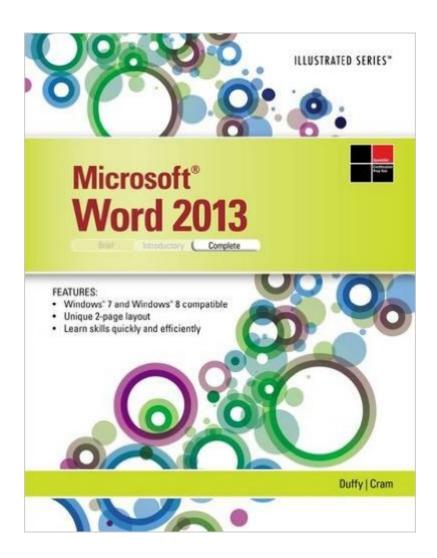
The book was found

Microsoft Word 2013: Illustrated Complete





Synopsis

Note: Item does not include access code. 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.

Book Information

Series: Illustrated

Paperback: 472 pages

Publisher: Cengage Learning; 1 edition (August 22, 2013)

Language: English

ISBN-10: 1285093119

ISBN-13: 978-1285093116

Product Dimensions: 10.7 x 8.4 x 0.8 inches

Shipping Weight: 1.6 pounds (View shipping rates and policies)

Average Customer Review: 4.4 out of 5 stars Â See all reviews (7 customer reviews)

Best Sellers Rank: #290,516 in Books (See Top 100 in Books) #69 in Books > Computers & Technology > Software > Microsoft > Microsoft Word #86 in Books > Computers & Technology > Software > Word Processing #338 in Books > Textbooks > Computer Science > Graphics &

Visualization

Customer Reviews

I purchased this book as a required textbook for a college course. I've used MS Word for over a decade, and took the course to prepare for the Microsoft Office Specialist exam. I learned a lot about features that I didn't know existed, and I was able to apply what I learned right away in my job. The book is broken into units (aka chapters), and each unit has several topics. The topics are broken down into components that can be covered on one page. There is text on the left page, and illustrations on the right page. The text consists of steps to perform. (There is a large library of files to download to use with the text and practice problems.) There is a summary on the top of each text page about what you will be doing on the page. However, the steps tell you what to do, and don't tell you what you are expecting to accomplish. In some cases, there will be a sentence after the step

indicating what should have happened (i.e. the word enterprise is bolded) but many times the summary says something like "the changes are applied" and in other cases, the summary indicates what you will need to do in the next step. I would have found the text much more useful if it said, to bold the word enterprise, do this... That would have let me know what to expect, and would have made the text useful as a reference guide. There are tips and tricks thrown in, but they are not highlighted in the summaries at the top of the page, nor referenced in the index. At the end of each unit, there are several practice assignments. One reviews all the material covered in the unit, in order, which is a good way to review what was covered.

Download to continue reading...

Warriors Word Scramble: Word Scramble Games - Word Search, Word Puzzles And Word Scrambles (Word Games, Brain Games, Word Search, Word Search Games, Word ... Scramble, Word Scrabble, Unscramble Word) Word Search Book for Adults: Word Search Puzzles to Improve Memory and Exercise: word search, word search books, word search books for adults, adult word search books, word search puzzle books Word Search Puzzles Large Print: Large print word search, Word search books, Word search books for adults, Adult word search books, Word search puzzle books, Extra large print word search Enhanced Microsoft Excel 2013: Illustrated Complete (Microsoft Office 2013 Enhanced Editions) Microsoft Surface Pro 4 & Microsoft Surface Book: The Beginner's Guide to Microsoft Edge, Cortana & Mail App on Microsoft Surface Pro 4 & Microsoft Surface Book Microsoft Word 2013: Illustrated Complete Exploring: Microsoft Word 2013, Comprehensive (Exploring for Office 2013) Microsoft Access 2013, Fast and Easy: A Beginners Tutorial for Microsoft Access 2013 (Get It Done FAST Book 14) New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition (Microsoft Office 2013 Enhanced Editions) Microsoft Word 2010: Illustrated Complete (Illustrated Series: Individual Office Applications) Microsoft Word 2013: Illustrated Introductory Microsoft Access 2013: Illustrated Complete Exploring Microsoft Access 2013, Comprehensive (Exploring for Office 2013) SAM 2013 Assessment, Training and Projects with MindTap Reader for Discovering Computers & Microsoft Office 2013: A Fundamental Combined Approach Printed Access Card Exploring: Microsoft Excel 2013, Comprehensive A & MyITLab with Pearson eText -- Access Card -- for Exploring with Office 2013 Package Your Office: Microsoft Access 2013, Comprehensive (Your Office for Office 2013) GO! with Microsoft Outlook 2013 Getting Started (GO! for Office 2013) Adult Swear Word Coloring Book: Fuck You & Other Irreverent Notes To Annoying People: 40 Sweary Rude Curse Word Coloring Pages To Calm You The F*ck Down (Adult Swear Word Coloring Books) (Volume 1) Swear Word Coloring Book Adults Retro & Pop Art Edition: A Very Sweary Coloring Book: 44 Stress Relieving Curse Word Pictures

To Calm You The F**k Down (Swear Word Coloring Books) (Volume 4) Unscrambled - The Ultimate Anagram Solver for Scrabble, Words With Friends, and most popular word games! (Word Buff's Totally Unfair Word Game Guides Book 3)

<u>Dmca</u>