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**Microsoft
Office
2013**

***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
Outlook 2013
quickly and
efficiently.***

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***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.***

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***New Learning
Outcomes
outline the
skills covered
in each lesson,
and larger full-
color screens
represent
exactly what
students
should see on
their own***

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computers.

***Each unit
begins with a
brief overview
of the
principles of
the lesson, and
introduces a
case study for
further
application.***

Important

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***rookie and hot
shots can
master
Microsoft
Access 2013
applications
quickly and
efficiently with
this new book
in the
acclaimed
Illustrated***

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2013.

***Series --
ENHANCED
MICROSOFT
ACCESS 2013:
ILLUSTRATED
COMPLETE.***

***Using a
concise,
focused
approach and
user-friendly
format, the***

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2013

***Illustrated
Series
provides a
hallmark two-
page layout
that allows
readers to
work through
an entire task
without
turning the
page. Skills***

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2013

***are accessible
and easy-to-
follow with
new Learning
Outcomes that
outline the
skills covered
in each lesson
and larger full-
color screens
that preview
what users***

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2013

***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***

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2013

application.

New and

updated

appendixes

explore cloud

computing and

other

developments

in more depth.

Readers

strengthen

their

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2013

***understanding
of the latest
features in MS
Access 2013
for ongoing
success.***

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***GO with
Microsoft
Outlook 2013
Comprehensiv
e is intended
for an Outlook***

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***2013 course.
This title is
also
appropriate
for individuals
seeking a
comprehensive
introduction
to Outlook
2013. The
primary goal
of the GO***

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***Series, aside
from teaching
computer
applications, is
ease of implem
entation, with
an approach
that is based
on clearly
defined
projects for
students and a***

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2013

***one-of-a-kind
supplements
package. GO
with Microsoft
Office 2013 is
the right
solution for
you and your
students in
today's fast-
moving,
mobile***

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Microsoft Office
2013.

***environment.
GO with
Microsoft
Office 2013
focuses on
today's mobile
worker
wherever,
whenever, and
from whatever
device. It
covers Web***

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***Apps, Office
365***

***collaboration,
and touch
devices, so
students are
prepared to
work in any
environment.***

***GO with
Microsoft
Outlook 2013,***

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2013

Comprehensive, uses a project-based approach to help students learn how to use Microsoft Outlook 2013 from setting up an account, email, and contact

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Microsoft Office
2013

***management,
to
appointment
calendar,
scheduling
meetings, and
managing
Outlook
information
and notes.
Teaching and
Learning***

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2013

Experience

***This program
will provide a
better
teaching and
learning
experience-for
you and your s
tudents.Here's
how: *Engage
Students with
a Project-***

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2013

Based

Approach: GO

's project-

based

approach

teaches

students to

solve real

problems as

they practice

and learn the f

eatures.*Motiv

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***ate Students
with Clear
Instruction:
This text is
designed to
offer clear
instruction for
full student co
mprehension.
*Teach the
Course You
Want in Less***

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Time: The GO series' one-of-a kind instructional system provides you with everything you need to prepare for class, teach the material,

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your students.
A unique,
comprehensive
guide to
creating
custom apps
with VBA
Automating
computing
tasks to
increase***

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***productivity is
a goal for
businesses of
all sizes.***

***Visual Basic
for***

***Applications
(VBA) is a***

***version of
Visual Basic
designed to be
easily underst***

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***andable
fornovice
programmers,
but still
powerful
enough for IT
professionalsw
ho need to
create
specialized
business
applications.***

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***With
this invaluable
book, you'll
learn how to
extend the
capabilities
of Office 2013
applications
with VBA
programming
and use it
for writing***

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***macros,
automating
Office
applications,
and creating c
ustomapplicati
ons in Word,
Excel,
PowerPoint,
Outlook, and
Access. Covers
the basics of***

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***VBA in clear,
systematic
tutorials
and includes
intermediate
and advanced
content for
experienced
VB developers
Explores
recording
macros and***

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***getting started
with
VBA; learning
how to work
with VBA;
using loops
and functions;
using message
boxes, input
boxes, and
dialog boxes;
creating***

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***effectivecode;
XML-based
files, ActiveX,
the developer
tab, contentco
ntrols, add-ins,
embedded
macros, and
security
Anchors the
content with
solid, real-***

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***world projects
in Word, Excel,
Outlook,
PowerPoint,
and Access
Covering VBA
for the entire
suite of Office
2013 applicati
ons, Mastering
VBA for
Microsoft***

