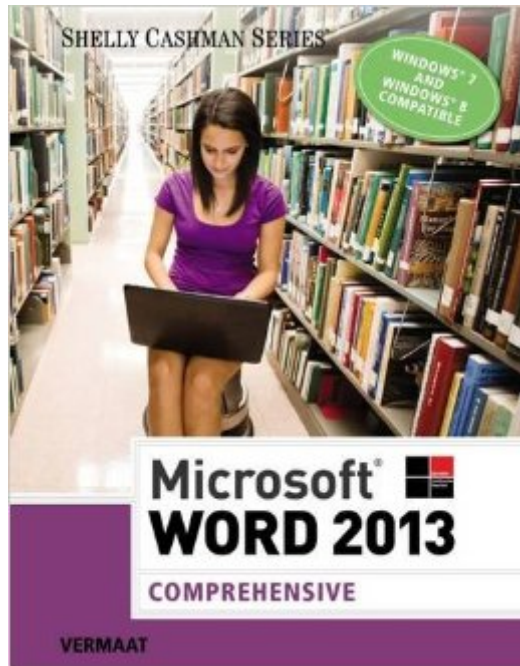# Microsoft Word 2013: Comprehensive (Shelly Cashman Series)

Synopsis

Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT WORD 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of MICROSOFT WORD 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students.

Book Information

Series: Shelly Cashman

Paperback: 936 pages

Publisher: Cengage Learning; 1 edition (January 17, 2014)

Language: English

ISBN-10: 1285167686

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Product Dimensions: 10.7 x 8.4 x 1.4 inches

Shipping Weight: 3.4 pounds (View shipping rates and policies)

Average Customer Review: 4.7 out of 5 starsÂ Â See all reviewsÂ (12 customer reviews)

Best Sellers Rank: #112,834 in Books (See Top 100 in Books)   #33 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Word   #34 inÂ Books > Computers & Technology > Software > Word Processing   #123 inÂ Books > Business & Money > Skills > Business Writing

Customer Reviews

Saved a lot of money this semester with this purchase.

Step by step, by step...by step...by step....so many steps for such mundane tasks. This book was a requirement for a class I am taking. Its great for beginners, very tedious for those with a little more experience under there belt when it comes to microsoft products.

A++

I needed this book for my college course and found it to be the best price as well as when I ordered it the product was not ready to be shipped and I got mine within a day or two from the school bookstore.

It's a good book especially for someone that doesn't know Microsoft word too much but really who doesn't know how to save or open a file. But good overall

This book is great, it has helped me out a lot. I am in a computer class at a community college and it is helping me to learn a lot. I am in an Intro to Microsoft Word 2013 class. I bought this book used and it is still in very good condition. I wish it would have arrived sooner though., but I am still very happy with my purchase.

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