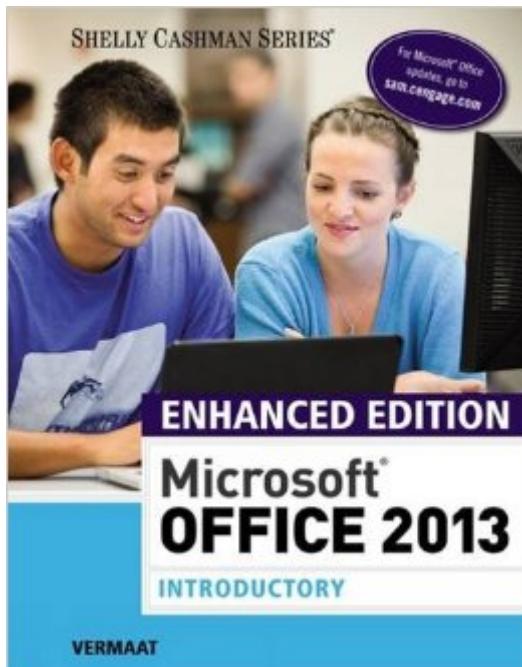


The book was found

# Enhanced Microsoft Office 2013: Introductory (Microsoft Office 2013 Enhanced Editions)



## **Synopsis**

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.

## **Book Information**

Series: Microsoft Office 2013 Enhanced Editions

Paperback: 1200 pages

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ISBN-13: 978-1305408982

Product Dimensions: 8.8 x 1.5 x 10.8 inches

Shipping Weight: 4.9 pounds (View shipping rates and policies)

Average Customer Review: 4.3 out of 5 starsÂ  See all reviewsÂ  (13 customer reviews)

Best Sellers Rank: #12,609 in Books (See Top 100 in Books) #1 inÂ  Books > Business & Money > Processes & Infrastructure > Office Equipment & Supplies #3 inÂ  Books > Business & Money > Processes & Infrastructure > Office Automation #11 inÂ  Books > Computers & Technology > Software > Microsoft > Microsoft Office

## **Customer Reviews**

Needed for a class. As far as textbooks go, this one feels incredibly over-comprehensive. I suppose the idea is that it's assuming you have literally never seen a computer before, but as someone who grew up with them....a lot of the explanations seem completely unnecessary to me. Which of course, makes the book way to big and heavy. It's unpleasant to lug around. But homework assignments are relatively easy.

Needed this for my online course. Even though the book is offered through the course. Love the hands on information that it brings to the table.

Everything in the book can be searched online.

I would recommend this "step-by-step operations manual" to everyone that has a computer. It is by far the best guide to Microsoft Software Applications EVER !!!!

The reason why I gave this product one star is because it doesn't come with the access code. Please be aware of that before purchasing this book.

This book is very comprehensive and helpful. A book that will remain in my collection.

Good shape and exactly what I needed!

Wonderful. Very convenient.

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