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Enhanced Discovering Computers & Microsoft Office 2013: A Combined Fundamental Approach Misty E. Vermaat 2015-03-09 Combining computer concepts material from the best-selling Discovering Computers and step-by-step instruction on Office applications from Microsoft Office 2013, ENHANCED DISCOVERING COMPUTERS & MICROSOFT OFFICE 2013: A COMBINED FUNDAMENTAL APPROACH delivers the best of Shelly Cashman Series in one book for your Introduction to Computers course. For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. We're continuing our history of innovation by enhancing our proven pedagogy to engage you in more critical thought, personalization, and experimentation with Office 2013 software. In addition, computer concepts content has been fully updated and revised to reflect the evolving needs of Introductory Computing students, and focus solely on what you really need to know to be a successful digital citizen in college and beyond. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Guide to Microsoft Office 2013 2013 Projects include preparing business letters brochures newsletters blogs PDF documents invoices pivot tables inventory databases and business presentations; Review questions and exercises reinforce new concepts offer practice in critical-thinking and present opportunities to conduct integrated and collaborative research; Bonus coverage of Internet Explorer SkyDrive Outlook PowerPoint Publisher and OneNote develops skills in web research emailing creating multimedia presentations sharing documents preparing marketing documents and using a digital notebook.

Microsoft Office 2013: Introductory Misty E. Vermaat 2013-05-28 Introduce your
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enhancements and more, the Shelly Cashman Series continues to deliver the most
effective educational materials for you and your students. Important Notice:
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Microsoft Word 2013 Joan Lambert 2013 Teaches how to use the newest incarnation
of the word processing program, including creating documents, managing page
layout, organizing tables, adding pictures, and styling templates.

Enhanced Microsoft Office 2013: Illustrated Introductory, First Course David W.
Beskeen 2015-02-27 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
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Microsoft Outlook 2013 Step by Step Joan Lambert 2013-03-15 Experience learning
made easy—and quickly teach yourself how to stay organized and stay connected
using Outlook 2013. With Step by Step, you set the pace—building and practicing
the skills you need, just when you them! Includes downloadable practice files
and a companion eBook. Set up your email and social media accounts Send,
search, filter, and organize messages Manage one or more calendars, and share
your schedule Help protect your inbox and outbox Create and track tasks, to-do
lists, and appointments

New Perspectives on Microsoft Excel 2002 June Jamrich Parsons 2001-08-02 Part of the New Perspectives series, this text offers a case-based, problem-solving approach and innovative technology for meaningful learning of Microsoft Excel 2002.

Microsoft Office 2013: Brief Misty E. Vermaat 2013-05-29 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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Office 2013: Advanced Misty E. Vermaat 2013-09-04 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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Office 2013 For Dummies Wallace Wang 2013-02-13 Office 2013 For Dummies is the key to your brand newOffice! Packed with straightforward, friendly instruction, this updateto one of the bestselling Office books of all time gets youthoroughly up to speed and helps you learn how to take fulladvantage of the new features in Office 2013. After coverage of thefundamentals, you'll discover how to spice up your Word documents,edit Excel spreadsheets and create formulas, add pizazz to yourPowerPoint presentation, and much more. Helps you harness the power of all five Office 2013applications: Word, Excel, PowerPoint, Outlook, and Access Discusses typing and formatting text in Word and easy ways todress up your documents with color, graphics, and more Demonstrates navigating and editing an Excel spreadsheet,creating formulas, and charting and

analyzing Excel data Walks you through creating a PowerPoint presentation and addingsome punch with color, sound, pictures, and videos Explores Outlook, including configuring e-mail, storingcontacts, organizing tasks, scheduling your time, and settingappointments Delves into designing Access databases, including editing,modifying, searching, sorting, and querying; also covers viewingand printing reports, and more The fun and friendly approach of Office 2013 For Dummiesmakes doing Office work easy and efficient!

Microsoft Office Professional 2013 Mark Dodge 2013 Presents a guide to Office Professional 2013, describing such tasks as creating documents, spreadsheets, and slide presentations; managing email; and organizing notes, covering the Microsoft programs Word, Excel, Access, OneNote, Publisher, Outlook, and PowerPoint.

