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Microsoft

Word 2013

INTRODUCTORY



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Exploring Lynn Hogan, 2013-06-24 ALERT Before you purchase check with your instructor or review your course syllabus to ensure that you select the correct ISBN Several versions of Pearson's MyLab check with the seller before completing your purchase Used or rental books If you rent or purchase a used book with an access code the access code may have been redeemed previously and you may have to purchase a new access code Access codes Access codes that are purchased from sellers other than Pearson carry a higher risk of being either the wrong ISBN or a previously redeemed code Check with the seller prior to purchase Ideal for students and individuals seeking an introduction to Microsoft Word 2013 The Exploring series charts readers beyond the point and click helping them understand WHY they use Microsoft Office skills along with HOW they perform them The latest edition provides an easy to follow map through each chapter to help readers learn study and review efficiently and be successful in this class and beyond The entire approach allows students to map their way quickly and easily through the book focusing on the key objectives and using their own efficient study habits as a model for success Teaching and Learning Experience This program will provide a better teaching and learning experience for you and your students Here's how Personalize Learning MyITLab delivers proven results in helping students succeed provides engaging experiences that personalize learning and comes from a trusted partner with educational expertise and a deep commitment to helping students and instructors achieve their goals Move Beyond the Point and Click Students can move beyond the basics of the software at a faster pace without sacrificing coverage of fundamental skills Extend Learning Beyond the Classroom A lot of learning takes place outside of the classroom and the Exploring series provides learning tools that students can access anytime anywhere Microsoft Office Home and Student 2013 Step by Step Beth Melton, Mark Dodge, Echo Swinford, Ben Schorr, 2013-05-15 The smart way to learn Microsoft Office Home and Student 2013 one step at a time Experience learning made easy and guickly teach yourself how to get more done with Microsoft Word Excel PowerPoint and OneNote With Step by Step you set the pace building and practicing the skills you need just when you need them Use Office anywhere with touch enabled devices Save time and work more easily with templates Make professional looking documents and presentations Build spreadsheets to calculate and visualize data Organize and share your best ideas with OneNote Work with friends using social media and the cloud Microsoft Office Professional 2013 Step by Step Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch, 2013-05-15 The smart way to learn Microsoft Office Professional 2013 one step at a time Experience learning made easy and quickly teach yourself how to get more done with Microsoft Word PowerPoint Excel Outlook OneNote Access and Publisher With Step by Step you set the pace building and practicing the skills you need just when you need them Determine the best Office tool for specific tasks Use Office efficiently on touch enabled devices Create attractive documents publications and presentations Manage your e mail calendar meetings and communications Put your business data to work with Excel and Access Organize and share your notes and ideas with

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are for senior students and take a deep diva into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook version does not contain CD **Exploring Microsoft Office 2013, Volume** 1 Mary Anne Poatsy, Keith Mulbery, Cynthia Krebs, Lynn Hogan, Amy M. Rutledge, Robert T. Grauer, 2013-04-11 This is the eBook of the printed book and may not include any media website access codes or print supplements that may come packaged with the bound book This book covers introductory Word Excel Access and PowerPoint with an additional Windows 8 chapter Move students beyond the point and click The goal of the Exploring series is to move students beyond the point and click to understanding the why and how behind each skill And because so much learning takes place outside of the classroom this series provides learning tools that students can access anywhere any time Students go to college now with a different set of skills than they did years ago With this in mind the Exploring series seeks to move students beyond the basics of the software at a faster pace without sacrificing coverage of the fundamental skills that everyone needs to know NOTE This is just the spiral bound book with access card that includes the online content that used to be on the CD DVD ALERT If the student wants access to MyITLab they would need to order the package ISBN that includes the book and the MyITLab access card There are many packages that include MyITLab so the student should request the ISBN from their Instructor before purchasing Several versions of Pearson's MyLab Mastering products exist for each title and registrations are not transferable To register for and use Pearson's MyLab Mastering products you may also need a Course ID which your instructor will provide One of the packages 013381016X 9780133810165 Exploring Microsoft Office 2013 Volume 1 MyITLab Access Card for Exploring Microsoft Office 2013 Package Package consists of 0133142671 9780133142679 Exploring Microsoft Office 2013 Volume 1 0133775143 9780133775143 MyITLab without Pearson eText Access Card for Exploring Microsoft Office 2013 Replacement Card Office 2013 All-in-One For Dummies Peter Weverka, 2013-02-28 Home and business users around the globe turn to Microsoft Office and its core applications every day Whether you re a newcomer or a veteran Office user this friendly but informative guide provides in depth coverage on all the newest updates and enhancements to the Office 2013 suite With an overview of tools common to all Office applications and self contained minibooks devoted to each Office application Office 2013 All in One For Dummies gets you up to speed and answers the questions you ll have down the road Explores the new Office interface and explains how it works across the applications Features eight minibooks that cover Word Excel PowerPoint Outlook Access Publisher OneNote common Office tools and ways to expand Office productivity Highlights the new online versions of Word Excel and PowerPoint as well as changes to the interface and new tools and techniques Office 2013 All in One For Dummies makes it easy to learn to use Office and gets you up and running on all the changes and enhancements in Office 2013 **Computing Fundamentals** Faithe Wempen, 2014-11-26 The absolute beginner's guide to learning basic computer skills Computing Fundamentals Introduction

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