

Microsoft Office 2013 Introductory

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.

Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Combining computer concepts material from the best-selling Discovering Computers and step-by-step instruction on Office applications from Microsoft Office 2013, ENHANCED DISCOVERING COMPUTERS & MICROSOFT OFFICE 2013: A COMBINED FUNDAMENTAL APPROACH delivers the best of Shelly Cashman Series in one book for your Introduction to Computers course. For the past three decades,

the Shelly Cashman Series has effectively introduced computer skills to millions of students. We're continuing our history of innovation by enhancing our proven pedagogy to engage you in more critical thought, personalization, and experimentation with Office 2013 software. In addition, computer concepts content has been fully updated and revised to reflect the evolving needs of Introductory Computing students, and focus solely on what you really need to know to be a successful digital citizen in college and beyond. Important

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Microsoft Office 2013Introductory

Microsoft Office 2013: Introductory

Microsoft Office 2010

Introductory

Enhanced Microsoft Office 2013: Illustrated

Introductory, First Course

Microsoft Office 2013 Introductory + Microsoft Office 2013 180 Day Trial, PC Version

Part of the New Perspectives series, this text offers a case-

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based, problem-solving approach and innovative technology for meaningful learning of Microsoft Excel 2002.

Timothy and Linda O'Leary Microsoft Office 2013: A Case Approach Making Office Relevant Timothy and Linda O'Leary and the Computer Information Technology Team at McGraw-Hill Higher Education offer your students a fully integrated learning program with time-tested quality and reliability. Office 2013: A Case Approach offers a running case study throughout the text to help students understand the material in a consistent, relevant environment. Through the theme "Making Office Relevant," this text helps students understand why they need this course and skills. Updated for Office 2013, student success is assured through clear step-by-step instruction, plentiful screen captures, and

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conceptual explanations. Each lab, designed to be covered in 1 hour of class time, combines conceptual coverage with detailed software-specific instructions. The labs opens with a running case study that highlights real-world applications of each software program and leads students from problem to solution. The O'Leary Series helps students learn specific applications skills along with skills that cross all Office applications, which is especially important in mastering this version of Office. The O'Leary Series correlates with SIMnet Online, McGraw-Hill's online training and assessment program for Microsoft Office skills and basic computer concepts. Projects, however, are 1:1 within the SIMgrader component and allow students to practice their skills live in the Office application to receive immediate feedback via

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autograding. This integration with SIMnet helps meet the diverse needs of students and accommodate individual learning styles. Additional textbook resources can be found on the text's Online Learning Center:

www.mhhe.com/olearyoffice2013. For more information on O'Leary; Microsoft Office 2013: A Case Approach and SIMnet Online for Office 2013, please visit www.simnetkeepitsimple.com or contact your McGraw-Hill representative.

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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.--Amazon.com.

*The O'Leary Series: Microsoft Office Word 2013
Enhanced Microsoft Office 2013, Introductory*

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Enhanced Discovering Computers & Microsoft Office 2013: A Combined Fundamental Approach

Microsoft® Office 2013

Instructor's Edition

Introduce your students to the new generation of Microsoft Office 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 Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students In Microsoft Office 2007:

Introductory Concepts and Techniques, Premium Video Edition you'll find exciting videos, which correlate to the Table of Contents and mirror the step-by-step pedagogy of the Microsoft Office 2013 text to reinforce the skills taught in each chapter. **Important Notice:** Media content referenced within the product description or the product text may not be available in the ebook version.

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.

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 Outlook 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 Outlook 2013 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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Custom Microsoft® Office 2013 Introductory Word, Access, and PowerPoint

Microsoft Excel 2013: Introductory

Shelly Cashman Series

Computer Concepts and Microsoft Office 2013:

Illustrated

Brief

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Introduces your students to Microsoft Office. This text features step-by-step, screen-by-screen approach that encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization.

With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives 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 you in applying skills to real-world

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situations, making concepts relevant. A new Troubleshoot type of case problem enhances critical thinking. As always, New Perspectives improves learning outcomes and transference of skills by helping you understand the importance of what you're learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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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

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

Microsoft Word 2013: Introductory

New Perspectives on Microsoft Access 2013, Introductory

Microsoft Office 2013: Illustrated Introductory, First Course, Spiral bound Version

Microsoft Office 2013: Introductory (Shelly Cashman) (Can Be Used for Ivy Tech Cins 101)

Microsoft Publisher 2013: Introductory

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 successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Access 2013 continues to engage students in applying skills to real-world situations, making concepts 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 and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product text may not be

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available in the ebook version.

