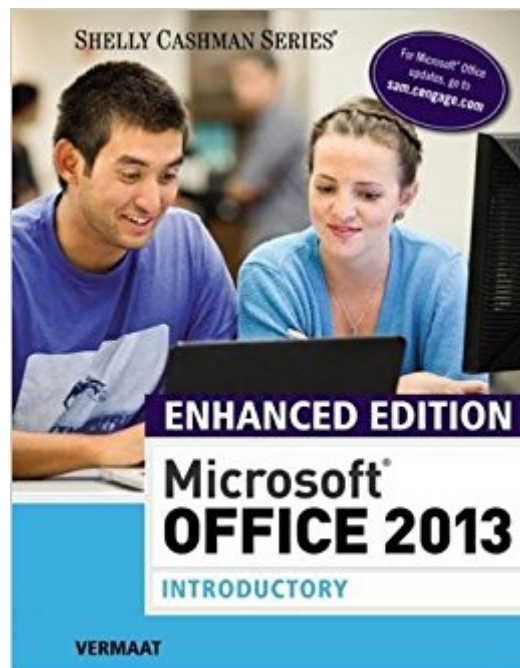




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Enhanced Microsoft Office 2013: Introductory (Microsoft Office 2013 Enhanced Editions)



Synopsis

NOTE: Access Code is NOT INCLUDED with this book 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.

Book Information

Series: Microsoft Office 2013 Enhanced Editions

Paperback: 1200 pages

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Average Customer Review: 4.1 out of 5 stars 26 customer reviews

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“Skills Assessment Manager” is the top online training resource for Microsoft Office suites. No matter what your skill level, SAM helps you learn with confidence so you have a better chance to make better grades. Navigate easily from day one. SAM has all your course content in one easy location, offering an intuitive homepage which ensures you always get where you need to go. See how Office is used in the real world. SAM training and assessments simulate the real MS Office environment, which will prepare you for more workplace success. Set yourself up for better grades. Automatic feedback on assignments and a personalized study plan help you stay on track for improved grades.

Misty E. Vermaat has more than 25 years of experience in the field of computer and information technology. In addition to consulting in the field, she was an Associate Professor at Purdue University Calumet, teaching or developing Microsoft Office, computer concepts, database management, systems analysis and design, and programming courses. Since 1990, Ms. Vermaat has led the development of the Shelly Cashman Series and has written or co-authored numerous Series textbooks, including many editions of DISCOVERING COMPUTERS, DISCOVERING COMPUTERS FUNDAMENTALS, and Microsoft Word books.

Needed for a class.As far as textbooks go, this one feels incredibly over-comprehensive. I suppose the idea is that it's assuming you have literally never seen a computer before, but as someone who grew up with them.....a lot of the explanations seem completely unnecessary to me. Which of course,

makes the book way to big and heavy. It's unpleasant to lug around. But homework assignments are relatively easy.

I used this book for a class, and it's just "okay". Truly, it's not a "readable" book. It's more of the type of book that you use just as a guide when looking up stuff. The big disappointment was the price. When I used this book, it was WAY too expensive. Had it been written better, I might have kept it for future reference. However, I was happy to be done with the book by the end of the course.

Needed this for my online course. Even though the book is offered through the course. Love the hands on information that it brings to the table.

I would recommend this "step-by-step operations manual" to everyone that has a computer. It is by far the best guide to Microsoft Software Applications EVER !!!!!

Wonderful. Very convenient.

Bought this for my son for an online class. Arrived on time and as described.

Good for school. Fast delivery.

Everything in the book can be searched online.

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