

## Cambridge Career Award in ICT and Cambridge Skills Award in IT

All books are suitable for ICT. Suitability for IT Skills is shown by a “✓”

<b>ENDORSED TEXTBOOKS</b>					
These books have been endorsed by CIE for use with this syllabus. They have been through an independent quality assurance process and match the syllabus content closely.					
Suitable for IT Skills	TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN NUMBER
✓	Skills Award in Information Technology: Foundation Level	P. K. McBride	2002	Cambridge University Press	0521525292
✓	Skills Award in Information Technology: Standard Level	P. K. McBride	2003	Cambridge University Press	0521525284

<b>General</b>					
✓	Managing the PC and Its Files and Folders	Paul Gent	2002	Blackhall Publishing	1842180363
✓	Easy Windows 95	Shelley O'Hara	1998	Que	0789717387
✓	Windows 98 in Easy Steps	Harshad Kotecha	1998	Computer Step	1874029709
✓	Windows NT in a Nutshell	Eric Pearce	1997	O'Reilly UK	1565922514
✓	The Windows NT and Windows 2000 Answer Book	John Savill	1999	Addison Wesley	0201606364
✓	Windows XP in a Nutshell	David Karp, Tim O'Reilly, Troy Mott	2002	O'Reilly UK	0596002491
✓	Windows XP Step by Step	Microsoft Press	2001	Microsoft Press International	0735613834
✓	Easy Microsoft Windows XP Home Edition	Shelley O'Hara	2001	Que	0789726599

✓	Infotech English for Computer Users (student's book, teacher's guide, cassette and audio CD)	Santiago Remacha Esteras	2000	Cambridge University Press	0521 65720 2 (student's book)
✓	Oxford Dictionary of Computing for Learners of English	Sandra Pyne, Allene Tuck (eds.)	1996	Oxford University Press	0194314413
✓	Glossary of Computing Terms	British Computer Society	1998	Longman	0582369673
✓	Learning to Use Office 2000 for CLAIT and IBT II	Angela Bessant	2000	Heinemann Educational Books	0435452061
✓	Sams Teach Yourself Microsoft Office 2000 in 24 Hours	Greg M. Perry	1999	Macmillan Computer Publishing	0672314398
✓	Microsoft Office 2000 in Easy Steps	Stephen Copestake	1999	Computer Step	1840780312
✓	Office 2000: the Complete Reference	Stephen Nelson, Peter Weverka	1999	McGraw-Hill Publishing Company	0072118598
✓	Sams Teach Yourself Microsoft Office 97 in 24 Hours	Greg M. Perry	1998	Macmillan Computer Publishing	0672313383
✓	Microsoft Office 97 in Easy Steps	Stephen Copestake	1997	Computer Step	1874029660
✓	Microsoft Office 97: the Complete Reference	Stephen Nelson, Peter Weverka	1997	McGraw-Hill Publishing Company	0078823382

### Word Processing

✓	Step by Step Microsoft Word 97	Catapult	1997	Microsoft Press International	1572313137
✓	Special Edition Using Microsoft Word 97: Best Seller Edition	Bill Carmada	1997	QUE	0789713985
✓	MicroSoft Word 97 at a Glance	Jean Joyce, Marianne Moon	1995	Microsoft Press International	1572313668

✓	Word 97 : Fast & Easy (Visual Learning Guides)	Nancy Stevenson	1997	Prima Tech	0761510079
✓	Advancing Word 97 for Windows	McKenzie, Bryden	1998	Heinemann Educational Secondary Division	0435454285
✓	Sams Teach Yourself Microsoft Word 2000 in 24 Hours	Heidi Steele	1999	Macmillan Computer Publishing	0672314428
✓	Word 2000 in Easy Steps	Scott Basham	1999	Computer Step	1840780371
✓	Word 2000: the Complete Reference	Peter Weverka	1999	McGraw-Hill Publishing Company	0072119691
✓	Word 2000 for Windows Made Simple	Keith Brindley	1999	Butterworth- Heinemann	0750641819
✓	Microsoft Word XP: Complete Concepts & Techniques	Gary B. Shelly, Thomas J. Cashman, Misty E. Vermaat	2001	Course Technology	0789562871
✓	Mastering and Using Microsoft Word XP: Comprehensive Course	H. Albert Napier, Philip J. Judd	2001	Course Technology	061905820X
✓	Microsoft Word Xp: Complete Tutorial	S Pasewark LTD	2001	Course Technology	0619058900
✓	Word XP (Teach Yourself Quick Fix)	Edward Peppitt	2002	Hodder & Stoughton Educational	0340850477

