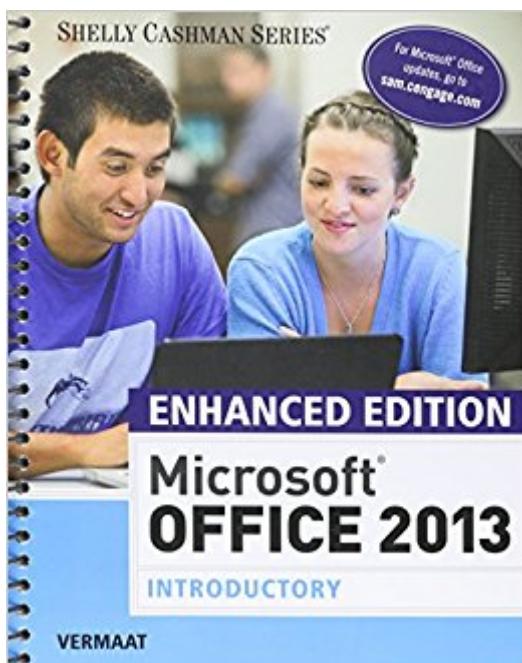


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Enhanced Microsoft Office 2013: Introductory, Spiral-bound Version (Microsoft Office 2013 Enhanced Editions)



Synopsis

Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students.

Book Information

Series: Microsoft Office 2013 Enhanced Editions

Spiral-bound: 1256 pages

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Average Customer Review: 4.1 out of 5 stars 26 customer reviews

Best Sellers Rank: #275,551 in Books (See Top 100 in Books) #40 in Books > Business & Money > Processes & Infrastructure > Office Equipment & Supplies #84 in Books > Business & Money > Processes & Infrastructure > Office Automation #267 in Books > Computers & Technology > Software > Microsoft > Microsoft Office

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Hey, where am I? Mini-roadmaps are provided throughout each chapter, visually showing you where are in the process of completing the chapter project. Why does this matter? When you complete projects, you learn why each step in the process is necessary. In addition to providing this rationale, the text explains what you will be doing and how you can most effectively

accomplish each task. Sharpen your critical thinking! Chapter-ending 'Consider This: Plan Ahead' boxes and 'Consider This: Your Turn' assignments engage you in critical thinking and problem-solving skills to create your own solutions. Relevant to todayÃ¢Â€Â“s world. Lab on integrating Cloud and Web technologies with Microsoft Word challenges you to use general guidelines to learn and investigate independently.

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Misty E. Vermaat has more than 25 years of experience in the field of computer and information technology. In addition to consulting in the field, she was an Associate Professor at Purdue University Calumet, teaching or developing Microsoft Office, computer concepts, database management, systems analysis and design, and programming courses. Since 1990, Ms. Vermaat has led the development of the Shelly Cashman Series and has written or co-authored numerous Series textbooks, including many editions of DISCOVERING COMPUTERS, DISCOVERING COMPUTERS FUNDAMENTALS, and Microsoft Word books.

Needed for a class. As far as textbooks go, this one feels incredibly over-comprehensive. I suppose the idea is that it's assuming you have literally never seen a computer before, but as someone who grew up with them....a lot of the explanations seem completely unnecessary to me. Which of course,

makes the book way to big and heavy. It's unpleasant to lug around. But homework assignments are relatively easy.

I used this book for a class, and it's just "okay". Truly, it's not a "readable" book. It's more of the type of book that you use just as a guide when looking up stuff. The big disappointment was the price. When I used this book, it was WAY too expensive. Had it been written better, I might have kept it for future reference. However, I was happy to be done with the book by the end of the course.

Needed this for my online course. Even though the book is offered through the course. Love the hands on information that it brings to the table.

I would recommend this "step-by-step operations manual" to everyone that has a computer. It is by far the best guide to Microsoft Software Applications EVER !!!!!

Wonderful. Very convenient.

Bought this for my son for an online class. Arrived on time and as described.

Good for school. Fast delivery.

Everything in the book can be searched online.

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