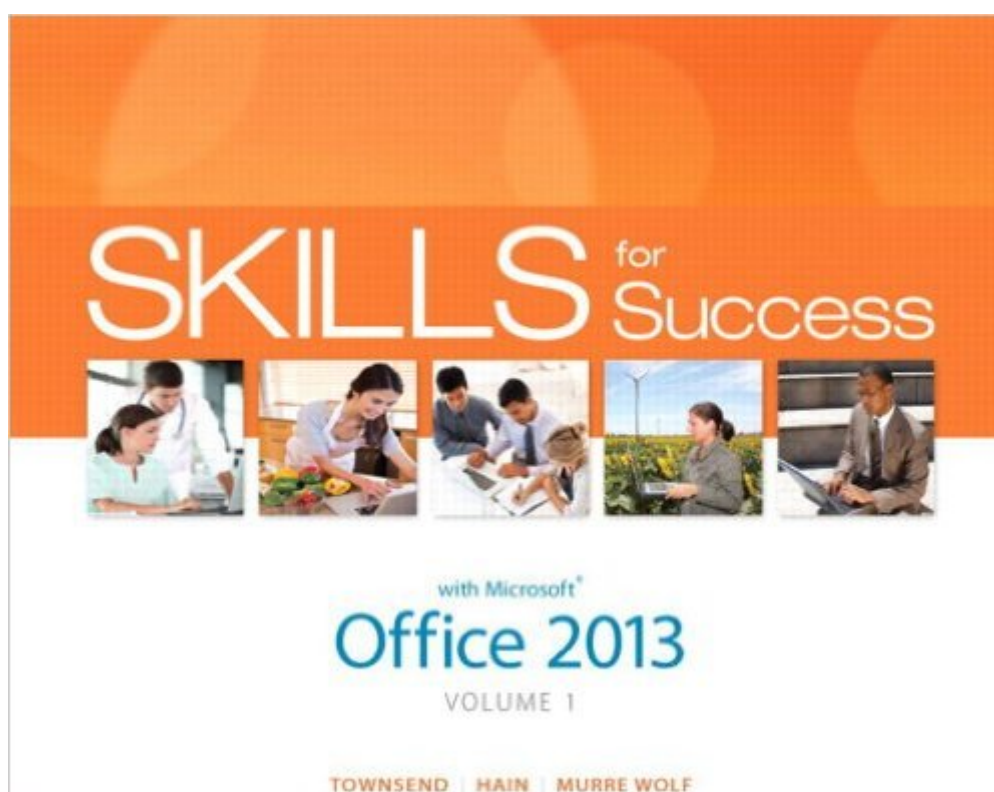# Skills For Success With Office 2013 Volume 1 (Skills For Success, Office 2013)

Synopsis

ALERT: Before you purchase, check with your instructor or review your course syllabus to ensure that you select the correct ISBN. Several versions of Pearson's MyLab & Mastering products exist for each title, including customized versions for individual schools, and registrations are not transferable. In addition, you may need a CourseID, provided by your instructor, to register for and use Pearson's MyLab & Mastering products.   For use in the Office Applications course or readers that need to get started with Microsoft Office 2013. Â   Skills for Success   is the Microsoft Office 2013 textbook that recognizes how readers learn today! Â The Office Skills text that was designed with today's studentsâ "and the way today's readers use an Office textbookâ "in mind.Â Â Â Â With Skills for Success , Microsoft Office 2013 is at your fingertips! With Office 2013, Microsoft is taking the office to the cloud.Â You can now open and save your files from any computer without a USB flash drive. The Skills for Success series shows students how to get the most out of Office 2013 no matter what device they are usingâ "a traditional desktop or tablet. Whether you are tapping and sliding with your finger or clicking and dragging with the mouse, Skills for Success shows you the way. Â Teaching and Learning Experience This program will provide a better teaching and learning experienceâ "for you and your students. Hereâ ™s how: Personalized Learning: MyITLab delivers proven results in helping students succeed, provides engaging experiences that personalize learning, and comes from a trusted partner with educational expertise and a deep commitment to helping students and instructors achieve their goals. Designed for a New Generation of Learners: The Skills for Success series is specifically designed to enhance usability and fit the work style of todayâ ™s students. Support for Students and Instructors: Supplements enhance the learning process for students, while instructor resources are designed to make your life easier. Â

Book Information

Series: Skills for Success, Office 2013

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Average Customer Review: 3.8 out of 5 starsÂ Â See all reviewsÂ (31 customer reviews)

Best Sellers Rank: #114,386 in Books (See Top 100 in Books)   #51 inÂ Books > Computers & Technology > Software > Suites   #81 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Office   #141 inÂ Books > Computers & Technology > Business Technology > Software > Enterprise Applications

Customer Reviews

This is a good basic book. It is required for some schools and the information and exercises in it can make you more proficient at using the different Office applications such as word, access, excel and so forth. I would recommend this book if you are wanting to learn more about different things using Microsoft Office. These applications used correctly can either be very good or a big headache. Save yourself from the headache and learn how to use them properly.This is worth the money for anyone wanting to learn the computer.

The book comes without DVD. The data for the exercises is supposed to be located at [...] data for 2010 exists. It does not exist for the current book. The page has not been updated since 2011.

It covers every thing step by step...it gets annoying after a while, the covers things in too much detail like letting you know that you have to turn on your computer first...lol

From my experiences from this book it is quite sub-par. The only reason I bought this book was because it was required for a class. The vast majority of the material in this book is simple knowledge that wont teach you many knew things. The biggest problem is that it is extremely time consuming with little reward. I would heavily suggest looking to other alternatives to learn Microsoft Office.

The access code didn't work :(

Awesome step by step instruction for office products. Increases proficiency for people who are already computer savvy. Unlock all the features you never knew even existed!

Book came fast and had unused code. Wow thank you so much. The book retails for over 100 brand new and got a great price. Would recommend seller A++++++

This book is completely useless unless you're brand-new to the computer world. It's a joke I had to buy this for a required course.

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