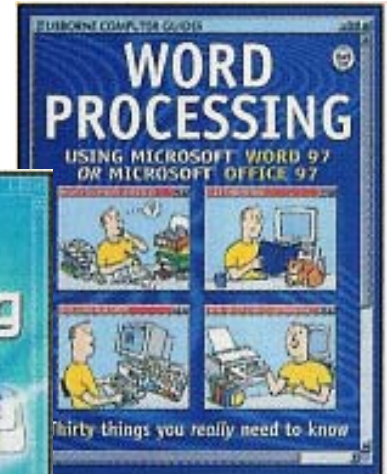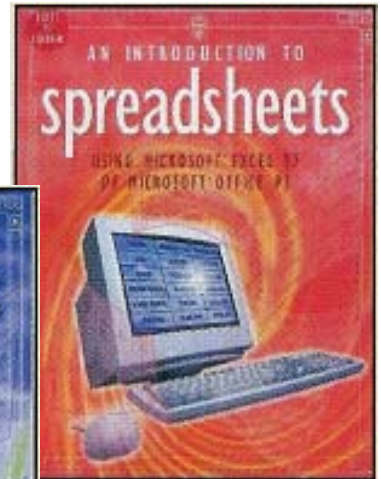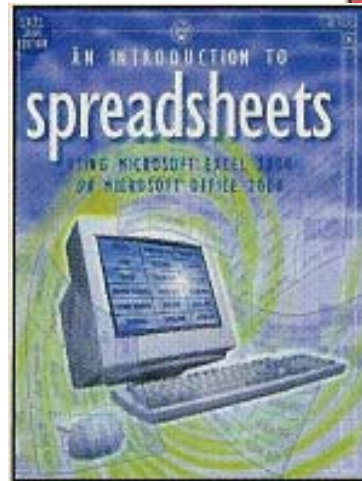|		
7311BC	Network+, pt 1	$5.95
7346BC	Network+, pt 2	$5.95

