

# Sam 2013 Excel Project 3

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*Microsoft Access 2013: Illustrated Introductory* - Lisa Friedrichsen 2016-03-15  
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 ACCESS 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. Important Notice: Media content referenced within the product

description or the product text may not be available in the ebook version.

**Microsoft Access 2013:**

**Illustrated Brief** - Lisa Friedrichsen 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 Access 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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

*New Perspectives on Microsoft Excel 2013, Introductory* - June Jamrich Parsons 2013-07-29

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 Excel 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.

**New Perspectives on Microsoft PowerPoint 2013,**

**Comprehensive** - S. Scott Zimmerman 2013-11-14

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 PowerPoint 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.  
*Microsoft Word 2013: Illustrated Complete* - Jennifer Duffy 2013-08-21

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. 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 Computer Concepts and Microsoft Office 2013 Illustrated* - June Jamrich  
Parsons 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.  
*Illustrated Course Guide: Microsoft Access 2013 Advanced* - Lisa Friedrichsen  
2014-02-24

Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Access 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Access 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Illustrated Course Guide: Microsoft Excel 2013 Advanced, Spiral bound Version** - Lynn Wermers  
2013-12-31

Loved by students for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for learning Microsoft Excel 2013 regardless of your experience level. Each two-page spread

focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Excel 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**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 description or the product text may not be available in the ebook version.

**New Perspectives on Microsoft Excel 2013, Brief -**

June Jamrich Parsons  
2013-05-13

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 Excel 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical

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**New Perspectives on Microsoft PowerPoint 2013, Comprehensive Enhanced**

**Edition** - S. Scott Zimmerman  
2015-04-13

Readers develop the Microsoft PowerPoint 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 POWERPOINT 2013, COMPREHENSIVE ENHANCED EDITION continues to apply MS PowerPoint 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 PowerPoint 2013 as **NEW PERSPECTIVES MICROSOFT POWERPOINT 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. *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. **New Perspectives on Microsoft Excel 2013, Comprehensive** - June Jamrich Parsons 2013-10-24 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 Excel 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.

*Illustrated Course Guide: Microsoft Excel 2013 Intermediate* - Lynn Wermers  
2013-12-31  
Loved by students for the visual and flexible way to build computer skills, the *Illustrated*

*Course Guides* are ideal for learning Microsoft Excel 2013 regardless of your experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The *Illustrated Course Guides* split Microsoft Excel 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

*Microsoft PowerPoint 2013: Illustrated Brief* - David W. Beskeen  
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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 description or the product text may not be available in the ebook version.

**Illustrated Course Guide:  
Microsoft Excel 2013 Basic** -  
Elizabeth Eisner Reding  
2013-12-31

Loved by students for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for learning Microsoft Excel 2013 regardless of your experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Excel 2013 concepts and skills into three manageable levels - Basic,

Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

*Microsoft Word 2013:  
Illustrated Introductory* -  
Jennifer Duffy 2013-08-21  
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. Important

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**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:

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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: Illustrated, Second Course - David W. Beskeen 2013-07-22 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 description or the product text may not be available in the ebook version.

**Enhanced Microsoft Office 2013: Illustrated Fundamentals, Spiral bound Version** - Marjorie S. Hunt  
2015-02-27

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 you to work through an entire task without turning the page! New Learning Outcomes outline the skills covered in each lesson, and larger full-color screens represent exactly what you should see on your own computer. 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 description or the product text may not be available in the ebook version.

**New Perspectives on Microsoft Office 2013: Brief**  
- Ann Shaffer 2013-08-16  
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 Notice: Media content referenced within the product description or the product text may not be available in the ebook version.  
[Illustrated Course Guide: Microsoft Access 2013 Intermediate](#) - Lisa Friedrichsen 2013-12-31  
Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Access 2013 to students across experience levels. Each two-

page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Access 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Illustrated Course Guide:  
Microsoft Word 2013 Basic - Jennifer Duffy 2013-12-31  
Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Word 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Word 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or

accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Computer Concepts and Microsoft Office 2013:**

**Illustrated** - June Jamrich Parsons 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 Excel 2013: Illustrated Complete** - Elizabeth Reding 2013-06-17 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 EXCEL 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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Word 2013: Illustrated Brief - Jennifer Duffy 2013-04-02

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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Illustrated Course Guide:  
Microsoft PowerPoint 2013**

**Basic** - David W. Beskeen  
2014-02-26

Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft PowerPoint 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft PowerPoint 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the

ebook version.

**Enhanced Microsoft Access  
2013: Illustrated Complete** -

Lisa Friedrichsen 2015-04-08

Both computer rookie and hot shots can master Microsoft Access 2013 applications quickly and efficiently with this new book in the acclaimed Illustrated Series --

ENHANCED MICROSOFT  
ACCESS 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 users 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 explore cloud computing and other developments in more depth.

Readers strengthen their understanding of the latest features in MS Access 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 Excel 2013:*

*Illustrated Introductory -*

Elizabeth Reding 2013-04-16

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further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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.

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*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.

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**Enhanced Microsoft Excel 2013: Comprehensive** -

Steven M. Freund 2015-04-08  
Readers discover the latest advantages that Microsoft Excel has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners.

ENHANCED MICROSOFT EXCEL 2013:

COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding

of Excel through experimentation, critical thought, and personalization. ENHANCED MICROSOFT EXCEL 2013:

COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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*New Perspectives on Microsoft Excel 2013, Comprehensive Enhanced Edition* - Roy Ageloff  
2015-04-08

Readers develop the Microsoft Excel 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 EXCEL 2013,

COMPREHENSIVE ENHANCED EDITION

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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.

**Microsoft PowerPoint 2013: Illustrated Introductory** - David W. Beskeen 2013-05-10

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**Illustrated Course Guide: Microsoft Word 2013 Advanced** - Carol Cram 2013-12-31

Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Word 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Word 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.