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New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition Jan 21 2022 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.

Enhanced Microsoft Office 2013: Illustrated Introductory, First Course Dec 20 2021 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.

New Perspectives Collection, Microsoft 365 & Word 2021 Comprehensive Feb 28 2020 Using a unique in-depth, case-based approach, Cengage's NEW PERSPECTIVES COLLECTION, MICROSOFT 365 & WORD 2021 COMPREHENSIVE thoroughly prepares you for the Microsoft Office Specialist (MOS) certification exam -- and success in your future career. As you apply Microsoft Office skills to real-world business scenarios based on Burning Glass market insights, you will sharpen your critical-thinking and problem-solving skills. Professional skills, tips and insights incorporated throughout provide context and relevancy to real-world practice, and Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives. In addition, the text offers updated coverage of Microsoft 365 features as well as enhanced support for Mac users. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Illustrated Course Guide: Microsoft Access 2013 Intermediate Apr 11 2021 Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Access 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Access 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Illustrated Course Guide: Microsoft Word 2013 Advanced Mar 11 2021 Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Word 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Word 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Shelly Cashman Series Microsoft 365 & Office 2021 Introductory Aug 04 2020 Helping you quickly get up to speed, THE SHELLY CASHMAN SERIES MICROSOFT 365 & OFFICE 2021 INTRODUCTORY, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. In addition, Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. 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 Collection, Microsoft 365 & PowerPoint 2021 Comprehensive Jul 03 2020 Using a unique in-depth, case-based approach, Cengage's NEW PERSPECTIVES COLLECTION, Microsoft 365 & PowerPoint 2021 Comprehensive, helps you prepare for the Microsoft Office (MOS) certification exam and success in your future career. As you apply Microsoft Office skills to real-world business scenarios based on Burning Glass market insights, you will sharpen your critical-thinking and problem-solving skills. Professional tips and insights incorporated throughout provide context and relevancy to real-world practice, while ProSkills Boxes help strengthen your employability skills, including written and verbal communication. The text also offers updated coverage of Microsoft 365 features as well as enhanced support for Mac users. In addition, Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft PowerPoint 2013: Illustrated Brief Nov 06 2020 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 PowerPoint 2013 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.

Illustrated Course Guide: Microsoft PowerPoint 2013 Basic Jun 13 2021 Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft PowerPoint 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft PowerPoint 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. 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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Microsoft Access 2013: Illustrated Brief Sep 04 2020 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 Access 2013 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.

New Perspectives Collection, Microsoft 365 & Office 2021 Introductory Dec 28 2019 Using a unique in-depth, case-based approach, Cengage's NEW PERSPECTIVES COLLECTION, MICROSOFT 365 & OFFICE 2021 INTRODUCTORY prepares you for the Microsoft Office Specialist (MOS) certification exam -- and success in your future career. As you apply Microsoft Office skills to real-world business scenarios based on Burning Glass market insights, you will sharpen your critical-thinking and problem-solving skills. Professional tips and insights incorporated throughout provide context and relevancy to real-world practice, while ProSkills Boxes help strengthen your employability skills, including written and verbal communication. The text also offers updated coverage of Microsoft 365 features as well as enhanced support for Mac users. In addition, Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives. 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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Illustrated Series Collection, Microsoft Office 365 & Excel 2021 Comprehensive Oct 30 2022 Including the latest Microsoft 365 features and enhanced support for Mac users, Cengage's Illustrated Series Collection, Microsoft Office 365 & Excel 2021 Comprehensive, 1st edition, helps you quickly master the nuances of Microsoft Office. Its concise, student-friendly approach uses a proven two-page layout that allows you to work through an entire task without turning the page. Each module begins with a brief overview of the principles covered while large, full-color screen images illustrate what you see on your computer. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, and module scenarios are based on Burning Glass market insights data -- helping you sharpen the critical skills you need for academic and professional success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Enhanced Microsoft Excel 2013: Illustrated Complete Aug 28 2022 Both computer rookies and hot shots can master Microsoft Excel 2013 quickly and efficiently with this new book in the acclaimed Illustrated Series - ENHANCED MICROSOFT EXCEL 2013: ILLUSTRATED COMPLETE. Using a concise, focused approach and user-friendly format, the Illustrated Series provides a hallmark two-page layout that allows 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 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 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. 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 Collection, Microsoft 365 & Excel 2021 Comprehensive Sep 28 2022 Using a unique in-depth, case-based approach, Cengage's NEW PERSPECTIVES COLLECTION, MICROSOFT 365 & EXCEL 2021 COMPREHENSIVE helps you prepare for the Microsoft Office Specialist (MOS) certification exam -- and success in your future career. As you apply Microsoft Office skills to real-world business scenarios based on Burning Glass market insights, you will sharpen your critical-thinking and problem-solving skills. Professional tips and insights incorporated throughout provide context and relevancy to real-world practice, while ProSkills Boxes help strengthen your employability skills, including written and verbal communication. The text also offers updated coverage of Microsoft 365 features as well as enhanced support for Mac users. In addition, Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Office 2013: Illustrated, Second Course Jul 15 2021 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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Technology for Success and The Shelly Cashman Series Microsoft 365 & Office 2021 Mar 30 2020 Helping you quickly get up to speed, TECHNOLOGY FOR SUCCESS AND THE SHELLY CASHMAN SERIES MICROSOFT 365 & OFFICE 2021, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. In addition, Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Illustrated Course Guide: Microsoft Access 2013 Advanced Jan 09 2021 Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Access 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Access 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. 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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Enhanced Microsoft Excel 2013: Comprehensive May 25 2022 Readers discover the latest advantages that Microsoft Excel has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT EXCEL 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of Excel through experimentation, critical thought, and personalization. ENHANCED MICROSOFT EXCEL 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. 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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Shelly Cashman Series Microsoft Office 365 & Excel 2019 Comprehensive Jul 27 2022 Introduce your students to the latest advancements that Microsoft Office and Excel have to offer with MICROSOFT OFFICE 365 & EXCEL 2019 -- new to the acclaimed Shelly Cashman Series. MICROSOFT OFFICE 365 & EXCEL 2019 continues the series' strong history of innovation with a hallmark learning approach enhanced to address the varied learning styles of today's students. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought, and personalization. This new edition and accompanying resources are designed to engage readers and improve retention while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

