



Microsoft Office 2013: Instructor s Guide

By Paradigm Education Solutions

EMC Paradigm,US, United States, 2014. CD-ROM. Book
Condition: New. 135 x 135 mm. Language: N/A. Brand New.
Paradigm s new Benchmark Series: Microsoft Office 2013 offers a case-based, certification approach to learning Word, Excel, Access, and PowerPoint. Students build a working knowledge and introductory skill level in each application. Case-based approach creates a realistic context for learning practical skills. Case study assessments of chapter and unit levels test students abilities to solve problems independently. Capstone integrated project capitalizes on the power of the Office suite. Includes model answer images for in-chapter projects.

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