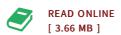# Computer Applications with Microsoft Office 2013 (Mixed media product)

By Densie Seguin

EMC Paradigm,US, United States, 2013. Mixed media product. Book Condition: New. 277 x 216 mm. Language: English . Brand New Book. COMPUTER Applications with Microsoft Office 2013 is Paradigm s all-new textbook for introduction to computers courses. With this text students will learn the computer skills they need to succeed in their academic and professional lives. The text provides comprehensive coverage of computer concepts - including hardware, software, the Internet, social media, security, and ethics - as well as applications from the Microsoft Office 2013 suite. Challenging end-of-chapter exercises move students from simple recall to advanced thinking. Using a projects-based approach, students will:* Learn the need-to-know computer skills to be successful in today s digital world* Do activities - topics are organized in brief 2- and 4-page spreads that appeal to a variety of learners* Refer to visual aids throughout the text, including pictures, diagrams, charts, graphs, etc.* Review and reinforce learning through end-of-chapter projects - presented in increasing levels of difficulty* Be exposed to the latest concepts, software, and applications - including green computing, ethics, Windows 8, and Microsoft Office 2013!.

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