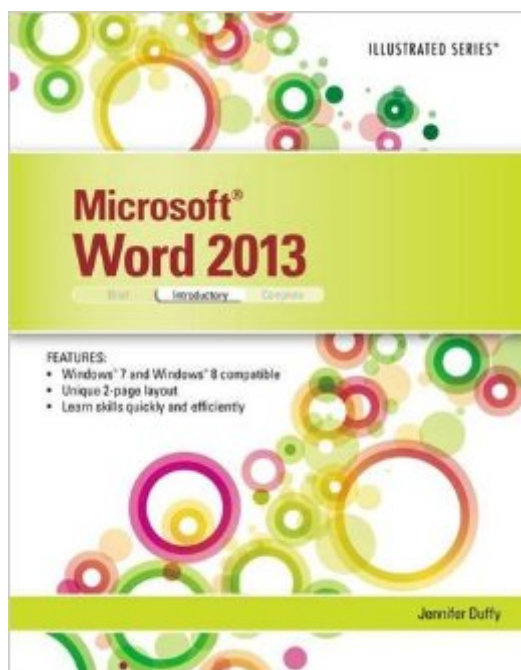


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# Microsoft Word 2013: Illustrated Introductory



## 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 WORD 2013 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

Paperback: 264 pages

Publisher: Cengage Learning; 1 edition (July 24, 2013)

Language: English

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Product Dimensions: 10.7 x 8.4 x 0.5 inches

Shipping Weight: 1 pounds (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 stars [See all reviews](#) (11 customer reviews)

Best Sellers Rank: #345,744 in Books (See Top 100 in Books) #77 in [Books > Computers & Technology > Software > Microsoft > Microsoft Word](#) #93 in [Books > Computers & Technology > Software > Word Processing](#) #365 in [Books > Textbooks > Computer Science > Graphics & Visualization](#)

## Customer Reviews

Good book to start and learn Microsoft 2013. I also purchased the Powerpoint 2013 so that everything is tied in together and makes sense. Start with the basics, and end up with a lot of good tools when using the program.

Shipping was fast! Condition was as described or better. Book is well laid out, with helpful shortcuts and other tips given as options. Pretty easy to follow. There's much more functionality to Word than I realized.

I bought this book for a college class and it's better than I expected! Lots of useful tools and tricks

that I didn't even know Word had. This info will be very useful in a classroom or career setting.

My professor followed this book to the letter. This is a good book for people who are beginners or have a moderate amount of knowledge about Microsoft Word.

I should have purchased this book through the school for the exact same price, at least that way I would have received the Office 365 with it and had the current Microsoft Office

This book is very easy to understand and helpful. I think I will order their book for Excel too.

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