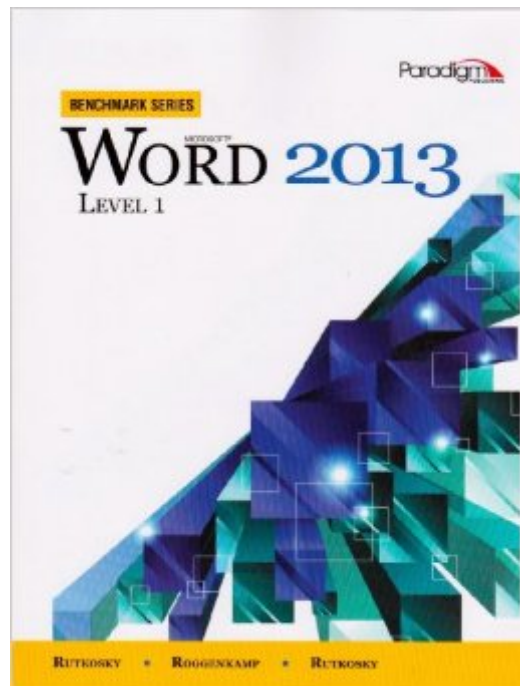# Microsoft Word 2013: Level 1: Text With Data Files (Benchmark Series)

## Synopsis

Benchmark Series: Microsoft Word 2013 Level 1 builds students' introductory skills in Word 2013, and helps develop critical thinking and decision-making skills. Key Features* Case study assessments at chapter and unit levels test students' abilities to solve problems independently.* Projects-based approach creates a realistic context for learning practical skills.

## Book Information

Series: Benchmark Series

Paperback: 408 pages

Publisher: EMC Paradigm,US (January 30, 2014)

Language: English

ISBN-10: 0763853879

ISBN-13: 978-0763853877

Product Dimensions:  8.5 x 10.7 inches

Shipping Weight: 1.6 pounds

Average Customer Review:  3.5 out of 5 starsÂ Â See all reviewsÂ (11 customer reviews)

Best Sellers Rank: #113,952 in Books (See Top 100 in Books)   #33 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Word   #38 inÂ Books > Computers & Technology > Software > Word Processing

## Customer Reviews

using this as text in a 2-credit CC course, and the exercises and assessments in each chapter are more work than all other courses combined.I'd like to see better visual arrangement and differentiation of the "Do this, then this" portions..black type against a medium-blue background (for the exercises) is not a winner for ease of readability, plus the typography is not used to differentiate enough. Also, there are many exercises which call for the same document to be printed, only with small differences between them; result: 1/2-inch deck of paper is produced for what is, frankly, a very minor skill in today's work environment.this isn't building Starships; it's text manipulation!I will say that the book covers good information and a relevant array of tasks; it simply needs better design, and more streamlined, less resource-intensive set of exercises.

It's the right book and in good condition, but it did NOT come with the necessary data files.

CD was a remade CD not the original that came with the book

Exactly what I paid for. Thanks!

Didn't come with cd so I had to buy another textbook because I didn't have any of the stuff I needed for my class.

It is a good book. It gives clear and easy to follow instructions/

Warriors Word Scramble: Word Scramble Games - Word Search, Word Puzzles And Word Scrambles (Word Games, Brain Games, Word Search, Word Search Games, Word ... Scramble, Word Scrabble, Unscramble Word) Microsoft Word 2013: Level 1: Text with Data Files (Benchmark Series) Word Search Book for Adults: Word Search Puzzles to Improve Memory and Exercise: word search, word search books, word search books for adults, adult word search books, word search puzzle books Word Search Puzzles Large Print: Large print word search, Word search books, Word search books for adults, Adult word search books, Word search puzzle books, Extra large print word search Benchmark Series: Microsoft Excel 2016: Levels 1 and 2: Text Microsoft Surface Pro 4 & Microsoft Surface Book: The Beginner's Guide to Microsoft Edge, Cortana & Mail App on Microsoft Surface Pro 4 & Microsoft Surface Book Data Architecture: A Primer for the Data Scientist: Big Data, Data Warehouse and Data Vault Data Analytics: Practical Data Analysis and Statistical Guide to Transform and Evolve Any Business Leveraging the Power of Data Analytics, Data Science, ... (Hacking Freedom and Data Driven Book 2) Exploring: Microsoft Word 2013, Comprehensive (Exploring for Office 2013) Microsoft Access 2013, Fast and Easy: A Beginners Tutorial for Microsoft Access 2013 (Get It Done FAST Book 14) Enhanced Microsoft Excel 2013: Illustrated Complete (Microsoft Office 2013 Enhanced Editions) New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition (Microsoft Office 2013 Enhanced Editions) Narada Bhakti Sutras: Aphorisms on The Gospel of Divine Love [with Sanskrit text, word-by-word meaning, English rendering of the text and elaborate explanatory and critical Notes] Microsoft Excel 2013 Data Analysis and Business Modeling: Data Analysis and Business Modeling (Introducing) Microsoft Excel 2013 Building Data Models with PowerPivot: Building Data Models with PowerPivot (Business Skills) Big Data For Beginners: Understanding SMART Big Data, Data Mining & Data Analytics For improved Business Performance, Life Decisions & More! The Data Revolution: Big Data, Open Data, Data Infrastructures and Their Consequences CLIVE CUSSLER COMPLETE SERIES READING ORDER: Dirk Pitt, NUMA Files, Oregon Files, Isaac Bell, Fargo Adventures, Nicefolk

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