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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 PowerPoint 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

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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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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 Excel 2013 quickly and

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Computer Concepts and Microsoft Office 2013:

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Illustrated

Illustrated Course Guide: Microsoft Access 2013

Intermediate

Microsoft Excel 2013: Comprehensive

Microsoft Excel 2013 for Medical Professionals

Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Word 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Word 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media

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content referenced within the product description or the product text may not be available in the ebook version.

Engage both computer rookies and hot shots in mastering Microsoft Office 2013 applications quickly and efficiently with the acclaimed Illustrated Series' newest book: ENHANCED MICROSOFT OFFICE 2013: ILLUSTRATED INTRODUCTORY, FIRST COURSE. Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series incorporates a hallmark two-page layout that allows readers to see an entire task in one view. Skills are accessible and easy-to-follow with new Learning Outcomes that outline the skills covered in each lesson and larger full-color screen images that reflect exactly what readers should see on their own computers. Each unit begins with a brief overview of

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the principles of the lesson and introduces a case study for further application. The Enhanced Edition includes a new Student Success Guide that not only helps students prepare for success in their class, but also guides them through the use of OneNote to facilitate that. The Enhanced Edition also features new and updated appendixes that offer a variety of opportunities to explore cloud computing and other developing applications in more depth. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Present the computer concepts and Microsoft Office 2013 skills perfect for your Introduction to Computing course with the latest ENHANCED COMPUTER CONCEPTS AND MICROSOFT OFFICE 2013 ILLUSTRATED. This all-in-one

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book makes the computer concepts and skills your students need to know easily accessible. Key application skills are clearly demonstrated using the user-friendly two-page spread found in the popular Microsoft Office 2013 Illustrated Introductory, First Course. Today's most up-to-date technology developments and concepts are clarified using the distinctive step-by-step approach from the Computer Concepts Illustrated Brief book. This edition highlights updated Office 365 content with Integrated Applications Projects and a Student Success Guide. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Everything you need for your Introduction to Computing course! COMPUTER CONCEPTS AND MICROSOFT

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OFFICE 2013 ILLUSTRATED delivers the most up-to-date computer concepts and Microsoft Office 2013 skills in an accessible, easy-to-follow format. The Illustrated Series has been praised by instructors for its concise, focused approach and user-friendly layout, which engages both computer rookies and hot shots in mastering application skills and computer concepts quickly and efficiently. Thanks to the Illustrated Series' hallmark 2-page layout, each task is presented in a single view, enabling students to work through an entire process without turning a page. 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. With COMPUTER CONCEPTS AND MICROSOFT OFFICE 2013 ILLUSTRATED, everything your

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students need is at their fingertips. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Excel 2013: Illustrated Brief

New Perspectives on Microsoft PowerPoint 2013,
Comprehensive

Illustrated Course Guide: Microsoft Excel 2013 Basic

New Perspectives on Microsoft Excel 2013, Comprehensive
Enhanced Edition

With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps you develop the Microsoft Office 2013 skills you need to be successful in college and beyond.

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Updated with all new case-based tutorials, New Perspectives Microsoft Office 2013 engages you in applying skills to real-world situations, making concepts relevant. A new Troubleshoot type of case problem enhances critical thinking. As always, New Perspectives improves learning outcomes and transference of skills by helping you understand the importance of what you're learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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

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Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Excel 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 Excel 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.

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Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft PowerPoint 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft PowerPoint 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or

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Enhanced Microsoft Office 2013: Illustrated Fundamentals, Spiral bound Version

Illustrated Course Guide: Microsoft Word 2013 Basic
Microsoft PowerPoint 2013: Illustrated Brief

Microsoft Office 2013: Illustrated, Second Course

Master the Microsoft Excel 2013 skills essential for success in today's medical office or health-related career with MICROSOFT EXCEL 2013 FOR MEDICAL PROFESSIONALS. This reader-friendly book introduces Microsoft Excel 2013 using a clear, step-

by-step format and visually driven approach. Actual medical examples and timely projects within a case study related to the medical industry prepare readers to meet contemporary medical office challenges. Both beginning and experienced computer users benefit from the book's straightforward approach and ongoing value as a reference tool. MICROSOFT EXCEL 2013 FOR MEDICAL PROFESSIONALS ensures readers quickly develop the spreadsheet skills necessary to support a front or back office of a clinic, hospital, or medical practice with great success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook

version.

