



Microsoft Office 2013 Fundamentals

By Marjorie S Hunt, Barbara Clemens

CENGAGE LEARNING, United Kingdom, 2013. Spiral bound. Book Condition: New. Illustrated. 274 x 216 mm. Language: English . Brand New Book. 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.



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Reviews

This written publication is wonderful. It can be written in straightforward phrases instead of confusing. I discovered this pdf from my dad and i suggested this publication to learn.

-- **Jesse Tremblay**

This is an amazing book that I actually have actually read through. I am quite late in start reading this one, but better then never. You will not truly feel monotony at anytime of the time (that's what catalogs are for concerning should you ask me).

-- **Scottie Schroeder DDS**