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Computer Concepts And Microsoft Office 2013

Lauren Gardner



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Computer Concepts and Microsoft Office 2013 June Jamrich Parsons, Dan Oja, David W. Beskeen, Carol M. Cram, Jennifer Duffy, 2013-07-24 Everything you need for your Introduction to Computing course COMPUTER CONCEPTS AND MICROSOFT OFFICE 2013 ILLUSTRATED delivers the most up to date computer concepts and Microsoft Office 2013 skills in an accessible easy to follow format The Illustrated Series has been praised by instructors for its concise focused approach and user friendly layout which engages both computer rookies and hot shots in mastering application skills and computer concepts quickly and efficiently Thanks to the Illustrated Series hallmark 2 page layout each task is presented in a single view enabling students to work through an entire process without turning a page 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 With COMPUTER CONCEPTS AND MICROSOFT OFFICE 2013 ILLUSTRATED everything your students need is at their fingertips Microsoft Office and Beyond Theodor Richardson, Charles Thies, 2011-07-15 This book is a companion for students and novices to begin with the computing environment and the tasks associated with productivity software that will be used throughout their education and professional careers Designed to primarily address the Windows operating system and the 2010 Microsoft Office application suite it also includes instructions for students using OpenOffice and MacOS platforms The focus of this text is to provide new students and those with some experience with the skills needed to proficiently discuss essential computer concepts navigate and conduct basic tasks using an operating system and develop files using basic productivity applications Video tutorials on the DVD will support each chapter by demonstrating the principles presented FEATURES Designed to address the Windows operating system and the 2010 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 Includes 4 color design with supplementary video tutorials Covers the topic of interoperability of the software packages throughout the text Numerous instructor supplements available upon adoption Includes a comprehensive DVD with project files tips figures and shortcuts **Enhanced Computer Concepts and Microsoft Office 2013 Illustrated** Parsons, 2015 Microsoft Office 2013/365 and Beyond Theodor Richardson, Charles Thies, 2015 Microsoft Office 2013 365 and Beyond is divided into five sections with 16 chapters 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

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