



Microsoft Office 2013: Illustrated Fundamentals

By Marjorie S. Hunt, Barbara Clemens

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Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series engages both computer rookies and hot shots in mastering Microsoft Office 2013 applications quickly and efficiently. Skills are accessible and easy-to-follow thanks to the Illustrated Series' hallmark 2-page layout, which allows students to see an entire task in one view. New Learning Outcomes outline the skills covered in each lesson, and larger full-color screens represent exactly what students should see on their own computers. Each unit begins with a brief overview of the principles of the lesson, and introduces a case study for further application.

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Editorial Review

Review

"I like the very user-friendly approach and layout of the Illustrated book, as well as the pedagogy - the review skills and concepts. The students are reading and using the extra tips and information in the margins, which is a surprise to me because with the previous book I used they were overwhelmed by too much information. This 'hits it'."

"My custom Illustrated books cover the material well. My students tell me that they are written in a way they can understand. The books give excellent material but leaves the instructor room for innovative projects. The exercises are great learning tools. When the students tell me they are reading the text, I know we have made a good choice."

"Very user-friendly for students. Good graphics and activities. Provides the concepts in a way students understand."

About the Author

Marjorie Hunt has been managing, writing, editing, and publishing books on Microsoft Office applications for more than 15 years. She is currently a senior content developer at Cengage Learning.

Barbara Clemens has been a software product manager, editor, writer, and instructor for more than 25 years, working with Addison-Wesley Publishing, Course Technology, and Cengage Learning. She has edited and written many Microsoft Office textbooks, and has created instructional videos and online courses on Office.

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