

Applied ICT Wider Reading and Discovery Pack 2009/2010

BOOKS

AS GCE for OCR Applied ICT Single Award

[Maggie Banks](#) (Author), [K. Mary reid](#) (Editor)

Paperback: 142 pages

Publisher: Heinemann Educational Publishers; first edition (6 Sep 2005)

ISBN-10: 0435449974

Synopsis: *Official OCR Text book for the course – this version covers the AS Single Award Units.*

AS GCE for OCR Applied ICT Double Award

by [Maggie Banks](#); [Glen Millbery](#); [Sonia Stuart](#); [Karen Scott](#) (Author), [K. Mary reid](#) (Editor)

Paperback: 384 pages

Publisher: Heinemann Educational Publishers (18 Oct 2005)

ISBN-10: 0435449966

Synopsis: *Official OCR Text book for the course – this version covers the AS Single and Double Award Units.*

A2 GCE for OCT Applied ICT (A2 Level Applied ICT)

by [K.Mary Reid](#) (Author, Editor)

Paperback: 432 pages

Publisher: Heinemann Educational Publishers (14 Jul 2006)

Language English

ISBN-10: 0435462148

Synopsis: *Official OCR Text book for the course – this version covers the A2 Single Award Units.*

Word 2003 in Easy Steps

by [Scott Basham](#) (Author)

Paperback: 192 pages

Publisher: Computer Step (6 Nov 2003)

ISBN-10: 1840782633

Synopsis: *No need to wade through dull and confusing manuals! At last, an easy-to-read, full colour guide that will help you become an office whiz in no time!*

Publisher 2003 in Easy Steps

by [Brian Austin](#) (Author)

Paperback: 192 pages

Publisher: Computer Step; illustrated edition (Sep 2004)

ISBN-10: 1840782773

Synopsis: *When working on a wide range of document types for printing save the hassle with this simple yet comprehensive guide.*

Excel 2003 in Easy Steps

by [Stephen Copestake](#) (Author)

Paperback: 192 pages

Publisher: Computer Step; illustrated edition (6 Nov 2003)

ISBN-10: 1840782668

Synopsis: *Excel 2003 in easy steps" covers all the essential features of the latest version of Microsoft's leading spreadsheet application. If you want detailed, practical information with helpful, full-color illustrations - all organized in a concise, easy to understand format - this is the book for you!*

Excel 2003 for Dummies (For Dummies)

by [Greg Harvey](#) (Author)

Paperback: 408 pages

Publisher: John Wiley & Sons; Revised edition (10 Oct 2003)

ISBN-10: 0764537563

Synopsis: *Now, you can crunch financial data, add sparkle to presentations, convert static lists of numbers into impressive charts, and discover what all the shouting's about regarding databases, formulas, and cells.*

Successful ICT Projects in Excel (A Level ICT)

by [Pat M. Heathcote](#) (Editor)

Paperback: 224 pages

Publisher: Payne-Gallway; 3rd Revised edition edition (15 May 2002)

ISBN-10: 1903112710

Synopsis: *Useful to students on a wide range of other courses requiring an in-depth knowledge of spreadsheets. It assumes no previous knowledge of Excel and takes the reader from basics such as entering, editing and formatting text, numbers and formulae through to advanced features such as 'What if' scenarios, pivot tables, macros and customised toolbars. A wide range of examples is used to illustrate the different facilities of Excel.*

Paint Shop Pro 9 and Studio in easy steps

by [Stephen Copestake](#) (Author)

Paperback: 192 pages

Publisher: Computer Step (15 Jan 2005)

ISBN-10: 1840782927

Synopsis: *Paint Shop Pro 9 and Studio in easy steps provides practical, plain-English help with all the essential features of JASC's celebrated image-editing software. Its step-by-step approach is supplemented with full-colour illustrations that demonstrate the program's photo-editing features to maximum effect.*

Paint Shop Pro 9 for Dummies

by [David C. Kay](#) (Author), [William Steinmetz](#) (Author)

Paperback: 360 pages

Publisher: John Wiley & Sons (27 Jan 2005)

ISBN-10: 0764579355

Synopsis: *Covers how to capture images from a variety of different media—paper, camera, and screen. More advanced topics include retouching, adjusting colours, creating artistic effects, adding layers of text and shapes, masking layers, and creating Web images are also included.*

Web Design for Dummies (2nd Edition)

by [Lisa Lopuck](#) (Author)

Paperback: 336 pages

Publisher: John Wiley & Sons; 2nd Edition (31 Mar 2006)

ISBN-10: 0471781177

Synopsis: *The focus is on professional rather than personal Web sites, and the book is best suited to those who have already mastered basic Web concepts.*

Web Design in Easy Steps (5th Edition)

by [Richard Quick](#) (Author)

Paperback: 240 pages

Publisher: In Easy Steps Limited; 5 edition (30 Jul 2009)

ISBN-10: 184078380X

Synopsis: *Web Design in easy steps guides you through the process of creating a website from planning to search engine promotion, explaining everything you*

need to know in plain English. This brand new version is an update of the previous versions taking into account the latest developments in the field of web design.