New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition Ann Shaffer 2015-02-27 With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps you develop the Microsoft Office 2013 skills you need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Office 2013 engages you in applying skills to real-world situations, making concepts relevant. A new Troubleshoot type of case problem enhances critical thinking. As always, New Perspectives improves learning outcomes and transference of skills by helping you understand the importance of what you're learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Enhanced Microsoft Office 2013: Introductory Misty E. Vermaat 2015-03-10 Introduce your students to the new generation of Microsoft Office 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 Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students In Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition you'll find exciting videos, which correlate to the Table of Contents and mirror the step-by-step pedagogy of the Microsoft Office 2013 text to reinforce the skills taught in each chapter. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Enhanced Microsoft Excel 2013: Illustrated Complete Elizabeth Reding 2015-04-11 Both computer rookies and hot shots can master Microsoft Excel 2013 quickly and efficiently with this new book in the acclaimed Illustrated Series - ENHANCED MICROSOFT EXCEL 2013: ILLUSTRATED COMPLETE. Using a concise, focused approach and user-friendly format, the Illustrated Series provides a hallmark two-page layout that allows readers to work through an entire task without turning the page. Skills are accessible and easy to follow with new Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that preview 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. New and updated appendixes guide you in exploring cloud computing and other developments in more depth. Readers strengthen their understanding of the latest features in MS Excel 2013 for ongoing success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Office 2013: Post Advanced Misty E. Vermaat 2014-01-13 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 MICROSOFT OFFICE 2013: POST ADVANCED 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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

MOS 2013 Study Guide for Microsoft Word Joan Lambert 2013-07-15 Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Word Microsoft Office Specialist (MOS) exam, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files

Microsoft Office 2013 Steve Schwartz 2013-04-11 Visual QuickStart Guides, designed in an attractive tutorial and reference format, are the quickest, easiest, and most thorough way to learn applications, tasks, and technologies. The Visual QuickStart Guides are a smart choice and guide the learner in a friendly and respectful tone. Visually presented with copious screenshots, the focused discussions by topic and tasks make learning a breeze and quickly take you to exactly what you want to learn. Microsoft Office 2013: Visual QuickStart Guide, written by best-selling author Steve Schwartz, has been extensively rewritten to provide expanded coverage of the core Office applications: Word, Excel, PowerPoint, and Outlook, provides in-depth instructions on many of the new features and changes introduced in Office 2013, and offers a thorough introduction to the Office Web Apps. Coverage of each application is jam-packed with information and tips that not only explain HOW to perform a task, but WHY you need this procedure and WHEN it's best to use it. Includes eBook In addition to concise, step-by-step explanations of core tools and tasks, with plenty of helpful screen shots to keep you on track as you work, Microsoft Office 2013 for Windows: Visual QuickStart Guide includes the eBook. You can download digital versions of this book to load on the mobile device of your

choice so that you can continue learning whenever and wherever you are. We provide you with EPUB, PDF, and MOBI eBook formats to ensure that you get the experience that best suits your viewing needs.

Microsoft Office 2013: Advanced Misty E. Vermaat 2013-09-04 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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft PowerPoint 2013 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts) TeachUcomp Inc. 2014-08-27 Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in PowerPoint 2013. When you need an answer fast, you will find it right at your fingertips with this Microsoft PowerPoint 2013 Quick Reference Guide. Simple and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts.

Microsoft Office 2013: Essential Misty E. Vermaat 2013-05-29 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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Teach Yourself VISUALLY Office 2013 Elaine Marmel 2013-03-01 Learn the new Microsoft Office suite the easy, visual way Microsoft Office 2013 is a power-packed suite of office productivity tools including Word, Excel, PowerPoint,

Outlook, Access, and Publisher. This easy-to-use visual guide covers the basics of all six programs, with step-by-step instructions and full-color screen shots showing what you should see at each step. You'll also learn about using Office Internet and graphics tools, while the additional examples and advice scattered through the book give you tips on maximizing the Office suite. If you learn best when you can see how things are done, this book is for you. Shows you how to use Microsoft Office 2013 with easy-to-follow, step-by-step instructions illustrated with full-color screen shots Covers Word, Excel, PowerPoint, Outlook, Access, and Publisher Includes additional information on using Office Internet and graphics tools Designed to help visual learners read less and learn more Teach Yourself VISUALLY Office 2013 shows you how to use all six tools in the Office suite, step by step.