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***Office 2013 is
mandatory reading.***

Office 2013

Digital

Classroom

Enhanced

Microsoft

Access 2013:

Illustrated

Complete

Comprehensiv

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Microsoft Office
2013

e

***Exploring
Microsoft
Office 2013
MyITLab
Access Card
Enhanced
Microsoft
Office 2013:
Introductory***

Visual QuickStart
Guides, designed in

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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

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2013

Office 2013: Visual QuickStart 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-

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depth instructions on many of the new features and 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

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that not only explain HOW to perform a task, but WHY you need this 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

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screen shots to keep you on track as you work, Microsoft Office 2013 for Windows: Visual QuickStart Guide includes the eBook. You can download digital versions of this book to load on the mobile device of your choice so that

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The smart way to

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and Publisher. With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! Determine the best Office tool for specific tasks Use Office efficiently on touch-enabled devices

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Create attractive documents, publications, and presentations

Manage your e-mail, calendar, meetings, and communications

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Mircrosoft Office

2013

your notes and ideas
with OneNote

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

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Office 2013

applications quickly
and efficiently.

Skills are accessible
and easy-to-follow
thanks to the
Illustrated Series'
hallmark 2-page
layout, which allows
you to work through
an entire task
without turning the

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page! New Learning Outcomes outline the skills covered in each lesson, and larger full-color screens represent exactly what you should see on your own computer. Each unit begins with a brief overview of the

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principles of the lesson, and introduces a case study for further application.

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Projects include
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and business
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and exercises

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reinforce new
concepts offer
practice in critical-
thinking and
present
opportunities to
conduct integrated
and collaborative
research; Bonus
coverage of Internet
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Publisher and
OneNote develops
skills in web
research emailing
creating multimedia
presentations
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documents and
using a digital
notebook.

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Enhanced Microsoft
Excel 2013:

Illustrated Complete
Go! With Microsoft
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Discipline Specific
Projects

GO! with Microsoft
Outlook 2013

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Office 2016 For
Dummies

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**Both computer
rookies and hot
shots can master
Microsoft Excel
2013 quickly and
efficiently with this
new book in the
acclaimed
Illustrated Series -
ENHANCED**

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**MICROSOFT
EXCEL 2013:
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COMPLETE.**

**Using a concise,
focused approach
and user-friendly
format, the
Illustrated Series
provides a
hallmark two-page
layout that allows**

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**readers to work
through an entire
task without
turning the page.
Skills are accessible
and easy to follow
with new Learning
Outcomes that
outline the skills
covered in each
lesson and larger
full-color screens**

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that preview 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. New and updated

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**appendixes guide
you in exploring
cloud computing
and other
developments in
more depth.
Readers strengthen
their
understanding of
the latest features
in MS Excel 2013
for ongoing success.**

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versions for
individual schools,**

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addition, you may
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provided by your
instructor, to
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Combining

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**computer concepts
material from the
best-selling
Discovering
Computers and
step-by-step
instruction on
Office applications
from Microsoft
Office 2013,
ENHANCED
DISCOVERING**

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OFFICE 2013: A
COMBINED
FUNDAMENTAL
APPROACH**
delivers the best of
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Series in one book
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Computers course.**

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engage you in more
critical thought,
personalization,
and
experimentation
with Office 2013
software. In
addition, computer
concepts content
has been fully
updated and**

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**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.
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**supplements that
may come
packaged with the
bound book. This
book covers
introductory
Microsoft Word,
Excel, Access, and
PowerPoint, with
an additional
Windows 10
chapter. Beyond**

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**point-and-click The
goal of the
Exploring series is
to move students
beyond the point-
and-click, to
understanding the
why and how
behind each skill.
And because so
much learning
takes place outside**

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**of the classroom,
this series 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 mind, the
Exploring series**

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**seeks to move
students beyond the
basics of the
software at a faster
pace, without
sacrificing coverage
of the fundamental
skills that everyone
needs to know. Also
available with
MyITLab
MyITLab ® is an**

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**online homework,
tutorial, and
assessment
program designed
for Information
Technology (IT)
courses, which
engages students
and improves
results. HTML5
Simulation
exercises and Live-**

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in-Application

Grader projects

come with the

convenience of auto-

grading and instant

feedback, helping

students learn more

quickly and

effectively. Digital

badges lets students

showcase their

Microsoft Office or

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**Computer
Concepts
competencies,
keeping them
motivated and
focused on their
future careers.
MyITLab builds
the critical skills
needed for college
and career success.
Note: You are**

