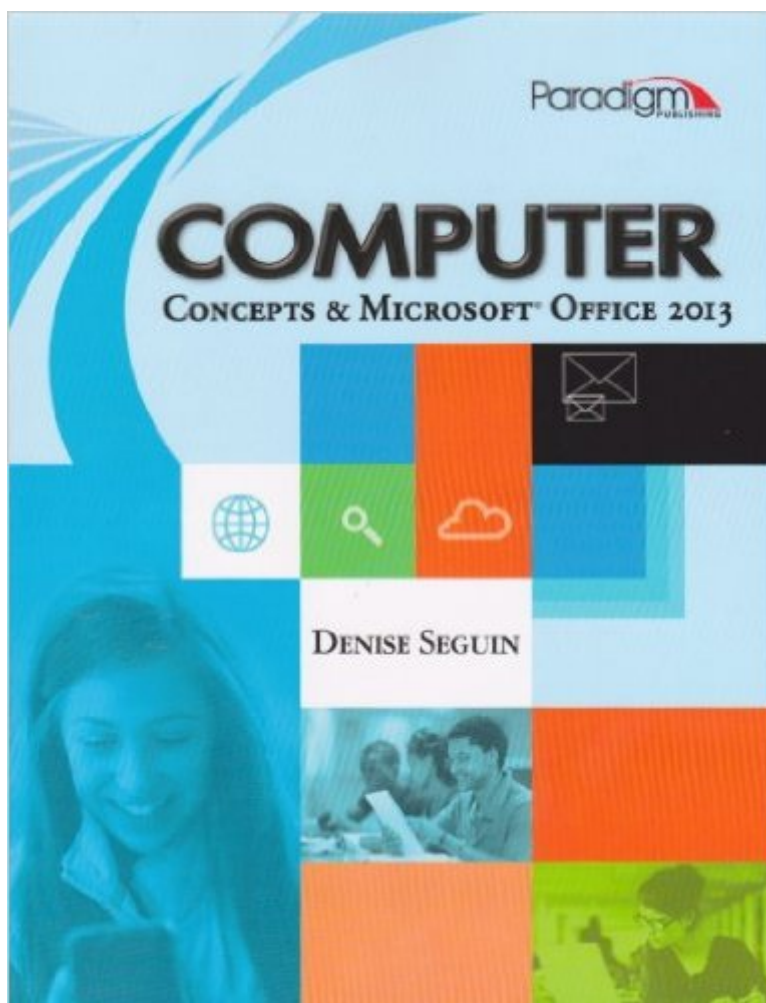


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Computer Concepts & Microsoft Office 2013



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

Paperback: 490 pages

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Customer Reviews

Alright so, SNAP was terrible. I hated that part of it. I rented this book, and that went great! The book was in fantastic shape and was sent to me fast. The book itself, was well written and fairly up to date.

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

Great book. Easy to understand.

Great book! I am very happy with my purchase. It arrived on time, looks like new, and very useful who wants to know about computers and Microsoft Office 2013. Very understandable, great teaching!

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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