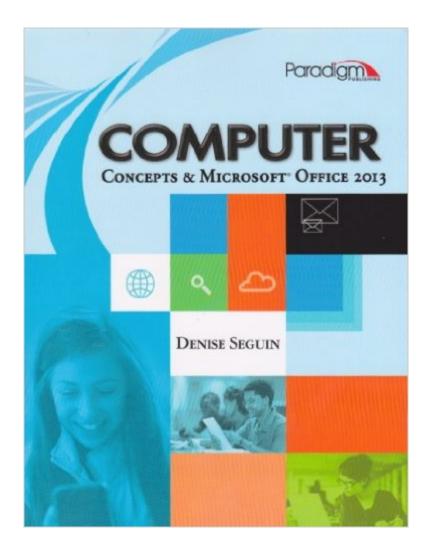
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# Computer Concepts & Microsoft Office 2013





## Synopsis

COMPUTER Concepts & Microsoft Office 2013 is the one-textbook solution for your introduction to computer students. Highly visual and logically organized, instructors and learners will experience a seamless transition from concepts coverage to applications coverage - both are written in the same style and presented in the same way. Gone are the days of switching from one text to another. Using a projects-based approach, students will:\* Learn the need-to-know computer skills to be successful in today's digital world\*"Do" activities - topics are organized in brief 2- and 4-page spreads that appeal to a variety of learners\* Refer to visual aids throughout the text, including pictures, diagrams, charts, graphs, etc.\* Review and reinforce learning through end-of-chapter projects - presented in increasing levels of difficulty\* Be exposed to the latest concepts, software, and applications - including green computing, ethics, Windows 8, and Microsoft Office 2013

### **Book Information**

Paperback: 490 pages Publisher: Paradigm Pub Intl; Pap/Cdr edition (June 18, 2013) Language: English ISBN-10: 0763851876 ISBN-13: 978-0763851873 Product Dimensions: 1.2 x 8.2 x 10.8 inches Shipping Weight: 3.4 pounds Average Customer Review: 4.2 out of 5 stars Â See all reviews (10 customer reviews) Best Sellers Rank: #446,685 in Books (See Top 100 in Books) #227 in Books > Computers & Technology > Software > Suites #323 in Books > Computers & Technology > Programming > Microsoft Programming > C & C++ Windows Programming #415 in Books > Computers & Technology > Software > Microsoft > Microsoft Office

#### **Customer Reviews**

Alright so, SNAP was terrible. I hated that part of it. I rented this book, and that went great! The book was in fantastic shape and was sent to me fast. The book itself, was well written and fairly up to date.

Step by step instructions and they are so easy to follow!

Great book. Easy to understand.

Great book! I am very happy with my purchase. It arrived on time, looks like new, and very useful who wants to know about computers and Microsoft Office 2013. Very understandable, great teaching!

just a book i need for a class not a huge fan that it is sold by a third party thru also got this in bad condition too

Poorly written. Excessively wordy and not direct with explaining topics.

as promised, prompt ship.

#### Perfect condition.

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