

Cambridge International Diploma in ICT and Cambridge International Diploma in IT Skills

Resource List

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

ENDORSED TEXTBOOKS				
This book has been endorsed by CIE for use with this syllabus. It has been through an independent quality assurance process and matches the syllabus content closely.				
TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN NUMBER
CID in ICT: Foundation Level:- Career Award in Information and Communications Technology: Foundation Level	P.K. McBride	2003	Cambridge University Press	0521532930

General					
	TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN NUMBER
✓	Managing the PC and Its Files and Folders	Paul Gent	2002	Blackhall Publishing	1842180363
✓	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	2005	O'Reilly UK	0596009003
✓	Windows XP Step by Step	Microsoft Press	2004	Microsoft Press International	0735621144
✓	Easy Microsoft Windows XP Home Edition	Shelley O'Hara	2003	Que	0789730367

	TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN NUMBER
✓	Infotech English for Computer Users (student's book, teacher's guide, cassette and audio CD)	Santiago Remacha Esteras	2003	Cambridge University Press	0521754283 (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 (11th edition)	British Computer Society	2004	Longman	013147957-1
✓	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	0672314460
✓	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 2003 in 24 Hours`		2003		0672325535
✓	Sams Teach Yourself Office XP in 24 Hours	Alan Hayakawa, Greg Perry	2002		067232508X
	Office 2003 Step by Step	C Frye	2003	Microsoft Press International	0735615209

Word Processing					
	TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN NUMBER
✓	Sams Teach Yourself Microsoft Word 2000 in 24 Hours	Heidi Steele	1999	Macmillan Computer Publishing	0877780641
✓	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	0750646101
✓	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
	Word 2003 Bible	Brent Heslop	2003	Hungry Minds Inc	076453971X
	Teach Yourself Visually Word 2003	Ruth Maran	2003	Hungry Minds Inc	0764539973

Databases					
✓	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	Moirra Stephen	1999	Butterworth-Heinemann	0750641827

	TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN NUMBER
✓	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
	Access 2003 Inside Out	J Viescas	2003	Microsoft Press International	0735615136
	Sams Teach Yourself Microsoft Access 2003 in 24 Hours	Thomas Cronin, Alison Balter	2003	Macmillan Computer Publishing	0672325454
	How to Do Everything with Microsoft Office Access 2003	Virginia Anderson	2003	McGraw-Hill Publishing Co.	0072229381

Spreadsheets					
✓	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

	TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN NUMBER
✓	Microsoft Excel XP: Complete Tutorial	William R. Pasewark	2001	Course Technology	0619058781
	How to Do Everything with Microsoft Office Excel 2003	Guy Hart-Davis	2003	McGraw-Hill Education	0072230711
	Microsoft Excel 2003 Fast and Easy	Diane Koers	2003	Premier Press	1592000797

Electronic Communication					
✓	Sams Teach Yourself the Internet in 24 Hours	Ned Snell	2000	Macmillan Computer Publishing	0672325071
✓	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
✓	Firefox Secrets	Cheah Chu Yeow	2005	SitePoint	0975240242
✓	Netscape Navigator 6: Mastering Today's Software	Edward G. Martin	2001	Course Technology	0030264669
✓	Mozilla Firefox: Introductory Concepts and Techniques	Gary B. Shelly, Thomas J. Cashman,	2005	Course Technology	141885994X
✓	Microsoft Internet Explorer 6: Introductory Concepts and Techniques	Gary B. Shelly, Thomas J. Cashman, Steven G. Forsythe	2002	Course Technology	0789565153

Presentations					
✓	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

	TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN NUMBER
✓	Microsoft Office PowerPoint 2003 Step by Step	Online Training Solutions	2003	Microsoft Press	0735615225
✓	Microsoft Powerpoint Xp: Complete Tutorial	William R. Pasewark	2001	Course Technology	0619058862
✓	Powerpoint XP (Quick Fix)	Edward Peppitt	2002	Teach Yourself	0340850485

Web Authoring					
	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 2000 Made Simple	Nat McBride	1999	Butterworth-Heinemann	0750645989
	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	0672325209
	HTML: the Complete Reference	Thomas A. Powell	2000	McGraw-Hill Publishing Company	0072129514
	HTML 4 in Easy Steps	Mike McGrath	2001	Computer Step	1840780487

	TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN NUMBER
	HTML 4.0 Programming Made Simple	Lilian Hobbs	1999	Butterworth-Heinemann	0750641789
	FrontPage 2003: the Complete Reference	Martin Matthews, Erik Poulsen Carole Boggs Matthews	1999	McGraw-Hill Publishing C.	007211939X
	Dreamweaver MX 2004: The Complete Reference	Ray West, Tom Muck	2004	McGraw-Hill Publishing Co.	0072229438

Desktop Publishing					
	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
	Adobe Photoshop 7 One-Click Wow! (Paperback)	Jack Davis, Linnea Dayton	2002	Peachpit Press	0321125312
	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
	Exploring Getting Started with Microsoft Publisher 2003	Bill Bliss, Cindy Stevens	2004	Prentice Hall	0131451006

	Microsoft Publisher 2003 Introductory Concepts and Techniques	Gary B. Shelly, Thomas J. Cashman, Joy Starks	2004	Course Technology	0619200308
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Computer Aided Design					
	AutoCAD 2000: the Complete Reference	David Cohn	2000	McGraw-Hill Publishing Company	00072122412
	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