

Read Book Go Microsoft Office 2013

Go Microsoft Office 2013

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.

For use in the Office Applications

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course. This book is also suitable for students and individuals seeking an introduction to Microsoft PowerPoint 2013. The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation, with an

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approach that is based on clearly defined projects. 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

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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

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goals. Engage Students with a Project-Based Approach: GO!'s project-based approach teaches students to solve real problems as they practice and learn the features. Motivate Students with Clear Instruction: Based on professor and student feedback,

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this text has been designed to offer clear instruction for full student comprehension. Teach the Course You Want in Less Time: The GO! series' one-of-a-kind instructional system provides you with everything you need to prepare for class, teach

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the material, and assess your students.

Present the computer concepts and Microsoft Office 2013 skills perfect for your Introduction to Computing course with the latest
**ENHANCED COMPUTER
CONCEPTS AND MICROSOFT**

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OFFICE 2013 ILLUSTRATED.
*This all-in-one book makes the
computer concepts and skills
your students need to know
easily accessible. Key application
skills are clearly demonstrated
using the user-friendly two-page
spread found in the popular*

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*Microsoft Office 2013 Illustrated
Introductory, First Course.
Today's most up-to-date
technology developments and
concepts are clarified using the
distinctive step-by-step approach
from the Computer Concepts
Illustrated Brief book. This*

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*edition highlights updated Office
365 content with Integrated
Applications Projects and a
Student Success Guide.*

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version.

A unique, comprehensive guide to creating custom apps with VBA Automating computing tasks to increase productivity is a goal for businesses of all sizes. Visual Basic for Applications (VBA) is a version of Visual Basic designed

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to be easily understandable for novice programmers, but still powerful enough for IT professionals who need to create specialized business applications. With this invaluable book, you'll learn how to extend the capabilities of Office 2013

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applications with VBA programming and use it for writing macros, automating Office applications, and creating custom applications in Word, Excel, PowerPoint, Outlook, and Access. Covers the basics of VBA in clear, systematic tutorials

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and includes intermediate and advanced content for experienced VB developers
Explores recording macros and getting started with VBA; learning how to work with VBA; using loops and functions; using message boxes, input boxes,

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*and dialog boxes; creating
effective code; XML-based files,
ActiveX, the developer tab,
content controls, add-ins,
embedded macros, and security
Anchors the content with solid,
real-world projects in
Word, Excel, Outlook,*

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PowerPoint, and Access Covering VBA for the entire suite of Office 2013 applications, Mastering VBA for Microsoft Office 2013 is mandatory reading.

Home and business users around the globe turn to Microsoft Office and its core applications every

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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

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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

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*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*

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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.

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*Microsoft Office 2013 for Medical
Professionals Illustrated*

*Microsoft Office 2013/365 and
Beyond*

Office 2013: The Missing Manual
Microsoft Word 2013

*Microsoft Office Home and
Student Edition 2013 All-in-One*

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For Dummies

With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be

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successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Office 2013 continues to engage students in applying skills to real-world situations, making concepts

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relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes

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*and transference of skills
by helping students
understand why what they're
learning is important.
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*Praised by instructors for
its concise, focused
approach and user-friendly
format, the Illustrated
Series engages both computer
rookies and hot shots in*

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*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*

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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

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brief overview of the principles of the lesson, and introduces a case study for further application.
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*GO! with Office 2013 is the
right solution for students
in today's fast-moving,
mobile environment. The GO!
Series content focuses on
the real-world job skills*

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students need to succeed in the workforce. They learn Office by working step-by-step through practical job-related projects that put the core functionality of Office in context. And, as has always been true of the

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GO! Series, students learn the important concepts when they need them, and they never get lost in instruction, because the GO! Series uses Microsoft procedural syntax. Students learn how and learn why—at

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the teachable moment. After completing the instructional projects, students are ready to apply the skills in a wide variety of progressively challenging projects that require them to solve problems, think

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critically, and create projects on their own. And, for those who want to go beyond the classroom and become certified, GO! provides clear MOS preparation guidelines so students know what is needed

