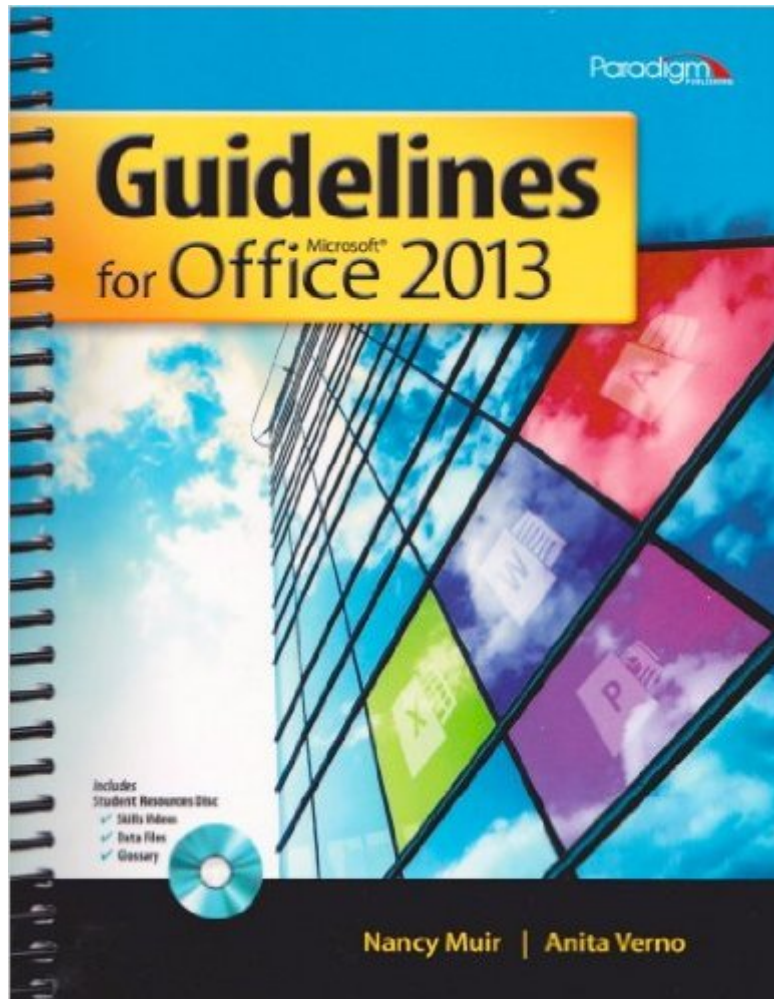


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# Guidelines For Microsoft Office 2013 (Guidelines Series)



## Synopsis

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.

## Book Information

Series: Guidelines Series

Spiral-bound: 720 pages

Publisher: EMC/PARADIGM PUBLISHING; 2 edition (January 15, 2013)

Language: English

ISBN-10: 0763852589

ISBN-13: 978-0763852580

Product Dimensions: 10.8 x 8.5 x 1.1 inches

Shipping Weight: 2.8 pounds

Average Customer Review: 3.9 out of 5 stars [See all reviews](#) (27 customer reviews)

Best Sellers Rank: #269,613 in Books (See Top 100 in Books) #123 in [Books > Computers & Technology > Software > Suites](#) #203 in [Books > Computers & Technology > Software > Microsoft > Microsoft Office](#) #1434 in [Books > Computers & Technology > Computer Science](#)

## Customer Reviews

I just got this book in the mail and I received the book and the cd...but I need the access code to snap. Please who ever sold this to me please e-mail me the access code for snap that was supposed to be included with the book... rhoness@student.laniertech.edu

It is an easy step-by-step book so anybody can pick it up and learn all you need to know about Microsoft Office.

I ordered new and got something that looked like it had been pulled out of the trash, with stains and water damage. It did not include the skills and resources disk as advertised either. Item is "pending"

return status. I sent it out yesterday following a lengthy conversation with an CSR on the phone making every excuse under the sun as to why I received that poor quality piece of crap.

my only complain is that this book it did not come with student resources disc and its stink im not a smoker person. it shipped fast.

It didn't come with the CD and upon purchasing the software that goes with the book called "SNAP" there were many issues with getting it up and started consistently. My instructor and majority of classmates, including myself, had to call technical support frequently holding us back from keeping up with the course syllabus assignments and projects.

It is a very useful book.

A very good workbook that guides you though the basics of the Microsoft Office software. Beware this does not cover Windows 10, only Windows 8.

Textbook was a textbook. It had no tears or anything that prevented me from using it the four times the course demanded it.

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