Introduction to Information Retrieval Christopher D. Manning 2008-07-07 Class-tested and coherent, this textbook teaches classical and web information retrieval, including web search and the related areas of text classification and text clustering from basic concepts. It gives an up-to-date treatment of all aspects of the design and implementation of systems for gathering, indexing, and searching documents; methods for evaluating systems; and an introduction to the use of machine learning methods on text collections. All the important ideas are explained using examples and figures, making it perfect for introductory courses in information retrieval for advanced undergraduates and graduate students in computer science. Based on feedback from extensive classroom experience, the book has been carefully structured in order to make teaching more natural and effective. Slides and additional exercises (with solutions for lecturers) are also available through the book's supporting website to help course instructors prepare their lectures.

A Guide to Microsoft Excel 2013 for Scientists and Engineers Bernard Liengme 2015-03-17 Completely updated guide for students, scientists and engineers who want to use Microsoft Excel 2013 to its full potential. Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science. Microsoft Excel, as the industry standard spreadsheet, has a range of scientific functions that can be utilized for the modeling, analysis and presentation of quantitative data. This text provides a straightforward guide to using these functions of Microsoft Excel, guiding the reader from basic principles through to more complicated areas such as formulae, charts, curve-fitting, equation solving, integration, macros, statistical functions, and presenting quantitative data. Content written specifically for the requirements of science and engineering students and professionals working with Microsoft Excel, brought fully up to date with the new Microsoft Office release of Excel 2013. Features of Excel 2013 are illustrated through a wide variety of examples based in technical contexts, demonstrating the use of the program for analysis and presentation of experimental results. New to this edition: The Backstage is introduced (a new Office 2013 feature); all the 'external' operations like Save, Print etc. are now in one place The chapter on charting is totally revised and updated – Excel 2013 differs greatly from earlier versions Includes many new end-of-chapter

problems Most chapters have been edited to improve readability

A Practical Introduction to Homeland Security and Emergency Management Bruce Oliver Newsome 2015-09-24 A Practical Introduction to Homeland Security and Emergency Management: From Home to Abroad offers a comprehensive overview of the homeland security field, examining topics such as counter-terrorism, border and infrastructure security, and emergency management. Authors Bruce Newsome and Jack Jarmon take a holistic look at the issues and risks, their solutions, controls, and countermeasures, and their political and policy implications. They also demonstrate through cases and vignettes how various authorities, policymakers and practitioners seek to improve homeland security. The authors evaluate the current practices and policies of homeland security and emergency management and provide readers with the analytical framework and skills necessary to improve these practices and policies.

Microsoft Office 2010 David W. Beskeen 2010-08-05 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.

New Perspectives on Microsoft Access 2013, Introductory Joseph J. Adamski 2013-07-15 With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Access 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

What's New In Microsoft Office 2013 AMC College This manual will show you what are the new tools and functions are available in the new version of the entire MS Office 2013, It allows you to pick up quickly those refined functions as well as new uses of the entire applications.

Office 2013 All-In-One Absolute Beginner's Guide Patrice-Anne Rutledge 2013-08-08 Make the most of Office 2013—without becoming a technical expert! This book is the fastest way to create, edit, format, build, review, and share virtually any form of Office content! Even if you've never used Office before, you'll learn how to do what you want, one incredibly clear and easy step at a time. Office has never, ever been this simple! Who knew how simple Microsoft® Office 2013 could be? This is the easiest, most practical beginner's guide to

