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The Signature Series presents comprehensive instruction on Microsoft Word, offering a graduated progression of learning venues from guided tutorials to independent challenges. This text provides the critical support students need to learn and retain the Word 2013 skills required in college and the job market. Working on realistic projects helps students build their technical knowledge and reinforce their problem-solving abilities. Key Features* Students progress from guided tutorials to independent challenges.* Interdisciplinary unit assessment activities reinforce writing and problem-solving skills within the context of creating Word documents.* Expanded set of chapter exercises offers instructors greater choice in selecting assignments.

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