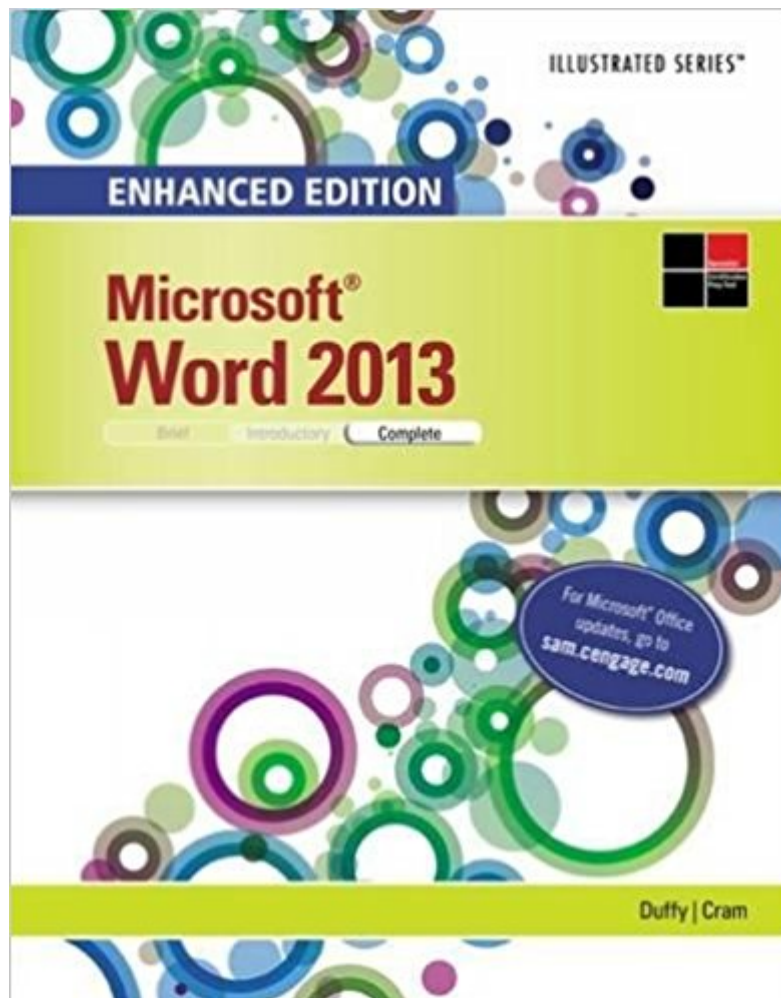


The book was found

Enhanced Microsoft Word 2013: Illustrated Complete (Microsoft Office 2013 Enhanced Editions)



Synopsis

Whether you're a computer rookie or hot shot, you can master Microsoft Word 2013 applications quickly with this new book in the acclaimed Illustrated Series -- ENHANCED MICROSOFT WORD 2013: ILLUSTRATED COMPLETE. Using a concise, focused approach and user-friendly format, the Illustrated Series provides 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 preview what you should see on your own computer. New and updated appendixes guide you in exploring cloud computing and other developments in more depth. MindTap, SAM and other resources further strengthen your understanding of the latest features in Word 2013 to help you succeed.

Book Information

Series: Microsoft Office 2013 Enhanced Editions

Paperback: 400 pages

Publisher: Course Technology; 1 edition (April 27, 2015)

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ISBN-13: 978-1305575363

Product Dimensions: 0.8 x 8.5 x 11 inches

Shipping Weight: 2 pounds (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 stars 2 customer reviews

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Quick Tips; & Troubles; help you avoid typical errors. Text highlights common mistakes and cautions you with special features and helpful warnings as part of the book's step-by-step directions. Easy-to-follow 2-page lessons. This proven, focused visual approach with an entire task visible in a single view, keeps you focused and actively learning important skills in Word 2013. Skills for this course and beyond. You gain a solid

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Go from Office user to Office expert. SAM

Skills Assessment Manager is the top online training resource for Microsoft Office suites. No matter what your skill level, SAM helps you learn with confidence so you have a better chance to make better grades. Navigate easily from day one. SAM has all your course content in one easy location, offering an intuitive homepage which ensures you always get where you need to go. See how Office is used in the real world. SAM training and assessments simulate the real MS Office environment, which will prepare you for more workplace success. Set yourself up for better grades. Automatic feedback on assignments and a personalized study plan help you stay on track for improved grades.

Jennifer Duffy is a freelance author who lives and works in New Hampshire. She has been writing leading texts for Course Technology for more than ten years and has authored previous editions of MICROSOFT WORD ILLUSTRATED for the popular Office series. Ms. Duffy has worked successfully in the business world as a writer, editor, and public relations liaison. She combines her strong business knowledge and expertise in Word with exceptional writing skills that ensure the clarity of this and each of her other books. Carol M. Cram is the author of more than 35 textbooks on computer applications, business communications, and Internet-related subjects. Carol is also a well-recognized and respected faculty member at Capilano College in North Vancouver, where she currently serves as the Convenor of the Executive Support Program, the Program Consultant for Business and Computers in Continuing Education, and as an instructor of business and computer-related courses.

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