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***to ace the Core exam!
Teaching and Learning
Experience This program will
provide a better teaching
and learning experience—for
educators and students.
Here's how: Personalize
Learning: MyITLab delivers***

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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

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instructors achieve their goals. Engage Students with a Project-Based Approach: GO!'s project-based approach teaches students to solve real problems as they practice and learn the features. Motivate Learning

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***with Clear Instruction:
Based on professor and
student feedback, this text
has been designed to offer
clear instruction for full
student comprehension. Note:
You are purchasing a
standalone product; MyITLab***

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does not come packaged with this content. If you would like to purchase both the physical text and MyITLab, contact your Pearson representative. MyITLab is not a self-paced technology and should only be purchased

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*when required by an
instructor.*

*Praised by instructors for
its concise, focused
approach and user-friendly
format, the Illustrated
Series engages both computer
rookies and hot shots in*

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*mastering Microsoft Office
2013 applications quickly
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follow thanks to the
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2-page layout, which allows
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*Office 2013 For Dummies
Enhanced Microsoft Office
2013: Illustrated
Introductory, First Course
Go! with Microsoft Excel
2013 Comprehensive & Myitlab*

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*with Pearson Etext -- Access
Card -- For Go! with Office
2013 Package
Computer Concepts and
Microsoft Office 2013:
Illustrated
Go! with Microsoft Office
2013 Getting Started*

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For use in the Office Applications course. This book is also suitable for students and individuals seeking an introduction to Microsoft Office 2013. The primary goal of the GO! Series, aside from

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Approach: GO!'s project-based approach teaches students to solve real problems as they practice and learn the features. Motivate Students with Clear Instruction: Based on professor and student feedback, this text

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to prepare for class, teach the material, and assess your students.

With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, *New Perspectives*

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helps you develop the Microsoft Office 2013 skills you need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Office 2013 engages

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you in applying skills to real-world situations, making concepts relevant. A new Troubleshoot type of case problem enhances critical thinking. As always, New Perspectives improves learning

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outcomes and transference of skills by helping you understand the importance of what you're learning.

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product text may not be available in the ebook version. Projects include preparing business letters brochures newsletters blogs PDF documents invoices pivot tables inventory databases and

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business presentations; Review questions and exercises reinforce new concepts offer practice in critical-thinking and present opportunities to conduct integrated and collaborative research; Bonus

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coverage of Internet Explorer
SkyDrive Outlook PowerPoint
Publisher and OneNote
develops skills in web research
emailing creating multimedia
presentations sharing
documents preparing

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marketing documents and using a digital notebook. Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past

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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

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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

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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

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personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students.

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Exam 77-420 Microsoft Excel
2013

GO! with Microsoft PowerPoint

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2013 Comprehensive
Using Office 2013
Go! with Microsoft Excel 2013
A Guide to Microsoft Excel
2013 for Scientists and
Engineers
Visual QuickStart Guides,

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designed in an attractive tutorial and reference format, are the quickest, easiest, and most thorough way to learn applications, tasks, and technologies. The Visual QuickStart Guides are a smart choice and guide the learner in a

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friendly and respectful tone. Visually presented with copious screenshots, the focused discussions by topic and tasks make learning a breeze and quickly take you to exactly what you want to learn. Microsoft Office 2013: Visual QuickStart

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Guide, written by best-selling author Steve Schwartz, has been extensively rewritten to provide expanded coverage of the core Office applications: Word, Excel, PowerPoint, and Outlook, provides in-depth instructions on many of the new features and

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changes introduced in Office 2013, and offers a thorough introduction to the Office Web Apps. Coverage of each application is jam-packed with information and tips that not only explain HOW to perform a task, but WHY you need this

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procedure and WHEN it's best to use it. Includes eBook In addition to concise, step-by-step explanations of core tools and tasks, with plenty of helpful screen shots to keep you on track as you work, Microsoft Office 2013 for Windows: Visual

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QuickStart Guide includes the eBook. You can download digital versions of this book to load on the mobile device of your choice so that you can continue learning whenever and wherever you are. We provide you with EPUB, PDF, and MOBI eBook formats to

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**ensure that you get the
experience that best suits your
viewing needs.**