#### Databases

✓	Step by Step Microsoft Access 97	Catapult	1997	Microsoft Press International	1572313161
✓	Learning to Use Access 97 for Windows	Pat Clare	1999	Heinemann Educational Secondary Division	0435453971

✓	Access 97: Further Skills	Sue Coles, Jenny Rowley	2001	Continuum International Publishing Group – Academic and Professional	082645402X
✓	Teach Yourself Access 97 Visually	Ruth Maran	1997	Hungry Minds Inc;	0764560263
✓	Access 97 Bible	Cary Prague	1997	Hungry Minds Inc	0764530356
✓	Sams Teach Yourself Microsoft Access 2000 in 24 Hours	Timothy Buchanon, Craig Eddy	1999	Macmillan Computer Publishing	0672312891
✓	Access 2000 in Easy Steps	Stephen Copestake	1999	Computer Step	1840780320
✓	Access 2000: the Complete Reference	Virginia Andersen	1999	McGraw-Hill Publishing Company	0078825121
✓	Access 2000 Made Simple	Maira Stephen	1999	Butterworth-Heinemann	075064611X
✓	Microsoft Access XP: Complete Tutorial	William R. Pasewark, Sandra Cable	2001	Course Technology	0619058838
✓	New Perspectives on Microsoft Access XP	Joe Adamski, Kathy Finnegan	2001	Course Technology	0619020873

### Spreadsheets

✓	Excel 97 Bible	John Walkenbach	1997	Hungry Minds Inc	0764530364
✓	Teach Yourself Excel 97 Visually	Ruth Maran	1999	Hungry Minds Inc	0764560638
✓	Microsoft Excel 97 Step by Step	Catapult	1996	Microsoft Press International	1572313145
✓	Excel 97 Further Skills	Muir	2001	Continuum International Publishing Group	0826454046

✓	Sams Teach Yourself Microsoft Excel 2000 in 24 Hours	Babara Kasser	1999	Macmillan Computer Publishing	0672314452
✓	Excel 2000 in Easy Steps	Stephen Copestake	1999	Computer Step	1840780355
✓	Excel 2000: the Complete Reference	Kathy Ivens	1999	McGraw-Hill Publishing Company	0072119675
✓	Teach Yourself Excel 2000	Maira Stephen	1999	Hodder & Stoughton	0340771712
✓	Excel 2000 Made Simple	Stephen Morris	2000	Butterworth-Heinemann	0750641800
✓	Mastering and Using Microsoft Excel XP: Comprehensive Course	H. Albert Napier, Philip J Judd	2001	Course Technology	0619058323
✓	Exploring Microsoft Excel 2002	Grauer	2001	Prentice Hall	0130924350
✓	New Perspectives on Microsoft Excel XP: Brief	S Parsons	2001	Course Technology	0619020903
✓	Microsoft Excel XP: Complete Tutorial	William R. Pasewark	2001	Course Technology	0619058781

### Electronic Communication

✓	Sams Teach Yourself the Internet in 24 Hours	Ned Snell	2000	Macmillan Computer Publishing	0672319667
✓	Sams Teach Yourself Internet Explorer 5 in 24 hours	Wayne S. Freeze, Jill T. Freeze	1999	Macmillan Computer Publishing	0672313286
✓	The Internet in Easy Steps	Geoff Preston	2001	Computer Step	1840781270
✓	Internet Explorer 5.5 in Easy Steps	Mary Lojkine	2000	Computer Step	1840780924

✓	Internet: the Complete Reference	Margaret L. Young	1999	McGraw-Hill Publishing Company	007211942X
✓	Internet for Windows 98 Made Simple	P. K. McBride	1999	Butterworth-Heinemann	0750645636
✓	Sams Teach Yourself Netscape Navigator in 24 Hours	Galen Grimes	1997	Macmillan Computer Publishing	1575212277
✓	Netscape Navigator Made Simple	Sam Kennington	1997	Butterworth-Heinemann	0750635142
✓	Microsoft Internet Explorer 6: Introductory Concepts and Techniques	Gary B. Shelly, Thomas J. Cashman, Steven G. Forsythe	2002	Course Technology	0789565153