Computer Books

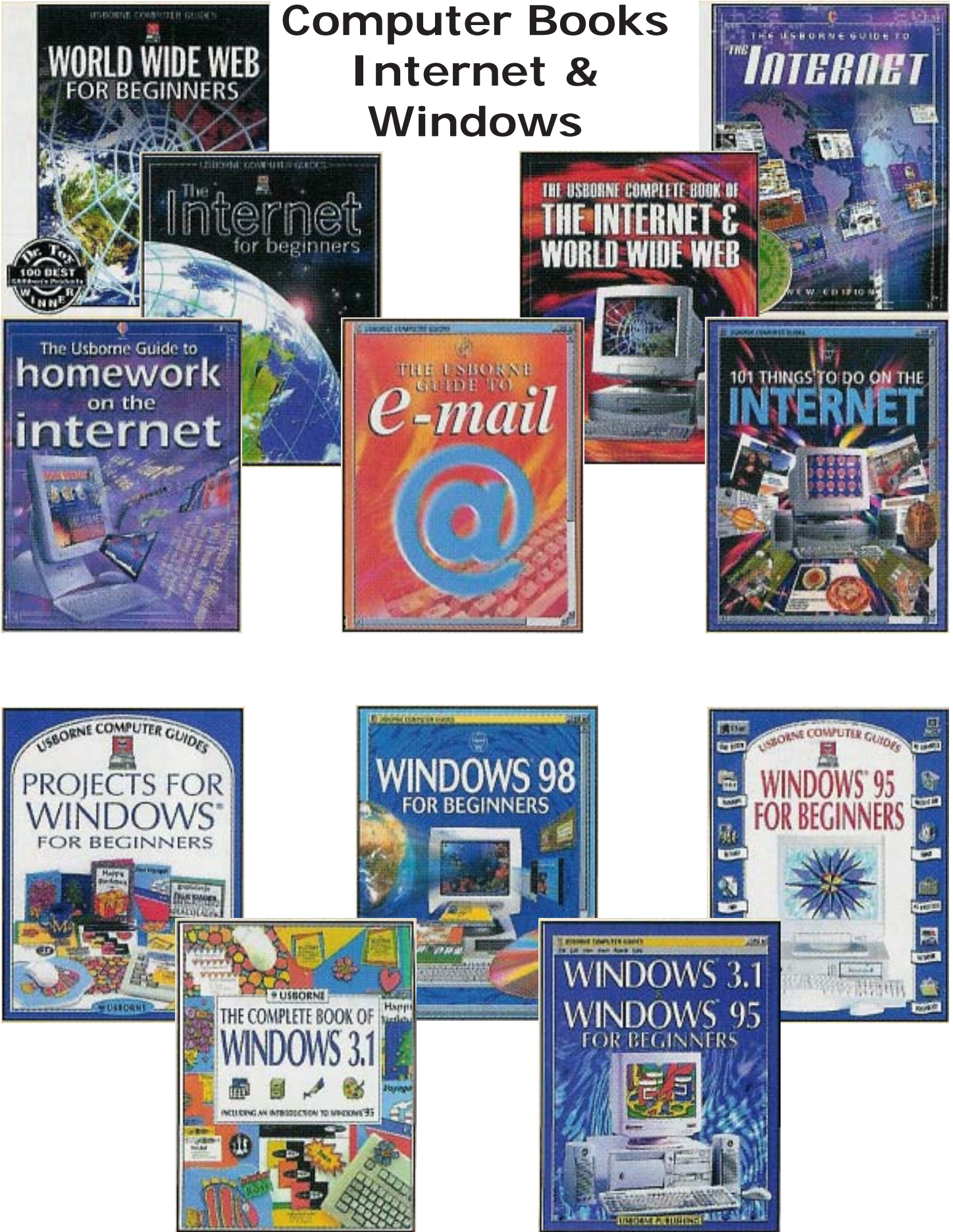## Computer Guides

Ages 10 to Adult

Written using clear and simple language - ideal even for the first-time computer users. Improve your confidence and produce professional results. Starting Computers 5 years and up. *The Internet includes Internet for Beginners, 101 Things to Do on the Internet; Windows 3.1, Windows 95 includes Windows for Beginners, Projects for Windows, Windows 95; Windows 3.1 includes Windows for Beginners, Projects for Windows.* 8 x 10, 48 pages (unless otherwise noted).

Code	Title	Price
505235US	The Internet - 128 pages	$14.95
026927US	Windows 3.1, Win 95 - 144 pages	$19.95
023405US	Windows 3.1 - 96 pages	$14.95
041462US	Spreadsheets Word '00 - 64 pages	$10.95
86323XUS	Library Edition	$18.95
037295US	Spreadsheets Word '97 - 64 pages	$10.95
863221US	Library Edition	$18.95
041357US	Word Proc. - Word 2000 64 pages	$10.95
863108US	Library Edition	$18.95
037368US	Word Proc. - Word 1997 64 pages	$10.95
86290XUS	Library Edition	$18.95
503454US	Powerpoint	$9.95
864988US	Library Edition	$17.95
034644US	Starting Computers	$9.95
862640US	Library Edition	$17.95
50132XUS	Web Site Design	$10.95
500412US	Easy Design - Word 2000	$9.95
863566US	Library Edition	$17.95
50034XUS	Easy Design - Word 97	$9.95
863558US	Library Edition	$17.95
03346XUS	Homework on Computer	$9.95
862276US	Library Edition	$17.95
033486US	Computer Graphics	$10.95
862160US	Library Edition	$18.95
037112US	E-Mail	$9.95
862691US	Library Edition	$17.95
032935US	Build Your Own Web Site	$9.95
86158XUS	Library Edition	$17.95
029373US	World Wide Web for Beginners	$9.95
860028US	Library Edition	$17.95
033427US	The Internet & World Wide Web	$14.95
86161XUS	Library Edition	$22.95
032943US	101 Things to do on the Internet	$10.95
861660US	Library Edition	$18.95
026897US	Internet for Beginners	$9.95
109290US	Library Edition	$17.95
501214US	Homework on the Internet	$9.95
863892US	Library Edition	$17.95
026870US	Windows 95 for Beginners	$9.95
108871US	Library Edition	$17.95
023375US	Projects for Windows	$9.95
108537US	Library Edition	$17.95
036388US	Windows 98 for Beginners	$10.95
862632US	Library Edition	$18.95
033443US	Computer Dictionary	$10.95
863213US	Library Edition	$18.95
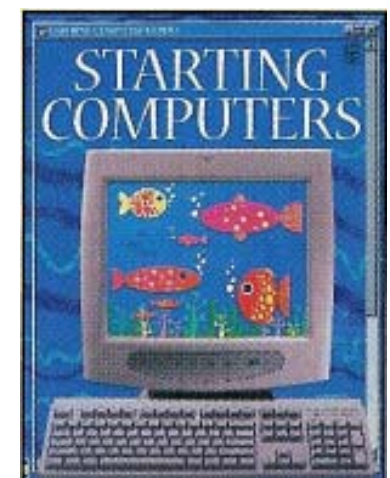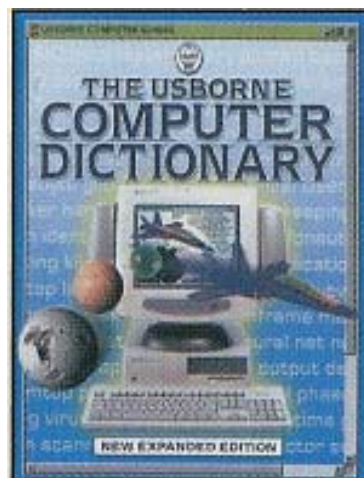
Computer Books Internet & Windows