**GO with Microsoft Outlook 2013
Comprehensive is intended for an
Outlook 2013 course. This title is
also appropriate for individuals
seeking a comprehensive**

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**introduction to Outlook 2013.
The primary goal of the GO
Series, aside from teaching
computer applications, is ease of
implementation, with an
approach that is based on clearly
defined projects for students and
a one-of-a-kind supplements**

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package. GO with Microsoft Office 2013 is the right solution for you and your students in today's fast-moving, mobile environment. GO with Microsoft Office 2013 focuses on today's mobile worker wherever, whenever, and from whatever

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device. It covers Web Apps, Office 365 collaboration, and touch devices, so students are prepared to work in any environment. GO with Microsoft Outlook 2013, Comprehensive, uses a project-based approach to help students learn how to use

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Microsoft Outlook 2013 from setting up an account, email, and contact management, to appointment calendar, scheduling meetings, and managing Outlook information and notes. Teaching and Learning Experience This

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program will provide a better teaching and learning experience- for you and your students. Here's how: *Engage Students with a Project-Based Approach: GO 's project-based approach teaches students to solve real problems as they practice and learn the

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**you with everything you need to
prepare for class, teach the
material, and assess your
students.**

**GO! with Microsoft Word 2016
Comprehensive Pearson**

**This package contains:
0133056228: Technology In**

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**Action, Complete 0133414426:
GO! with Microsoft Excel 2013
Brief 0133414507: GO! with
Microsoft Access 2013 Brief
0133481816: NEW MyITLab with
Pearson eText -- Access Card --
for GO! Series and Technology in
Action with Microsoft Office 2013**

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**Go! with Microsoft Office 2013
Getting Started Custom Edition
for Los Angeles City College CSIT
103**

**Go! With Microsoft Office 2013 +
Myitlab With Pearson Etext
Microsoft Office 2013: Essential
With Windows 8**

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9780133417333 GO! with
Microsoft Excel 2013

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/ 9780133775068 MyITLab
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with Office 2013

This is the eBook of the
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include any media,
website access codes, or
print supplements that
may come packaged with
the bound book. This
book covers introductory
Microsoft Word, Excel,

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Access, and PowerPoint,
with an additional
Windows 10 chapter.
Beyond point-and-click
The goal of the
Exploring series is to
move students beyond the

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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

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provides learning tools
that students can access
anywhere, anytime.

Students go to college
now with a different set
of skills than they did
years ago. With this in

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mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the

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fundamental skills that everyone needs to know. Also available with MyITLab MyITLab[®] is an online homework, tutorial, and assessment program designed for

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Information Technology
(IT) courses, which
engages students and
improves results. HTML5
Simulation exercises and
Live-in-Application
Grader projects come

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with the convenience of auto-grading and instant feedback, helping students learn more quickly and effectively. Digital badges lets students showcase their

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Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. MyITLab builds the critical skills

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needed for college and
career success. Note:
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content. Students, if

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interested in purchasing
this title with MyITLab,
ask your instructor for
the correct package ISBN
and Course ID.

Instructors, contact
your Pearson

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representative for more information.

This Microsoft Excel 2013, Exam 77-420 book is the only Microsoft Official Academic Course (MOAC) textbook. This

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series includes a complete classroom instructional program. This Excel 2013 text is mapped to the Excel 2013 certification exam objectives and is

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designed to re-enforce
workforce skills. With
this book students learn
to create and edit
professional-looking
spreadsheets for a
variety of purposes and

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situations. It also covers such skills as charting, creating analytical, financial reports, data entry, developing budgets, formatting numerical

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(financial, statistical, etc.) reports, creating forms, graphing, processing data, reporting, technical support, trending and much more. The Microsoft

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Official Academic Course
(MOAC) Office series
also offers
OfficeGrader. This
valuable tool corrects
your students tasked-
based assignments.

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Students work on real-world problems like the ones they will encounter in the workforce ensuring they are ready for real professional challenges. OfficeGrader

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allows for efficient and consistent grading saving time for other important teaching activities. Grading is easier than ever allowing faster

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assignment turnaround to students. Excel 2013 certification can help students with classwork and differentiate job hunters in today's competitive job market.

