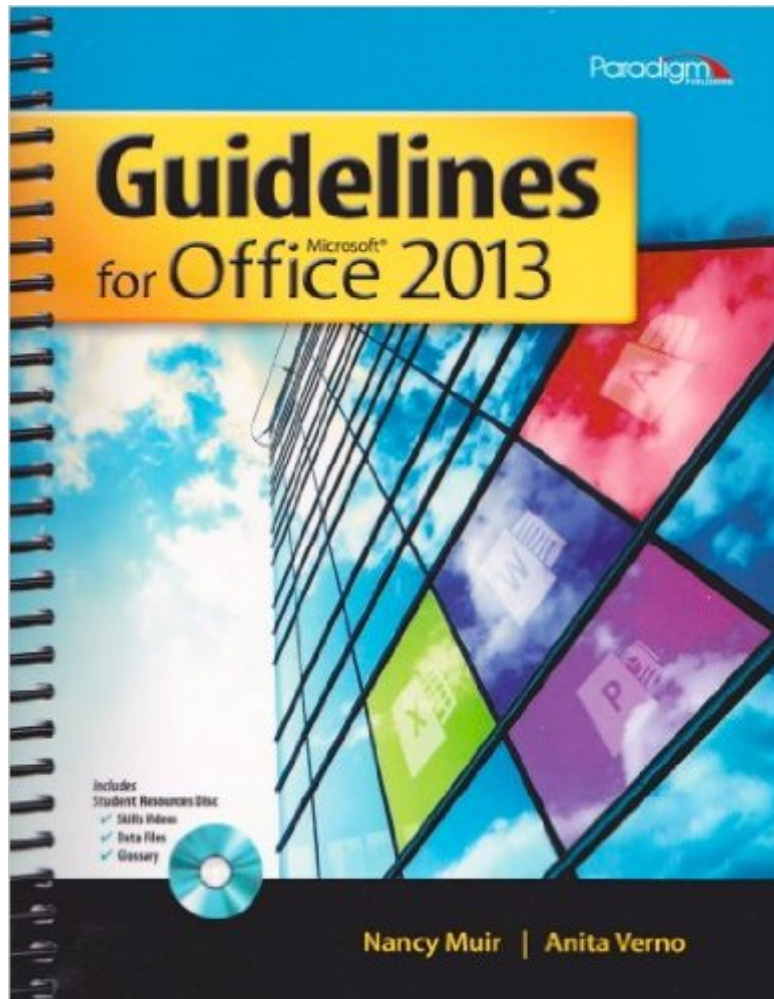# Guidelines For Microsoft Office 2013 (Guidelines Series)

Synopsis

Guidelines for Microsoft Office 2013 teaches the essentials of Office 2013 for personal, academic, and business use. Its clear, easy-to-follow instruction offers quick tips for potential trouble spots with minimal reading and maximum visuals. Key Features* Two- and four-page skill activities list the steps on one page and display large illustrations of the steps on the other.* A visual introduction to each module highlights best uses of the software.* Guided end-of-chapter exercises measure students' achievement of learning outcomes, and creative end-of-module projects evaluate students' problem-solving in new situations.* A Student Resources disc packaged with the textbook contains Skills Videos demonstrating every skill plus data files and a searchable glossary.

Book Information

Series: Guidelines Series

Spiral-bound: 720 pages

Publisher: EMC/PARADIGM PUBLISHING; 2 edition (January 15, 2013)

Language: English

ISBN-10: 0763852589

ISBN-13: 978-0763852580

Product Dimensions: 10.8 x 8.5 x 1.1 inches

Shipping Weight: 2.8 pounds

Average Customer Review: 3.9 out of 5 starsÂ Â See all reviewsÂ (27 customer reviews)

Best Sellers Rank: #269,613 in Books (See Top 100 in Books)   #123 inÂ Books > Computers & Technology > Software > Suites   #203 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Office   #1434 inÂ Books > Computers & Technology > Computer Science

Customer Reviews

I just got this book in the mail and I received the book and the cd...but I need the access code to snap. Please who ever sold this to me please e-mail me the access code for snap that was supposed to be included with the book... rhoness@student.laniertech.edu

It is an easy step-by-step book so anybody can pick it up and learn all you need to know about Microsoft Office.

I ordered new and got something that looked like it had been pulled out of the trash, with stains and water damage. It did not include the skills and resources disk as advertised either. Item is "pending"

return status. I sent it out yesterday following a lengthy conversation with an CSR on the phone making every excuse under the sun as to why I received that poor quality piece of crap.

my only complain is that this book it did not come with student resources disc and its stink im not a smoker person. it shipped fast.

It didn't come with the CD and upon purchasing the software that goes with the book called "SNAP" there were many issues with getting it up and started consistently. My instructor and majority of classmates, including myself, had to call technical support frequently holding us back from keeping up with the course syllabus assignments and projects.

It is a very useful book.

A very good workbook that guides you though the basics of the Microsoft Office software. Beware this does not cover Windows 10, only Windows 8.

Textbook was a textbook. It had no tears or anything that prevented me from using it the four times the course demanded it.

Your Office: Microsoft Access 2013, Comprehensive (Your Office for Office 2013) New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition (Microsoft Office 2013 Enhanced Editions) Guidelines for Microsoft Office 2013 (Guidelines Series) Bundle: Illustrated Microsoft Office 365 & Office 2016: Fundamentals, Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card ... Office 365 & Office 2016: Introductor Enhanced Microsoft Excel 2013: Illustrated Complete (Microsoft Office 2013 Enhanced Editions) Microsoft Surface Pro 4 & Microsoft Surface Book: The Beginner's Guide to Microsoft Edge, Cortana & Mail App on Microsoft Surface Pro 4 & Microsoft Surface Book Exploring Microsoft Access 2013, Comprehensive (Exploring for Office 2013) SAM 2013 Assessment, Training and Projects with MindTap Reader for Discovering Computers & Microsoft Office 2013: A Fundamental Combined Approach Printed Access Card Exploring: Microsoft Excel 2013, Comprehensive Â & MyITLab with Pearson eText -- Access Card -- for Exploring with Office 2013 Package GO! with Microsoft Outlook 2013 Getting Started (GO! for Office 2013) Exploring: Microsoft Word 2013, Comprehensive (Exploring for Office 2013) Microsoft Office 2016: A Beginner's Guide to Microsoft Office Documents, Presentations, and Workbooks:

Using Microsoft Office to Create Content That Gets Noticed- Creating Powerful Content with Microsoft Office Microsoft Access 2013, Fast and Easy: A Beginners Tutorial for Microsoft Access 2013 (Get It Done FAST Book 14) Exploring Microsoft Office 2016 Volume 1 (Exploring for Office 2016 Series) Microsoft Office 2010: Introductory (Shelly Cashman Series Office 2010) Microsoft Office 2013: Brief (Shelly Cashman Series) Creating HTML 5 Websites and Cloud Business Apps Using LightSwitch In Visual Studio 2013-2015: Create standalone web applications and Office 365 / SharePoint 2013 applications Skills for Success with Access 2013 Comprehensive (Skills for Success, Office 2013) PowerPoint 2013 (manual prÃ¡ctico) (Office 2013) (Spanish Edition)