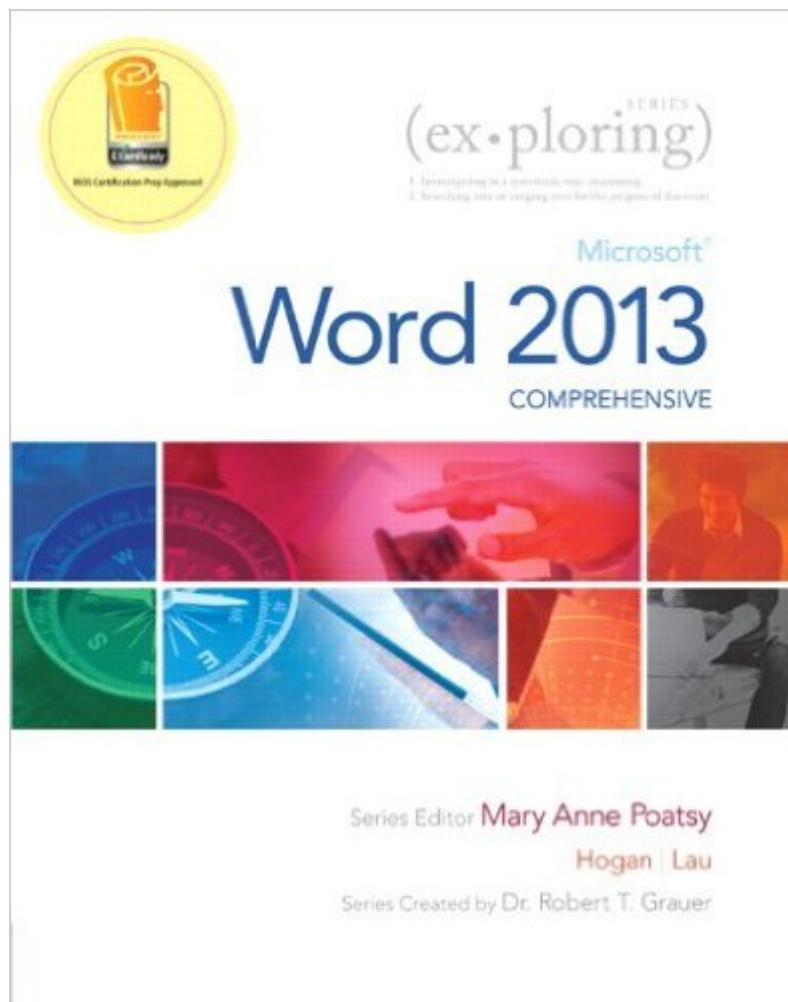


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Exploring: Microsoft Word 2013, Comprehensive (Exploring For Office 2013)



Synopsis

The book offers full, comprehensive coverage of Word. Move students beyond the point-and-click. The goal of the Exploring series is to move students beyond the point and click, to understanding the why and how behind each skill. And, because so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, any time. Students go to college now with a different set of skills than they did years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know.

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Book Information

Series: Exploring for Office 2013 (Book 9780133412222)

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Product Dimensions: 8.9 x 1.2 x 10.9 inches

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Customer Reviews

You will not find another Microsoft Word-comprehensive text as well outlined and organized as this. Its spiral binding makes it easy to keep open while working on a document, which is very nice.

Practice exercises within the text test your knowledge of the program helping you become fluent. If you're interested in a self-taught Microsoft Word course and are willing to spend the money (usually over \$100.00) I say go for it, purchase this text. If you are already satisfactorily Word-savvy I suggest not buying the book. There is no information in the book that you cannot find in detail online when your questions come up here and there. In either case if you desire to read the text a thorough knowledge of Microsoft Word 2013 is yours to gain.

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