



Microsoft Office 2013 Fundamentals

By Marjorie S Hunt, Barbara Clemens

CENGAGE LEARNING, United Kingdom, 2013. Spiral bound. Book Condition: New. Illustrated. 274 x 216 mm. Language: English . Brand New Book. 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.



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