

## Microsoft Office 2013 Introductory

***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 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.***

***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.***

***Exam Prep for Microsoft Office 2013 Introductory; ...***

***Enhanced Microsoft Office 2013: Illustrated***

***Introductory, First Course  
Microsoft Office 2013 Introductory + Microsoft  
Office 2013 180 Day Trial, PC Version  
Exam Prep for Microsoft Office 2013;  
Introductory Shelly Cashman Can be Used for  
IVY TECH CINS 101***

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

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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 Excel 2013,

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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

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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.

Microsoft® Office 2013

New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition

Introductory/Advanced Including Excel Comprehensive

Introductory, First Course

*Learning Microsoft Office 2013: Level 1 teaches students the fundamental Microsoft Office skills they need to succeed in the*

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*classroom, at home, and on the job. Designed to engage students with numerous hands-on projects that build skills and computer confidence, the text includes coverage of Word, Excel, Access, and PowerPoint --Back cover.*

*Your text simplified as the essential facts to prepare you for your exams. Over 2,000 highly probable test items.*

*Learning Microsoft Office 2013*

*Illustrated Microsoft Office 2013*

*Introductory*

*Exam Prep for Video DVD for Vermaats*

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*Microsoft Office 2013; Introductory Shelly Cashman*

*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-*



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*Exam Prep for Enhanced Microsoft Office 2013;  
Introductory, Spiral-bound Version Microsoft Office 2013  
Enhanced Editions*

*Discovering Computers: Essentials*

*Exam Prep for Enhanced Microsoft Office 2013;  
Introductory*

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

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

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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 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

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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 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:

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[www.mhhe.com/olearyoffice2013](http://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](http://www.simnetkeepitsimple.com) or contact your McGraw-Hill representative.

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

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Review Pack for Microsoft Office 2013

Microsoft Office 2013: Introductory

Microsoft Office 2013

Computer Concepts and Microsoft Office 2013: Illustrated

*Everything you need for your Introduction to*

*Computing course! COMPUTER CONCEPTS AND*

*MICROSOFT OFFICE 2013 ILLUSTRATED delivers the*

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*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 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*



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*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.*

*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*

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*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 Notice: Media content referenced within the product description or the product text may*

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*not be available in the ebook version.*

*Enhanced Microsoft Office 2013: Introductory  
Custom Microsoft® Office 2013 Introductory Word,  
Access, and PowerPoint*

*Exam Prep for Custom Microsoft. Office 2013  
Introductory ...*

*The O'Leary Series: Microsoft Office Word 2013*

***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.--Amazon.com. 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.*

*Enhanced Microsoft Office 2013,  
Introductory + LMS Integrated for  
MindTap Computing, 1 Term 6 Months  
Printed Access Card + Microsoft Office  
2013 180 Day Trial, PC Version Printed  
Access Card*

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

*Enhanced Microsoft Office 2013,  
Introductory*

*Microsoft Office 2013 Introductory*

**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 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. 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.**

**Video DVD for Vermaat's Microsoft Office 2013: Introductory**

### **New Perspectives on Microsoft Office 2013 First Course + Microsoft Outlook 2013 Introductory + Sam 2013 Assessment, 6-month Access Exam Prep for Microsoft Office 2013; Introductory Custom Edition Microsoft Word 2013: Introductory**

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

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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.

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 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,

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Enhanced Discovering Computers & Microsoft Office 2013: A  
Combined Fundamental Approach  
Instructor's Edition

Exam Prep for Microsoft Office 2013; Introductory Shelly Cashman  
Enhanced Microsoft Office 2013

CD containing all Microsoft Office 2013 student data

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files.

Exam Prep for Microsoft Office 2013; Introductory Shelly  
Cashman Series

Microsoft Excel 2013: Introductory  
Level 1

Microsoft Office 2013 Introductory First Course +  
Mindtap Computing, 6-month Access