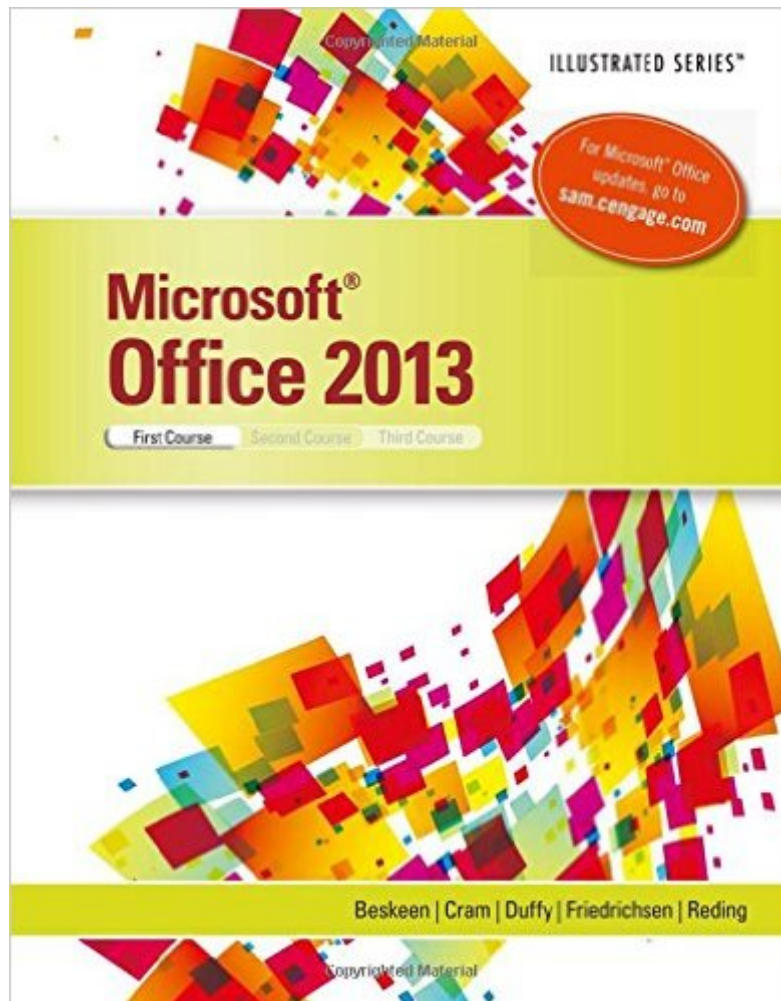# Microsoft Office 2013: Illustrated Introductory, First Course

# Synopsis

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.

# Book Information

Series: Illustrated

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Average Customer Review:  3.7 out of 5 starsÂ Â See all reviewsÂ (57 customer reviews)

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# Customer Reviews

The book was in great condition, however after buying it I needed a SAMS cengage pass for my class as well. I could've bought the bundle from my school much cheaper than I ended up paying for it on here. Also, the book from the school came with 3 Microsoft office trials and windows 8 trials. I wish I had bought it from the school. I am now lacking the trials and I spent more for it and the pass all together. Not worth it!

This book will work on my Kindle app for my iPad but will not work on my iPhone or on the Kindle app on my computer. Very disappointing, I would not have bought it if I had know this ahead of time. Not very happy..

Don't buy this book used! I didn't realize that the access code was not included...May as well buy the book new...your going to spend the same amount if not more buying the book used and having to buy the access code! What a joke! Lesson learned!

This was required text, so I had no choice in the matter. My only complaint about this text is that sometimes the steps in a guided assignment did not explain everything, which lead to some frustrating times. But, for the most part, it's a great way to learn MS Office.

I rented my copy for a college class. Mine had a lot of wear and tear on it but still good enough for the class. If you have used a computer fairly consistently for the last 5-10 years then you won't learn a ton of useful information. This book does share a lot of details and things about Office that I did not know before, however, most of it was low yield.

Excellent text book. Taking spreadsheet class using different book and it is hard to follow. The questions are tricky and there are a lot of misspelled words. I hope other classes use this authors books.

It did not meet my expectations. The spiral books was not in the same conditions of what the description stated it would be in. The cover to the book was torn from the spiral and the book was very fragile. I am not satisfied with the book at all.

Microsoft Office 2013: Illustrated Series is an amazing book for anyone who is interested to master Microsoft Office 2013. It introduced me to all the tabs on my computer and made me realize how powerful tools they are, that formerly appeared to me as mere symbols prior to reading it. Clear notes, vivid explanations and well illustrated in fancy drawings and live camera shots from the desktop itself. So far, I have recommended it to my best friend and have promised to buy one to my brother too. I will keep on recommending it to anyone interested in mastering Office 2013. It is more than worth the price. It is just amazing!

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