



Your Office: Advanced Problem Solving Cases for Microsoft Office 2013

By Amy S. Kinser, Patti Hammerle, Brant Moriarity

Pearson Education (US), United States, 2014. Paperback. Book Condition: New. 272 x 213 mm. Language: English . Brand New Book. This book is the perfect complement to the Excel or Access Comprehensive texts, particularly for instructors looking for more complex, real world cases for students to work through. Included are 15 total cases (6 Excel, 6 Access, and 3 integrated). Make Microsoft Office, Your Office The Your Office series prepares you to use both technical and soft skills in the real world. Our modern approach weaves the technical content into realistic business scenarios and focuses on using Office as a decision-making tool. Students learn best by doing, so you will be active from page 1. There is plenty of guidance at first, but the case exercises will ask more from you as the book progresses. Innovative features help you progress from a basic understanding to mastery of each application, empowering you to perform with confidence in Windows 8, Word, Excel, Access, and PowerPoint, even on mobile devices. No matter what career path you re on, the Your Office series will give you the foundation to succeed.



Reviews

Basically no terms to clarify. It is actually writter in basic terms rather than confusing. I found out this ebook from my dad and i suggested this book to find out.

-- Elinore Vandervort

If you need to adding benefit, a must buy book. I could possibly comprehended every little thing out of this composed e pdf. I am quickly could get a enjoyment of looking at a composed book.

-- Mrs. Mariam Hartmann

You May Also Like



No Cupcakes for Jason: No Cupcakes for Jason

AUTHORHOUSE, United States, 2005. Paperback. Book Condition: New. 223 x 213 mm. Language: English. Brand New Book ***** Print on Demand *****. No Cupcakes for Jason is the delightful children's story of five-year old Jason, who loves life, loves playing, and...



Violin Concerto, Op.82: Study Score

Petrucci Library Press, United States, 2014. Paperback. Book Condition: New. Urtext ed.. 274 x 213 mm. Language: English . Brand New Book ***** Print on Demand *****. Premiered by the renowned violinist Leopold Auer in St. Petersburg in February of 1905, Glazunov s...



The Preschool Inclusion Toolbox: How to Build and Lead a High-Quality Program

Brookes Publishing Co, United States, 2015. Paperback. Book Condition: New. 274 x 213 mm. Language: English . Brand New Book. Filled with tips, tools, and strategies, this book is the comprehensive, practical toolbox preschool administrators need to implement early childhood inclusion through...



Polly Oliver's Problem: A Story for Girls

The Wildhern Press, United Kingdom, 2008. Paperback. Book Condition: New. 226 x 152 mm. Language: English. Brand New Book ***** Print on Demand *****. Kate Douglas Wiggin was an American children's author and educator. She was born in Philadelphia of Welsh...



Adult Coloring Book Birds: Advanced Realistic Bird Coloring Book for Adults

Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. 254 x 203 mm. Language: English . Brand New Book ***** Print on Demand *****.Take your coloring to the next level with this Advanced Adult Coloring Book of Birds! Get more...



Nautical Coloring Book: An Advanced Adult Coloring Book of Nautical, Maritime and Seaside Scenes

Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. 254 x 203 mm. Language: English . Brand New Book ***** Print on Demand *****. Take your coloring to the next level with this Advanced Adult Coloring Book! Get more realistic coloring...