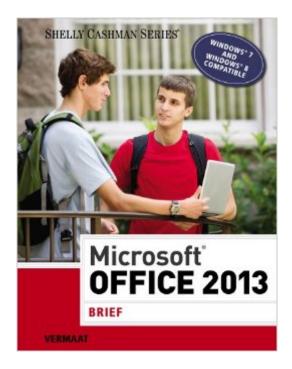
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Microsoft Office 2013: Brief (Shelly Cashman Series)





Synopsis

Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students.

Book Information

Series: Shelly Cashman Series Paperback: 704 pages Publisher: Course Technology; 1 edition (May 30, 2013) Language: English ISBN-10: 1285166132 ISBN-13: 978-1285166131 Product Dimensions: 10.7 x 8.4 x 1 inches Shipping Weight: 2.8 pounds (View shipping rates and policies) Average Customer Review: 4.1 out of 5 stars Â See all reviews (13 customer reviews) Best Sellers Rank: #279,581 in Books (See Top 100 in Books) #125 in Books > Computers & Technology > Software > Suites #205 in Books > Computers & Technology > Software > Microsoft > Microsoft Office #3428 in Books > Textbooks > Computer Science

Customer Reviews

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I had to have this book for a class I am taking. It works well for what it is designed for, and I like the wire binding, so it stays open to the pages I need.

Very in depth with tutorials and lots of questions answered! Invaluable resource for users of MS Office.

These books give great step by step instructions on most tasks within microsoft office 2013. I recommend

Amazing timing!great shape!A great person/persons to buy from .will have my busness!

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