



Advanced Microsoft (R) Word 2013: Desktop Publishing: Instructor s Guide with EXAMVIEW (R) CD Signature Series

By Joanne Arford, Audrey Rutkosky Roggenkamp, Ian Rutkosky

EMC Paradigm,US, United States, 2014. CD-ROM. Condition: New. Language: N/A. Brand New. Paradigm s Signature Series: Advanced Microsoft Word 2013: Desktop Publishing text offers comprehensive instruction and practice with illustrated, step-by-step instructions in advanced Word 2013 techniques. This text provides opportunities for students to use critical thinking, decision making, creativity, and collaborative learning as they plan, design, and evaluate a variety of business and personal publication formats. Comprehensive exercises with illustrated, step-by-step instructions allow students to grasp techniques easily. Full-size replicas of the completed documents for in-chapter exercises help students visualize the expected results. Design concepts such as focus, balance, directional flow, contrast, proportion, and consistency are reinforced throughout. Unit assessments reinforce writing and problem-solving skills within the context of Word documents. Group projects promote collaborative problem-solving and critical thinking. Plus, instruction on creating web pages, PowerPoint presentations, and Publisher documents included.

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