using Microsoft's incredibly powerful new Office 2013 productivity suite…simple, reliable instructions for doing all you really want to do with the brand-new versions of Word, Excel, PowerPoint, Outlook, and OneNote! Here's a small sample of what you'll learn: Explore Office 2013's updated interface and most efficient shortcuts Use Microsoft Office on the Web and mobile devices Streamline Word document creation with templates, tables, and more Efficiently build and review longer documents—by yourself or with teams Quickly create reliable, sophisticated Excel workbooks Analyze and visualize Excel data with charts, sparklines, pivot tables, and slicers Create high-impact presentations with PowerPoint 2013's newest tools Supercharge presentations with audio, video, animations, and transitions Set up email accounts and personalize Outlook to your own workstyle Manage your life with Outlook contacts, tasks, to-do lists, and notes Use Social Connector to simplify activities on Facebook, LinkedIn, and beyond Organize research more efficiently with OneNote notebooks Integrate text, links, files, media, screen clips, and handwriting into your OneNote notebooks And much more…

New Perspectives on Microsoft Word 2013, Comprehensive Enhanced Edition S. Scott Zimmerman 2015-04-13 Readers develop the Microsoft Word 2013 skills for academic and career success with this latest edition from the popular New Perspectives Series. Updated with all-new case-based tutorials, NEW PERSPECTIVES MICROSOFT WORD 2013, COMPREHENSIVE ENHANCED EDITION continues to apply MS Word 2013 skills to real situations that fully demonstrate the relevance of concepts. A proven learning approach emphasizes critical thinking, problem-solving, and in-depth coverage. A new Troubleshoot case problem enhances analytical skills, while a new tutorial on Managing Your Files helps readers navigate Windows 8. Readers discover success with MS Word 2013 as NEW PERSPECTIVES MICROSOFT WORD 2013 emphasizes the value and application of what they are learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

International Journal of Economic and Political Integration Siddhartha Sarkar

Quantum Computation and Quantum Information Michael A. Nielsen 2000-10-23 First-ever comprehensive introduction to the major new subject of quantum computing and quantum information.

New Perspectives on Microsoft Office 2013, First Course Ann Shaffer 2013-05-16 With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Office 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important. Important

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Microsoft Access 2013: Introductory Philip J. Pratt 2013-06-12 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 ACCESS 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 ACCESS 2013 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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Exploring Microsoft Office Excel 2016 Comprehensive Mary Anne Poatsy 2016-05-09 This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This book offers full, comprehensive coverage of Microsoft Excel. Beyond point-and-click The goal of the Exploring series is to move students beyond the point-and-click, to understanding the why and how behind each skill. And because so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, anytime. Students go to college now with a different set of skills than they did years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know. Also available with MyITLab MyITLab ® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, which engages students and improves results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, helping students learn more quickly and effectively. Digital badges lets students showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. MyITLab builds the critical skills needed for college and career success. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

Microsoft Office Inside Out Ed Bott 2013 Provides timesaving tips, tricks, shortcuts, solutions, and troubleshooting guidelines for Microsoft Excel, Outlook, Word, PowerPoint, and other applications, and explores new features and capabilities of Office 2013.

<u>Microsoft Excel 2013: Complete</u> Steven M. Freund 2013-08-21 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 Excel 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 Excel 2013 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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Learning Microsoft Office 2013 Andrea Mehaffie 2013-04-10 Learning Microsoft Office 2013: Level 1 teaches students the fundamental Microsoft Office skills they need to succeed in the classroom, at home, and on the job. Designed to engage students with numerous hands-on projects that build skills and computer confidence, the text includes coverage of Word, Excel, Accss, and PowerPoint -- Back cover.

Shelly Cashman Series Gary B. Shelly 1999-06-01

Introducing Microsoft Power BI Alberto Ferrari 2016-07-07 This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Introducing Microsoft Power BI enables you to evaluate when and how to use Power BI. Get inspired to improve business processes in your company by leveraging the available analytical and collaborative features of this environment. Be sure to watch for the publication of Alberto Ferrari and Marco Russo's upcoming retail book, Analyzing Data with Power BI and Power Pivot for Excel (ISBN 9781509302765). Go to the book's page at the Microsoft Press Store here for more details:http://aka.ms/analyzingdata/details. Learn more about Power BI at https://powerbi.microsoft.com/.

Microsoft Office 2013: Illustrated Introductory, First Course, Spiral bound Version David W. Beskeen 2013-04-05 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. Important Notice: Media content referenced within the product

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