Project Management for Dummies

by [Stanley E. Portny](#) (Author)

Paperback: 384 pages

Publisher: John Wiley & Sons; 2nd Edition (8 Dec 2006)

ISBN-10: 0470049235

Synopsis: *Project Management For Dummies, Second Edition* introduces you to the principles of successful project management and shows you how to motivate any team to gain maximum productivity.

A2 GCE Applied Business: OCR

by [Mr Rob Dransfield](#) (Editor), [Mr David Needham](#) (Editor), [Catherine Richards](#) (Editor), [Mr Neil Richards](#) (Editor)

Paperback: 416 pages

Publisher: Heinemann (8 Sep 2006)

ISBN-10: 0435352911

Synopsis: *First chapter has useful notes on Gantt charts and critical path analysis which are suitable for use in unit 09.*

Project Management in Easy Steps

by [John Carroll](#) (Author)

Paperback: 192 pages

Publisher: In Easy Steps Limited (28 Nov 2008)

ISBN-10: 1840783702

Synopsis: *Successful project management is not rocket science but is based on two elements: sound common sense and proven methods and processes. This book covers both and deals with successful project management in a way that is easy to follow for novice project managers while still providing a valuable source of inspiration for the more experienced.*

Dreamweaver CS3 in Easy Steps

by [Nick Vandome](#) (Author)

Paperback: 192 pages

Publisher: Computer Step (30 Nov 2007)

ISBN-10: 1840783486

Synopsis: *Simple, easy to follow full colour introduction to using Dreamweaver to create webpage's.*

Dreamweaver CS3 for Windows and Macintosh: Visual QuickStart Guide

by [Tom Negrino](#) (Author), [Dori Smith](#) (Author)

Paperback: 576 pages

Publisher: Peachpit Press; 1 edition (7 Jun 2007)

ISBN-10: 0321503023

Synopsis: *You need some experience with Dreamweaver to make the most of this book – covers more advanced topics and tools.*

JavaScript in Easy Steps (4th Edition)

by [Mike McGrath](#) (Author)

Paperback: 192 pages

Publisher: In Easy Steps Limited; 4th Revised Edition (27 Feb 2009)

ISBN-10: 1840783621

Synopsis: *Simple examples of code which can be added to your web pages to give them an interactive edge.*

Javascript and Ajax for the Web (Visual QuickStart Guides) (6th Edition)

by [Tom Negrino](#) (Author), [Dori Smith](#) (Author)

Paperback: 512 pages

Publisher: Peachpit Press; 6 Edition (7 Sep 2006)

ISBN-10: 0321430328

Synopsis: *Simple examples of code which can be added to your web pages to give them an interactive edge.*

MAGAZINES***Computer Active***

Publisher: Incisive Media

Web Link: www.computeractive.co.uk

Frequency: Fortnightly

Synopsis: *Clear computer magazine offering, news, reviews, articles and workshops all in plain simple English. Well worth spending some of your EMA on a subscription - very good value for money.*

Personal Computer World

Publisher: Incisive Media

Web Link: www.computeractive.co.uk

Frequency: Monthly

Synopsis: *Bit more techie than Computer Active, however has more complex workshops and covers computing issues in more detail.*

WEBSITES***CompuTech Education Website***

Link: <http://www.computechedu.co.uk>

Author: Mr C M Johnston

Synopsis: *All the course lecture notes, assignments and other materials to assist with the successful completion of your work.*

Mind Tools

Link: http://www.mindtools.com/pages/main/newMN_PPM.htm

Author: Mind Tools (North America) Ltd

Synopsis: *Good section of project management tools and their use.*

Digital Workshop

Link: <http://www.digitalworkshop.com/>

Author: Digital Workshop

Synopsis: *Website produced by the developers of OPUS Headstart. Contains links to the trail download, user guides and a forum where questions can be asked.*