

Enhanced Microsoft Office 2013: Illustrated Introductory, First Course

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Reviews

It in a of the most popular pdf. It really is full of knowledge and wisdom Its been developed in an exceptionally easy way and it is just right after i finished reading through this publication by which really altered me, alter the way in my opinion. (Dr. Alexa Rogahn)

ENHANCED MICROSOFT OFFICE 2013: ILLUSTRATED INTRODUCTORY, FIRST COURSE



Cengage Learning, Inc, United States, 2015. Spiral bound. Book Condition: New. Illustrated, Enhanced. 246 x 189 mm. Language: English . Brand New Book. Whether you re a computer rookie or hot shot, you can master Microsoft(R) Office 2013 applications quickly and efficiently with the newest book in the acclaimed Illustrated Series: ENHANCED MICROSOFT(R) OFFICE 2013: ILLUSTRATED INTRODUCTORY, FIRST COURSE. Praised for its concise, focused approach and user-friendly format, the Illustrated Series incorporates a hallmark two-page layout that allows you to work through an entire task without turning the page! Skills are accessible and easy-to-follow with new Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that reflect exactly what you should see on your own computer. Each unit begins with a brief overview of the principles of the lesson and introduces a case study for further application. The Enhanced Edition includes a new Student Success Guide that not only helps students prepare for success in their class, but also guides them through the use of OneNote to facilitate that. The Enhanced Edition also features new and updated appendixes that offer a variety of opportunities to explore cloud computing and other developing applications in more depth.

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