WORLD WIDE WEB FOR BEGINNERS

THE USBORNE GUIDE TO THE INTERNET

The Internet for beginners

THE USBORNE COMPLETE BOOK OF THE INTERNET & WORLD WIDE WEB

The Usborne Guide to homework on the internet

THE USBORNE GUIDE TO e-mail @

101 THINGS TO DO ON THE INTERNET

PROJECTS FOR WINDOWS FOR BEGINNERS

WINDOWS 98 FOR BEGINNERS

WINDOWS 95 FOR BEGINNERS

THE COMPLETE BOOK OF WINDOWS 3.1

WINDOWS 3.1 & WINDOWS 95 FOR BEGINNERS

Computer Books
Designing
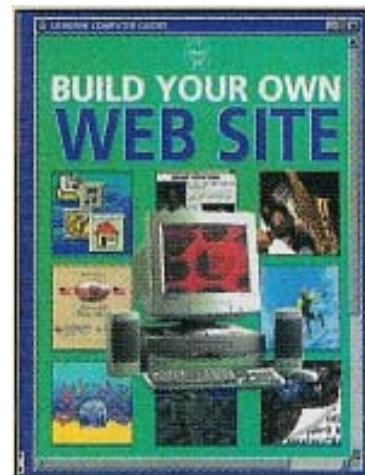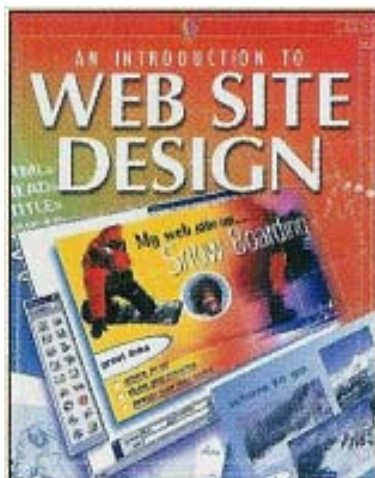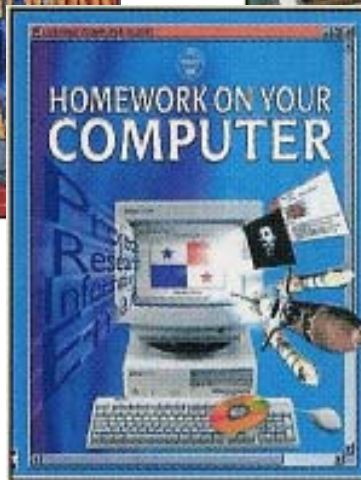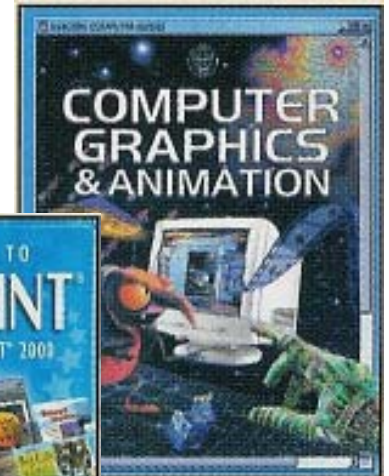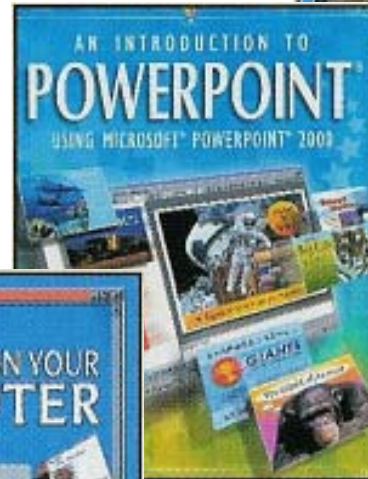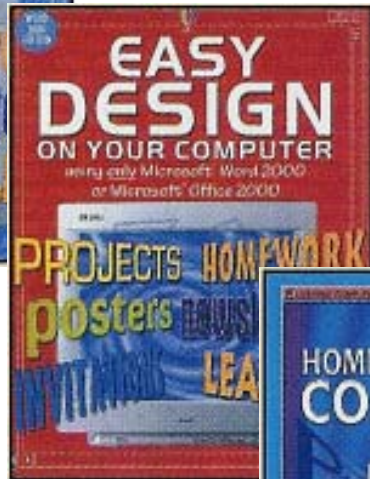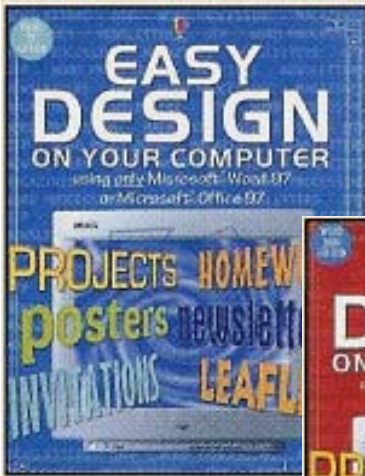
Ordering Information

