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that progressively introduce you to computer concepts from the moment you hit the power button all the way through to using a variety of productivity software applications available in Microsoft Office 2013 and Microsoft Office for Mac 2011 The focus of this text is to provide readers with the skills needed to discuss essential computer concepts navigate and conduct basic tasks using an operating system and develop files using basic productivity applications The companion disc includes all of the files needed to complete the chapter exercises within the text You will also find video tutorials a repository of high resolution images from the chapters and samples of completed projects for comparison Features Designed to address the Windows operating system and the 2013 Microsoft Office application suite Integrates the use of both MacOS and OpenOffice into the text to describe the respective concepts in Windows and Microsoft Office MS Outlook Word PowerPoint Excel Includes a dynamic 4 color design with supplementary video tutorials to enhance the learning process Discusses common computer applications including Adobe Reader for reading PDF files and Microsoft OneNote for Windows for managing files Additional productivity tools like OpenOffice org are presented Includes a comprehensive DVD with sample tutorial videos project files from the text figures Excel functions and formulas and MS Office shortcuts Numerous instructor supplements and companion Web site available upon adoption *Illustrated Computer Concepts and Microsoft Office 365 & Office 2016, Loose-Leaf Version* June Jamrich Parsons, David W. Beskeen, Carol M. Cram, Jennifer Duffy, Lisa Friedrichsen, Elizabeth Eisner Reding, 2016-03-02 Present the computer concepts and Microsoft Office 2016 skills perfect for your Introduction to Computing course with ILLUSTRATED COMPUTER CONCEPTS AND MICROSOFT OFFICE 365 OFFICE 2016 This all in one book makes the computer concepts and skills your students need to know easily accessible The user friendly two page spread found throughout this and other popular Illustrated Microsoft Office 2016 books clearly demonstrates key application skills Today s most up to date technology developments and concepts are clarified using the distinctive step by step approach and the latest content from COMPUTER CONCEPTS ILLUSTRATED BRIEF This edition highlights new Office features with a new module covering Productivity Apps You ll find a wealth of instructional support and resources including MindTap customized learning paths to reinforce the important skills and theories found in ILLUSTRATED COMPUTER CONCEPTS AND MICROSOFT OFFICE 365 OFFICE 2016 Publisher Microsoft Office 2013: Illustrated, Third Course Carol Cram, Lisa Friedrichsen, Lynn Wermers, 2013-08-29 Praised by instructors for its concise focused approach and user friendly format the Illustrated Series engages both computer rookies and hot shots in mastering MICROSOFT OFFICE 2013 applications quickly and efficiently Skills are accessible and easy to follow thanks to the Illustrated Series hallmark 2 page layout which allows students to see an entire task in one view New Learning Outcomes outline the skills covered in each lesson and larger full color screens represent exactly what students should see on their own computers Each unit begins with a brief overview of the principles of the lesson and introduces a case study for further application Important Notice Media content referenced within the product description or the product text may not be available in the ebook version **Illustrated Computer**

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Illustrated June Jamrich Parsons, VARIOS AUTORES, Dan Oja, David W. Beskeen, Carol M. Cram, Jennifer Duffy, 2013-08-09 All data files and data file grids necessary to complete chapter projects are conveniently located on this CD for students who do not have reliable internet access **Computer Concepts and Microsoft® Office 2010** June Parsons, 2012-04 COMPUTER

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