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Students who have earned certification can broaden their employment opportunities in such fields as accounting, office administration, consulting, as

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executives and managers,
help desk personnel,
instructors/trainers,
program/project
managers, and sales
careers.

A basic introduction to

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learn Office 2013
quickly, easily, and in
full color Office 2013
has new features and
tools to master, and
whether you're upgrading
from an earlier version

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or using the Office applications for the first time, you'll appreciate this simplified approach. Offering a clear, visual style of learning, this

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book provides you with concise, step-by-step instructions and full-color screen shots that walk you through the applications in the Microsoft Office 2013

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suite: Word, Excel,
PowerPoint, Outlook,
and Publisher. Shows you
how to tackle dozens of
Office 2013 tasks Shares
practical examples and
beneficial advice to

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guide you through each application Focuses on visual learners, with step-by-step instructions illustrated with full-color screen shots throughout Office

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2013 Simplified makes the new Office suite easy to understand, even if you are new to the software.

New Perspectives on
Microsoft Office 2013:

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Brief

Computer Concepts and
Applications

Office 2013 Simplified

Myitlab with Pearson

Etext -- Access Card --

For Go! with Office

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2013; Prentice Hall
Office 2013 Shortcut
Card; Prentice Hall
Windows 8 Shortcut Card
Microsoft Office 2013:
Illustrated
Introductory, First

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Course, Spiral bound
Version

Learn Office the easy way, no jargon. Clear, concise and to the point. Using Office 2013 is the essential step by step guide to getting the most out of Microsoft

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Office traditional application (not SharePoint), providing a resource for both the beginner and the enthusiast. This book explores constructing professional looking documents; adding and using graphics and clipart; fonts, tables,

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graphs and formatting; creating
stunning PowerPoint presentations
for your lessons, lectures, speeches
or business presentations;
PowerPoint animations and effects;
setting up your projector and laptop
ready to present; using Excel to

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create spreadsheets to analyse data;
Excel functions and formulas; Excel
charts and graphs; and more...

Techniques are illustrated in step-by-
step using photography and screen
prints throughout, together with
concise, easy to follow text from an

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established expert in the field, provide a comprehensive guide to office applications. Whether you are new to Microsoft Office, an experienced user or studying a computer skills course this book will provide you with a firm grasp of the

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underpinning foundations and equip you with the skills needed to use Office. What you'll learn

How to get started using Microsoft Office 2013

How to use Word 2013

How to use PowerPoint 2013

How to give presentations using PowerPoint and

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Office How to use Excel 2013 Who
this book is for This book is for
existing Office users new to Office
2013 as well as those new to Office
altogether. Table of Contents1.

Microsoft Office 2013 2. Word 2013
3. Powerpoint 2013 4. Giving

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Presentations 5. Excel 2013

The go-to reference for the new Office Home & Student 2013 The Home & Student version of Microsoft Office targets the home and education markets, covering the four applications most used outside

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the workplace: Word, Excel, PowerPoint, and OneNote. The minibooks in this essential All-in-One guide include real-world examples and projects that cover the new features and capabilities of Office 2013. Straightforward advice

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and beneficial projects help you to learn the basics of creating a resume in Word, establishing a home budget in Excel, developing a dynamic school presentation with PowerPoint, and taking notes in OneNote.

Targets home and school users of

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Office 2013, who primarily use Word, Excel, PowerPoint, and OneNote Walks you through how to use Office 2013 for everyday projects, such as creating a cover letter in Word or reusable templates in Excel Demonstrates how to jazz

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up a school presentation
with PowerPoint Provides you with
straightforward instructions for
taking notes in OneNote Shares
common Office 2010 tools and
details the basics of the Office ribbon
Office Home & Student 2013 All-in-

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One For Dummies is an easy-to-understand guide to the essentials of Office 2013!