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**What's New In
Microsoft Office
2013**

**Microsoft Office
Outlook 2013:
Illustrated
Essentials**

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Easy Office 2013
Go! Microsoft
Office 2013
For use in the
Office
Applications
course Teach the
course YOU want
in LESS TIME!
The primary goal**

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**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**

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**one-of-a-kind
supplements
package.**

**Teaching and
Learning
Experience This
program will
provide a better
teaching and
learning
experience--for
you and your**

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**students. Here's
how: Personalize
Learning:
MyITLab delivers
proven results in
helping students
succeed,
provides
engaging
experiences that
personalize
learning, and**

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**comes from a
trusted partner
with educational
expertise and a
deep
commitment to
helping students
and instructors
achieve their
goals. Engage
Students with a
Project-Based**

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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:**

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**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:**

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The GO! series' one-of-a kind instructional system provides you with everything you need to prepare for class, teach the material, and assess your students. NOTE: This is the

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that is found in
this book gives
you access to
data files/student
content that used
to be on a CD
that was bound
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Card -- for GO!
with Office 2013
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Card)
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2013

**Microsoft Office
2013 skills
necessary for
success in any
medical office or
health-related
career with the
new, reader-
friendly
MICROSOFT
OFFICE 2013
FOR MEDICAL**

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**PROFESSIONAL
S ILLUSTRATED.
This dynamic,
visually-driven
book introduces
the most
important skills
within Microsoft
Office 2013 using
step-by-step
instructions and
vibrant, clear**

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**visuals. Actual
medical
examples, timely
projects and
intriguing case
studies related to
today's medical
industry prepare
readers to meet
contemporary
medical office
challenges. Both**

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**beginner and
experienced
users will find
MICROSOFT
OFFICE 2013
FOR MEDICAL
PROFESSIONAL
S ILLUSTRATED
filled with
relevant
information that's
essential now**

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and ideal for long-term reference in any office administration, medical assisting, or health care career. Important Notice: Media content referenced within the product

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This year,
millions of begin
ner-to-intermedia
te-level users will
be searching for
the easiest
possible way to**

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**master Office
2013's new
features. If you're
one of them,
Easy Office 2013
will give you
exactly what
you're looking
for. This full-
color, utterly
simple, step-by-
step tutorial is**

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**carefully crafted
to provide instant
access to the
100+ tasks you'll
find most useful
and valuable.**

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teaches visually:
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forced to work
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makes it even
more accessible
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readers whose
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world's most
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authors of
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beginners, Easy
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presents the
easiest, fastest,
most direct
procedures for**

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how to... * Get
super productive
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tools * Create,
edit, and read
Office files on
the Web and
mobile devices ***

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**Craft high-impact
documents with
powerful visuals**

*** Prepare and
analyze data
visually with
Excel charts and
PivotTables ***

**Make winning
presentations
with**

PowerPoint's

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**new tools; even
add audio and
video * Work with
others to review
and refine your
documents * Use
Outlook to take
control of your
messages,
schedules, and
tasks * Take
notes anywhere**

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**with OneNote:
never forget a
great idea again!
* Publish Office
content straight
to Facebook,
Twitter, or
LinkedIn * And
more
Present the
computer
concepts and**

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

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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**

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**using the user-
friendly two-page
spread found in
the popular
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2013 Illustrated
Introductory,
First Course.
Today's most up-
to-date
technology
developments**

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and concepts are clarified using the distinctive step-by-step approach from the Computer Concepts Illustrated Brief book. This edition highlights updated Office 365 content with

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2013

**Integrated
Applications
Projects and a
Student Success
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**Microsoft Office
Professional
2013 Step by
Step**

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Microsoft Office
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2013

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First Course
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2016: The
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Myitlab with
Pearson Etext --
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For Go! with
Office 2013;
Prentice Hall
Office 2013**

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2013

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Prentice Hall
Windows 8
Shortcut Card
Discover just
how easy it is to
get up to speed
with Office
2013! The self-
contained, two-
page lessons
make learning a**

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to keeping
notes and
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databases.
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divided into five
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concepts from
the moment you
hit the power
button all the
way through to
using a variety
of productivity
software
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The focus of
this text is to
provide readers
with the skills
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discuss
essential
computer
concepts,
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conduct basic tasks using an operating system, and develop files using basic productivity applications. The companion disc includes all of the files needed to complete the

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respective
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(MS Outlook,
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**Applications
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