All Orders Should be Addressed to:
Caswell & Caswell
3571 Newgate
Troy, MI 48084

WHEN ORDERING BY PHONE please let us know if a confirming purchase order will be sent. This will help us avoid possible problems with duplicate orders.
To Order Toll Free Call: 1-800-757-7668
To Order by Fax 1-248-646-4359

METHOD OF SHIPMENT will be United Postal Service unless special request is made by the customer or we see a need to ship via another service.

SHIPPING AND HANDLING CHARGES are typically 10% of the total order. There is a $4.50 minimum charge. Residential customers have a minimum charge of $5.25

ORDERS FROM INDIVIDUALS should be prepaid. Be sure to include state sales tax.

**ALL CHECKS OR MONEY ORDERS MADE PAYABLE TO:**
CASWELL & CASWELL

ORDERS FROM EDUCATIONAL INSTITUTIONS should include a purchase order number when possible and must be on either official stationary or an official purchase order form.

CLASSROOM DISCOUNTS ARE AVAILABLE.
PLEASE CALL FOR INFORMATION.

EXAMINE ALL MATERIALS AS SOON AS RECEIVED! Notify us of damaged or missing items immediately.

ALL RETURNS MUST BE AUTHORIZED BY CASWELL & CASWELL. Permission to return should be requested and authorized in writing. We will not issue credit on unauthorized returns. All returned material must be in perfect, unmarked, saleable condition.

ALL PRICES IN THIS CATALOG are subject to change because of possible producer price changes. We bill at the producer's latest selling price. In case of a sizable increase in price, we will notify prior to shipment for confirmation.

CASWELL & CASWELL
ORDER FORM

**To order by phone
Call 1-800-757-7668
Fax: 248-646-4359
william.caswell@sbcglobal.net**

Ship To:

Name:_____

Institution:_____

Department:_____

St. Address:_____

City/State/Zip:_____

Telephone:_(____)_____

EMail Address _____

Bill To: (if different)

Name:_____

Institution:_____

Department:_____

St. Address:_____

City/State/Zip:_____

Telephone:_(____)_____

Fax:_(____)_____

Payment Method: (Check One)

☐   **Payment Enclosed**
☐   **Bill my Institution**
P.O.#_____

**Shipping & Handling Charges:
10% of total purchase
$4.50 minimum S&H Charge
$5.25 minimum Residential S&H Charge**

Date	All orders are shipped net 30 days. Returns must have written authorization from us.				
ITEM#	**QTY**	**PRODUCT DESCRIPTION**		**$ EACH**	**$ TOT. COST**

CASWELL & CASWELL
3571 Newgate, Troy, MI 48084
www.teachersmarketplace.com

Subtotal	
Sales Tax	
Shipping	
TOTAL	

☐   **Yes! I would like to join your mailing list!**