



Guidelines for Microsoft Office 2013: Instructor's Guide with Examview Assessment Suite (Guidelines Series)

Nancy Muir, Anita Verno

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Guidelines for Microsoft Office 2013 teaches the essentials of Office 2013 for personal, academic, and business use. Its clear, easy-to-follow instruction offers quick tips for potential trouble spots with minimal reading and maximum visuals. Key Features Two- and four-page skill activities list the steps on one page and display large illustrations of the steps on the other. A visual introduction to each module highlights best uses of the software. Guided end-of-chapter exercises measure students' achievement of learning outcomes, and creative end-of-module projects evaluate students' problem-solving in new situations. A Student Resources disc packaged with the textbook contains Skills Videos demonstrating every skill plus data files and a searchable glossary.

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