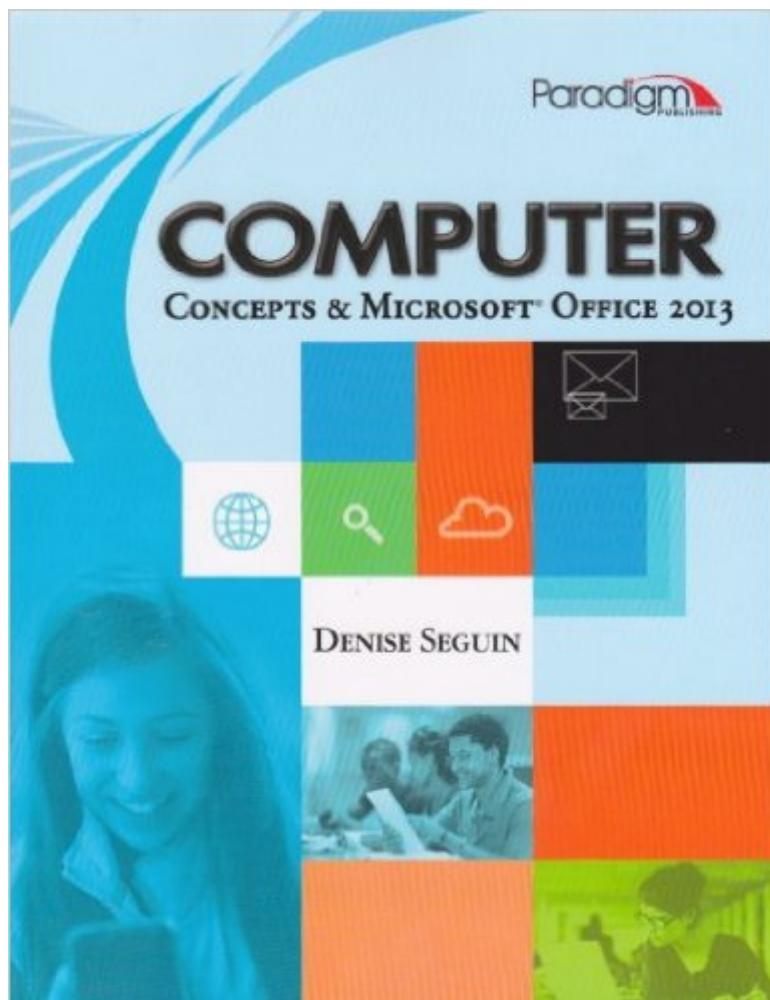


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Computer Concepts & Microsoft Office 2013



Synopsis

COMPUTER Concepts & Microsoft Office 2013 is the one-textbook solution for your introduction to computer students. Highly visual and logically organized, instructors and learners will experience a seamless transition from concepts coverage to applications coverage - both are written in the same style and presented in the same way. Gone are the days of switching from one text to another. Using a projects-based approach, students will:^{*} Learn the need-to-know computer skills to be successful in today's digital world^{**} "Do" activities - topics are organized in brief 2- and 4-page spreads that appeal to a variety of learners^{*} Refer to visual aids throughout the text, including pictures, diagrams, charts, graphs, etc.^{*} Review and reinforce learning through end-of-chapter projects - presented in increasing levels of difficulty^{*} Be exposed to the latest concepts, software, and applications - including green computing, ethics, Windows 8, and Microsoft Office 2013

Book Information

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Step by step instructions and they are so easy to follow!

Great book. Easy to understand.

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just a book i need for a class not a huge fan that it is sold by a third party thru also got this in bad condition too

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