#### Presentations

✓	Step by Step Microsoft Powerpoint 97	Catapult	1997	Microsoft Press International	1572313153
✓	Easy Powerpoint 97	Laura Monsen	1998	Que	0789717166
✓	Powerpoint 97	Sue Coles, Jenny Rowley	1998	Continuum International Publishing Group	1858053587
✓	Sams Teach Yourself Microsoft PowerPoint 2000 in 24 Hours	Christopher Haddad	1999	Macmillan Computer Publishing	0672314320
✓	PowerPoint 2000 in Easy Steps	Stephen Copestake	1999	Computer Step	1840780436
✓	PowerPoint 98 for Windows Made Simple	Maira Stephen	1999	Butterworth-Heinemann	0750641770
✓	Powerpoint XP (Quick Fix)	Edward Peppitt	2002	Teach Yourself	0340850485
✓	Microsoft Powerpoint Xp: Complete Tutorial	William R. Pasewark	2001	Course Technology	0619058862

	Sams Teach Yourself Macromedia Dreamweaver 4 in 24 Hours	Betsy Bruce	2001	Macmillan Computer Publishing	0672320428
	Dreamweaver in Easy Steps	Nick Vandome	2001	Computer Step	1840781173
	Dreamweaver Studio X: the Complete Reference	Jennifer A. Kettell	2001	McGraw-Hill Publishing Company	0072131713
	Dreamweaver UltraDev: The Complete Reference	Ray West, Tom Muck, Tom Allen	2001	McGraw-Hill Publishing Company	0072130172
	Sams Teach Yourself Microsoft FrontPage 2000 in 24 Hours	Dick Oliver	1999	Macmillan Computer Publishing	0672315009
	FrontPage 2000 in Easy Steps	Michael Price	2001	Computer Steps	1840780428
	FrontPage 98: the Complete Reference	Martin S. Matthews	1998	McGraw-Hill Publishing Company	0078823943
	FrontPage 2000: the Complete Reference	Martin Matthews, Erik Poulsen	1999	McGraw-Hill Publishing C.	007211939X
	FrontPage 2000 Made Simple	Nat McBride	1999	Butterworth-Heinemann	0750645989
	Director in Easy Steps	Robert Shufflebotham	2001	Computer Step	1840780622
	Sams Teach Yourself HTML 4 in 24 Hours	Dick Oliver	2000	Macmillan Computer Publishing	0672317249
	Sams Teach Yourself HTML and XHTML in 24 Hours	Charles Ashbacher, Dick Oliver	2001	Macmillan Computer Publishing	0672320762
	HTML: the Complete Reference	Thomas A. Powell	2000	McGraw-Hill Publishing Company	0072129514
	HTML 4 in Easy Steps	Mike McGrath	2001	Computer Step	1840780487
	HTML 4.0 Programming Made Simple	Lilian Hobbs	1999	Butterworth-Heinemann	0750641789

	Sams Teach Yourself Microsoft Publisher 2000 in 24 Hours	Ned Snell	1999	Macmillan Computer Publishing	0672315726
	Publisher 2000 in Easy Steps	Brian Austin	1999	Computer Step	1840780614
	Publisher 2000 Made Simple	Moira Stephen	1999	Butterworth-Heinemann	0750645970
	PageMaker in Easy Steps	Scott Basham	1998	Computer Step	1840780029
	PageMaker Made Simple	Steve Heath	1999	Butterworth-Heinemann	0750640502
	Sams Teach Yourself Adobe Photoshop 6 in 24 Hours	Carla Rose	2000	Macmillan Computer Publishing	0672319551
	Photoshop 6: the Complete Reference	Adele Greenberg, Seth Greenberg	2001	McGraw-Hill Publishing Company	0072131675
	Photoshop 6 in Easy Steps	Robert Shufflebotham	2001	Computer Step	1840781238
	Photoshop 5.0 Made Simple	Martin Evening, Rod Wynne-Powell	1999	Butterworth-Heinemann	075064334X
	Sams Teach Yourself CorelDRAW 9 in 24 Hours	Dave Karlins	1999	Macmillan Computer Publishing	067231570X
	Coreldraw 9 in Easy Steps	Stephen Copestake	1999	Computer Step	1840780401
	AutoCAD 14: the Complete Reference	David Cohn	1998	McGraw-Hill Publishing Company	007882530X
	Autocad 2000 in Easy Steps	Paul Whelan	1999	Computer Step	1840780827
	AutoCAD 14 in Easy Steps	Paul Whelan	1999	Computer Step	184078024X
	AutoCAD LT 2000 in Easy Steps	Paul Whelan	2000	Computer Step	1840781017