Perspectives Microsoft Office First Course

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this book looks at the new version of microsoft windows office

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this book offers an in depth study of computer concepts and step by step procedure in explaining the ms office package a separate section is devoted to e mails and introduction to design the cd contains visual explanation of the working of the ms of

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

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this text combines the latest computer concepts with microsoft office 95 professional edition illustrated it should be of use for instructors who need to teach concepts windows word excel access and powerpoint in a visual quick format

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

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