New Perspectives Collection, Microsoft 365 & Office 2021 Intermediate May 01 2020 Using a unique in-depth, case-based approach, Cengage's NEW PERSPECTIVES COLLECTION, MICROSOFT 365 & OFFICE 2021 INTERMEDIATE thoroughly prepares you for the Microsoft Office Specialist (MOS) certification exam -- and success in your future career. As you apply Microsoft Office skills to real-world business scenarios based on Burning Glass market insights, you will sharpen your critical-thinking and problem-solving skills. Professional tips and insights incorporated throughout provide context and relevancy to real-world practice, while ProSkills Boxes help strengthen your employability skills, including written and verbal communication. Updated coverage of Microsoft 365 features and enhanced support for Mac users are included as well. In addition, Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

New Perspectives on Microsoft Excel 2013, Comprehensive Enhanced Edition Jan 01 2023 Readers develop the Microsoft Excel 2013 skills for academic and career success with this latest edition from the popular New Perspectives Series. Updated with all-new case-based tutorials, NEW PERSPECTIVES MICROSOFT EXCEL 2013, COMPREHENSIVE ENHANCED EDITION continues to apply MS Excel 2013 skills to real situations that fully demonstrate the relevance of concepts. A proven learning approach emphasizes critical thinking, problem-solving, and in-depth coverage. A new Troubleshoot case problem enhances analytical skills, while a new tutorial on Managing Your Files helps readers navigate Windows 8. Readers discover success with MS Excel 2013 as NEW PERSPECTIVES MICROSOFT EXCEL 2013 emphasizes the value and application of what they are 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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Microsoft Word 2013: Illustrated Brief Oct 06 2020 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 Word 2013 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.

The Shelly Cashman Series Microsoft Office 365 & Word 2021 Comprehensive Jun 01 2020 Helping you quickly get up to speed, THE SHELLY CASHMAN SERIES MICROSOFT OFFICE 365 & WORD 2021 COMPREHENSIVE, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. In addition, Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. 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 2013, Comprehensive Apr 23 2022 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 Excel 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 available in the ebook version.

Enhanced Discovering Computers & Microsoft Office 2013: A Combined Fundamental Approach Sep 16 2021 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 Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

New Perspectives on Microsoft Office 2013, First Course Aug 16 2021 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 Office 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 available in the ebook version.

Enhanced Computer Concepts and Microsoft Office 2013 Illustrated Mar 23 2022 Present the computer concepts and Microsoft Office 2013 skills perfect for your Introduction to Computing course with the latest **ENHANCED COMPUTER CONCEPTS AND MICROSOFT 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

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 edition highlights updated Office 365 content with Integrated Applications Projects and a Student Success Guide. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Enhanced Microsoft Office 2013: Introductory Oct 18 2021 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.

Illustrated Series Collection, Microsoft Office 365 & Word 2021 Comprehensive Aug 23 2019 Including the latest Microsoft 365 features and enhanced support for Mac users, Cengage's *Illustrated Series Collection, Microsoft Office 365 & Word 2021 Comprehensive*, 1st edition, helps you quickly master the nuances of Microsoft Office. Its concise, student-friendly approach uses a proven two-page layout that allows you to work through an entire task without turning the page. Each module begins with a brief overview of the principles covered while large, full-color screen images illustrate what you see on your computer. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, and module scenarios are based on Burning Glass market insights data -- helping you sharpen the critical skills you need for academic and professional success. 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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