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 Access 2013 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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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 POWERPOINT 2013 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

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**New Perspectives on Microsoft Excel 2013,
Introductory**

Microsoft Excel 2013: Illustrated Introductory

**Enhanced Microsoft Office 2013: Illustrated
Introductory, First Course**

Microsoft Word 2013: Illustrated Complete

Combining computer concepts material from the

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best-selling Discovering Computers and step-by-step instruction on Office applications from Microsoft Office 2013, ENHANCED DISCOVERING COMPUTERS & MICROSOFT OFFICE 2013: A COMBINED FUNDAMENTAL APPROACH delivers the best of Shelly Cashman Series in one book for your Introduction to Computers course. For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. We're continuing our history of innovation by enhancing our proven pedagogy to engage you in more critical thought, personalization, and experimentation with Office

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2013 software. In addition, computer concepts content has been fully updated and revised to reflect the evolving needs of Introductory Computing students, and focus solely on what you really need to know to be a successful digital citizen in college and beyond. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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 WORD 2013

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transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Readers develop the Microsoft PowerPoint 2013 skills for academic and career success with this latest edition from the popular New Perspectives Series. Updated with all-new case-based tutorials, **NEW PERSPECTIVES MICROSOFT POWERPOINT 2013, COMPREHENSIVE ENHANCED EDITION** continues to apply MS PowerPoint 2013 skills to

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real situations that fully demonstrate the relevance of concepts. A proven learning approach emphasizes critical thinking, problem-solving, and in-depth coverage. A new Troubleshoot case problem enhances analytical skills, while a new tutorial on Managing Your Files helps readers navigate Windows 8. Readers discover success with MS PowerPoint 2013 as **NEW PERSPECTIVES MICROSOFT POWERPOINT 2013** emphasizes the value and application of what they are learning. Important Notice: Media content referenced within the product description or the product text may not be available in the

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ebook version.

New Perspectives on Microsoft Excel 2013, Brief

Microsoft Word 2013: Illustrated Brief

Microsoft Word 2013: Illustrated Introductory

Enhanced Discovering Computers & Microsoft

Office 2013: A Combined Fundamental Approach

Both computer rookies and hot shots can

master Microsoft Excel 2013 quickly and

efficiently with this new book in the

acclaimed Illustrated Series - ENHANCED

MICROSOFT EXCEL 2013: ILLUSTRATED

COMPLETE. Using a concise, focused

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approach and user-friendly format, the Illustrated Series provides a hallmark two-page layout that allows readers to work through an entire task without turning the page. Skills are accessible and easy to follow with new Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that preview what readers should see on their own computers. Each unit begins with a brief overview of the principles of the lesson and

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introduces a case study for further application. New and updated appendixes guide you in exploring cloud computing and other developments in more depth. Readers strengthen their understanding of the latest features in MS Excel 2013 for ongoing success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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This book is not for beginners. It does not teach you how to move around worksheets; neither does it teach you

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how to copy the contents of one cell to the other. The book assumes that you have worked with Excel for at least six months. We start by introducing you to the Ribbon and how to customize the user interface. You learn how to automate worksheet operations with macros. We take you through creating custom formats, data validation, worksheet outlines, data consolidation, error checking, etc. We look at intermediate and advanced functions

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such as Indirect, Match, Find, etc. and show you how to combine these functions to solve real-world problems. We discuss business models and apply statistical and financial functions. The rest of the topics we treat include using table formulas, creating range names, using names for formulas, Date and Time functions, error checking, workbook/worksheet protection, etc. We look at the Lookup functions (Vlookup, Hlookup, etc.) and the functions that

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can be used in lieu of the lookup functions to perform more complex lookups. Every chapter of the book contains exercises to reinforce your learning experience. We believe that practice makes perfect, so at the end of the book, we provide you with over 120 hands-on exercises (step-by-step answers provided). We guarantee that after going through all the exercises in the book, you will be on your way to becoming an Excel expert.

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Illustrated Course Guide: Microsoft
PowerPoint 2013 Basic
Microsoft Office 2013: Post Advanced
New Perspectives on Microsoft Excel
2013, Comprehensive
Microsoft Access 2013: Illustrated
Brief

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 PowerPoint 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A

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*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 Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In **MICROSOFT OFFICE 2013: POST ADVANCED** you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step,*

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screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software 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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The

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important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses.

Microsoft Excel 2013: Illustrated Complete

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*Illustrated Course Guide: Microsoft Access 2013 Advanced
New Perspectives on Microsoft PowerPoint 2013, Introductory
Excel 2013/2016: Get Your Hands Dirty*

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

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experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Excel 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

*Illustrated Course Guide: Microsoft Excel 2013
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Illustrated Course Guide: Microsoft Excel 2013

Intermediate

Enhanced Microsoft Office 2013: Introductory

Microsoft PowerPoint 2013: Illustrated Introductory