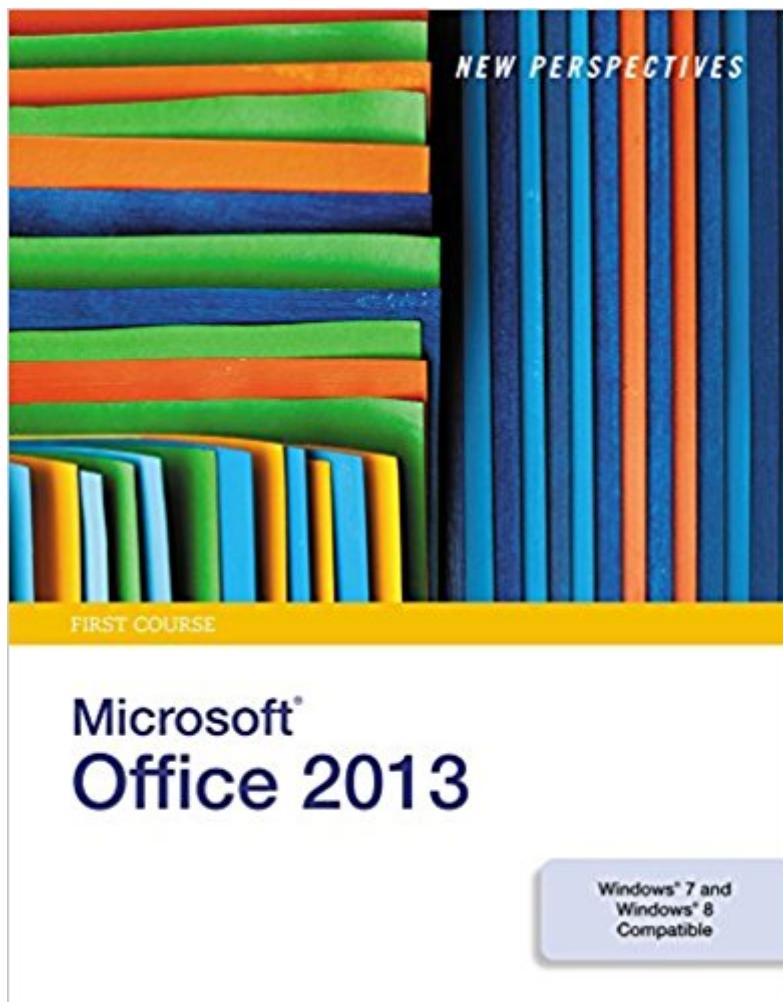


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New Perspectives On Microsoft Office 2013, First Course



Synopsis

With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Office 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important.

Book Information

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Customer Reviews

Ms. Ann Shaffer has contributed to several books about computers, including NEW PERSPECTIVES ON MICROSOFT WORD. She began a career in textbook publishing as a Development Editor for William C. Brown and is now a freelance technical editor and writer. Ms. Shaffer holds a Master's degree in English from the University of Wisconsin-Madison. Mr. Patrick Carey received his M.S. in Biostatistics from the University of Wisconsin, where he worked as a researcher designing and analyzing clinical studies. He co-authored his first textbook on using Excel as a statistical tool. Today, Mr. Carey has authored or co-authored more than 20 leading academic and trade texts for the software industry. June Parsons purchased her first computer, an Apple II+, in 1981 and quickly became fluent in BASIC, dBASE II, Lotus 123, WordStar, and a variety of

accounting programs. The next year she opened a successful small computer retail store with Dan Oja that also offered software instruction to children and adults. Dr. Parsons taught at the university level for more than 20 years. She holds a doctorate in Educational Technology and was certified by the ICCP in 1995. Dr. Parsons began writing and creating educational software for Course Technology in 1992. She contributed to the Windows for Business and Illustrated Series and developed the New Perspectives, e-Course, and Practical series. She works via the Internet with a team of highly skilled media specialists and desktop publishers located in various states and provinces. An esteemed professional and respected author, Dan Oja, along with June Parsons, purchased an Apple II+ in 1981 and quickly became fluent in BASIC, dBASE II, Lotus 123, WordStar, and a variety of accounting programs. The next year, he and Dr. Parsons opened a successful small computer retail store that offered software instruction to children and adults. With Dr. Parsons, Mr. Oja began writing and creating educational software for Course Technology in 1992. Together, they contributed to the leading success of the Windows for Business and Illustrated Series. They also developed the New Perspectives, e-Course, and Practical series. Today, Mr. Oja's and Dr. Parsons' team of highly skilled media specialists and desktop publishers located in various states and provinces work together via the Internet to deliver exceptional texts. Kathleen Finnegan is a co-author on New Perspectives on Microsoft Access and has edited and managed many other successful textbooks on Microsoft applications for Cengage Learning's Course Technology. She has taught various computer courses for corporate training and high-tech companies and has developed courseware as both a technical writer and editor, with over 20 years of experience in this field.

I got this textbook to help with my intro to PC applications college course. Although I was a little overwhelmed at first by its size, the content was easy to follow. The tutorials included were actually helpful and increased my knowledge retention. It has information for windows 7 and windows 8 operating systems. By the end of the book you'll have a good understanding of excel, powerpoint, word, and access which are instrumental to any clerical work. Would definitely recommend to someone trying to learn the basics of Microsoft Office 2013.

The book is heavily dependent on a series of follow-along sample files. These files are not always included with purchase, I got them from my professor. Using these files is an excellent hands-on learning tool, and the book provides step-by-step instructions through each exercise. On its own, however, it is little more than a reference text.

Used this as college textbook. The book is fantastic in learning how to use Word, Excel, Access and PowerPoint. Everything is clear in text and visuals. This is a big, heavy book that lays flat beside my computer for ease of use, and the print is large enough to easily read while working at the computer. I'll be keeping this to use at home and at my office job.

This book consists ENTIRELY of examples and steps to follow. There's no explanation, no "do this to achieve this end", it's all rhetorical and requires files provided by your professor to even make sense of, which means it is useless after the class ends. I regret buying this book, it's definitely a rent book.

cheaper than college book store- it was the exact book I had to have! However, I will say I fussed the whole time I had to carry it... Its huge- the pages are thin and rip easily- YUK YUK YUK I hated this class! lol glad it is over!

Pros: Simple to use, Clear writing and Pictures.Cons: Some variances depending upon if you're using Windows 7 or 8. This was a great book to gain an basic understanding of Microsoft programs. Definitely helps to learn the 2013 Windows programs' new features, or learn how to use Windows features in general.

Not very impressed with the shape of the book even with it being used..there were food particles stuck to multiple pages along with a page missing and a few ripped. not really worth saving the money.

I needed this book for a college class I was taking and my instructor had us get the wrong one through the book store so I found this one here used but it was practically brand new and more than worth the price I paid and it came in quickly which was very helpful also as I didn't fall behind on work. It was a great purchase.

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