The Video Companion allows students the opportunity to reinforce Microsoft Office 2013 skills with multi-media videos. These videos offer an audio-visual presentation of the skills in the text and further reinforce what is taught in the book.

Updated textbook for Microsoft Office 2003 includes coverage of the new features in Word, Excel, Access, and PowerPoint. It contains three Portfolio Project Sections, Advanced Challenge Exercises and higher level tasks.

Microsoft Office 2003-Illustrated Introductory

Office 2013 For Dummies

Review Pack for Microsoft Office 2013

Introductory, First Course

Custom Edition

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 PUBLISHER 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 PUBLISHER 2013 through

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Everything you need for your Introduction to Computing course! **COMPUTER CONCEPTS AND MICROSOFT OFFICE 2013 ILLUSTRATED** delivers the most up-to-date computer concepts and Microsoft Office 2013 skills in an accessible, easy-to-follow format. The Illustrated Series has been praised by instructors for its concise, focused approach and user-friendly layout, which engages both computer rookies

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and hot shots in mastering application skills and computer concepts quickly and efficiently. Thanks to the Illustrated Series ' hallmark 2-page layout, each task is presented in a single view, enabling students to work through an entire process without turning a page. 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. With **COMPUTER CONCEPTS AND MICROSOFT OFFICE 2013 ILLUSTRATED**, everything your students need is at their fingertips. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Praised by instructors for its concise, focused approach and

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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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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New Perspectives on Microsoft Excel 2002

Microsoft Access 2013: Introductory

Introductory/Advanced Including Excel Comprehensive

Enhanced Microsoft Office 2013: Introductory

Microsoft Outlook 2013: Introductory

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Excel 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 Excel 2013 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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Office 2013 For Dummies is the key to your brand newOffice! Packed with

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straightforward, friendly instruction, this update to one of the bestselling Office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in Office 2013. After coverage of the fundamentals, you'll discover how to spice up your Word documents, edit Excel spreadsheets and create formulas, add pizzazz to your PowerPoint presentation, and much more. Helps you harness the power of

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all five Office 2013 applications: Word, Excel, PowerPoint, Outlook, and Access Discusses typing and formatting text in Word and easy ways to dress up your documents with color, graphics, and more Demonstrates navigating and editing an Excel spreadsheet, creating formulas, and charting and analyzing Excel data Walks you through creating a PowerPoint presentation and adding some punch with color, sound, pictures, and videos Explores Outlook, including

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configuring e-mail, storing contacts, organizing tasks, scheduling your time, and setting appointments Delves into designing Access databases, including editing, modifying, searching, sorting, and querying; also covers viewing and printing reports, and more The fun and friendly approach of Office 2013 For Dummies makes doing Office work easy and efficient!

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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 ACCESS 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 ACCESS 2013 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. Important Notice: Media content referenced within

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Illustrated Microsoft Office 2013

Microsoft Office 2013 Introductory

Enhanced Microsoft Office 2013

Illustrated Introductory

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students. With MICROSOFT POWERPOINT 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 POWERPOINT 2013 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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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Loved by instructors for its visual and flexible way to build computer skills, the Illustrated Series is ideal for teaching Microsoft Office 2010 to both computer rookies and hotshots. Each two-page spread focuses on a single skill, making information easy to follow and absorb. Large, full-color illustrations represent how the students' screen should look. Concise text introduces the basic principles of the lesson and integrates a case study for further application.

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

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Video DVD for Vermaat's Microsoft Office 2013: Introductory
New Perspectives on Microsoft Office 2013 First Course,
Enhanced Edition

Microsoft Office 2013: Advanced

Microsoft PowerPoint 2013: Introductory

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Microsoft Office 2013

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

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and introduces a case study for further application. The Enhanced Edition includes a new 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 opportunities to explore cloud computing and other developing applications in more depth. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

CD containing all Microsoft Office 2013 student data files. 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

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Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT WORD 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 WORD 2013 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. Important Notice: Media content referenced within the

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