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Computer Concepts And Microsoft Office 2013

**June Jamrich Parsons, Dan Oja, David
W. Beskeen, Carol M. Cram, Jennifer
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Computer Concepts And Microsoft Office 2013:

Enhanced Computer Concepts and Microsoft Office 2013 Illustrated June Jamrich Parsons, Dan Oja, David W. Beskeen, Carol M. Cram, Jennifer Duffy, 2015-02-27 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 Computer Concepts and Microsoft Office 2013 Illustrated** Parsons, 2015 [Computer Concepts and Microsoft Office 2013: Illustrated](#) June Jamrich Parsons, Dan Oja, David W. Beskeen, Carol M. Cram, Jennifer Duffy, 2013-07-19 Everything you need for your Introduction to Computing course COMPUTER CONCEPTS AND MICROSOFT OFFICE 2013 ILLUSTRATED delivers the most up to date computer concepts and Microsoft Office 2013 skills in an accessible easy to follow format The Illustrated Series has been praised by instructors for its concise focused approach and user friendly layout which engages both computer rookies and hot shots in mastering application skills and computer concepts quickly and efficiently Thanks to the Illustrated Series hallmark 2 page layout each task is presented in a single view enabling students to work through an entire process without turning a page 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 With COMPUTER CONCEPTS AND MICROSOFT OFFICE 2013 ILLUSTRATED everything your students need is at their fingertips Important Notice Media content referenced within the product description or the product text may not be available in the ebook version *Microsoft Office 2013/365 and Beyond* Theodor Richardson, Charles Thies, 2015 Microsoft Office 2013 365 and Beyond is divided into five sections with 16 chapters that progressively introduce you to computer concepts from the moment you hit the power button all the way through to using a variety of productivity software applications available in Microsoft Office 2013 and Microsoft Office for Mac 2011 The focus of this text is to provide readers with the skills needed to discuss essential computer concepts navigate and conduct basic tasks using an operating system and develop files using basic productivity applications The companion disc includes all of the files needed to complete the chapter exercises within the text You will also find video tutorials a repository of high resolution images from the chapters and samples of completed projects for comparison Features Designed to address the Windows operating system and the 2013 Microsoft Office application suite Integrates the use of both MacOS and OpenOffice into the text to describe the respective concepts in Windows and Microsoft Office MS Outlook Word

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