Engage both computer rookies and hot shots in mastering Microsoft Office 2013 applications quickly and efficiently with the acclaimed

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Illustrated Series' newest book:
ENHANCED MICROSOFT
OFFICE 2013: ILLUSTRATED
INTRODUCTORY, FIRST
COURSE. Praised by instructors for
its concise, focused approach and
user-friendly format, the Illustrated

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Series incorporates a hallmark two-page layout that allows readers to see an entire task in one view. Skills are accessible and easy-to-follow with new Learning Outcomes that outline the skills covered in each lesson and larger full-color screen

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images that reflect exactly what readers 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. The Enhanced Edition includes a new

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Student Success Guide that not only helps students prepare for success in their class, but also guides them through the use of OneNote to facilitate that. The Enhanced Edition also features new and updated appendixes that offer a variety of

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opportunities to explore cloud computing and other developing applications in more depth.

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For use in the Office Applications course. This book is also suitable for students and individuals seeking an introduction to Microsoft Excel 2013. The primary goal of the GO! Series, aside from teaching

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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

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and a deep commitment to helping students and instructors achieve their goals. Engage Students with a Project-Based Approach: GO!'s project-based approach teaches students to solve real problems as they practice and learn the features.

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Motivate Students with Clear
Instruction: Based on professor and
student feedback, this text has been
designed to offer clear instruction
for full student comprehension.
Teach the Course You Want in Less
Time: The GO! series' one-of-a kind

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instructional system provides you with everything you need to prepare for class, teach the material, and assess your students.

GO! with Microsoft Word 2016
Comprehensive

Enhanced Microsoft Office 2013:

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Illustrated Fundamentals, Spiral
bound Version

Exploring Microsoft Office 2016
Step by Step

Technology in Action, Complete +
Go! With Microsoft Excel 2013,
Brief + Go! With Microsoft Access

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2013, Brief + New Myitlab With
Pearson Etext

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Teach the course YOU want in LESS TIME! In today's fast-moving, mobile environment, the GO! with Office 2016 series focuses on the job skills needed to succeed in the workforce. With job-related projects that put Microsoft Office® into

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context, students learn the how and why at the moment they need to know, all in the appropriate Microsoft procedural syntax. For Office 2016, the hallmark guided-practice to skill-mastery pathway is better than ever. Students have

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many opportunities to work live in Microsoft office to apply the skills they've learned. In addition, instructional projects are now available as grader projects in MyITLab, so students can work live in Office while receiving auto-graded

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feedback. These high-fidelity simulations match the text and provide an effective pathway for learning, practicing, and assessing their abilities. After completing the instructional projects, students can apply their skills with a variety of

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progressively challenging projects that require them to solve problems, think critically, and create on their own. New GO! Collaborate with Google projects allow students to apply their skills to a new environment that is already popular

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in many workplaces. Integrated Microsoft Office Specialist (MOS) objectives make GO! your one resource for learning Office, gaining critical productivity skills, and prepare for MOS certification. Also available with MyITLab MyITLab ®

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is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, to engage students and improve results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the

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convenience of auto-grading and instant feedback, so students learn more quickly and effectively, and build the critical skills needed for college and career success. Digital badges allow students to showcase their Microsoft Office or Computer

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Concepts competencies, keeping them motivated and focused on their future careers. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title

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with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

Completely updated guide for students, scientists and engineers

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who want to use Microsoft Excel 2013 to its full potential. Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science. Microsoft Excel, as the industry standard

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spreadsheet, has a range of scientific functions that can be utilized for the modeling, analysis and presentation of quantitative data. This text provides a straightforward guide to using these functions of Microsoft Excel, guiding the reader from basic

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principles through to more complicated areas such as formulae, charts, curve-fitting, equation solving, integration, macros, statistical functions, and presenting quantitative data. Content written specifically for the requirements of

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science and engineering students and professionals working with Microsoft Excel, brought fully up to date with the new Microsoft Office release of Excel 2013. Features of Excel 2013 are illustrated through a wide variety of examples based in

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technical contexts, demonstrating the use of the program for analysis and presentation of experimental results. New to this edition: The Backstage is introduced (a new Office 2013 feature); all the 'external' operations like Save, Print etc. are

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now in one place The chapter on charting is totally revised and updated – Excel 2013 differs greatly from earlier versions Includes many new end-of-chapter problems Most chapters have been edited to improve readability

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