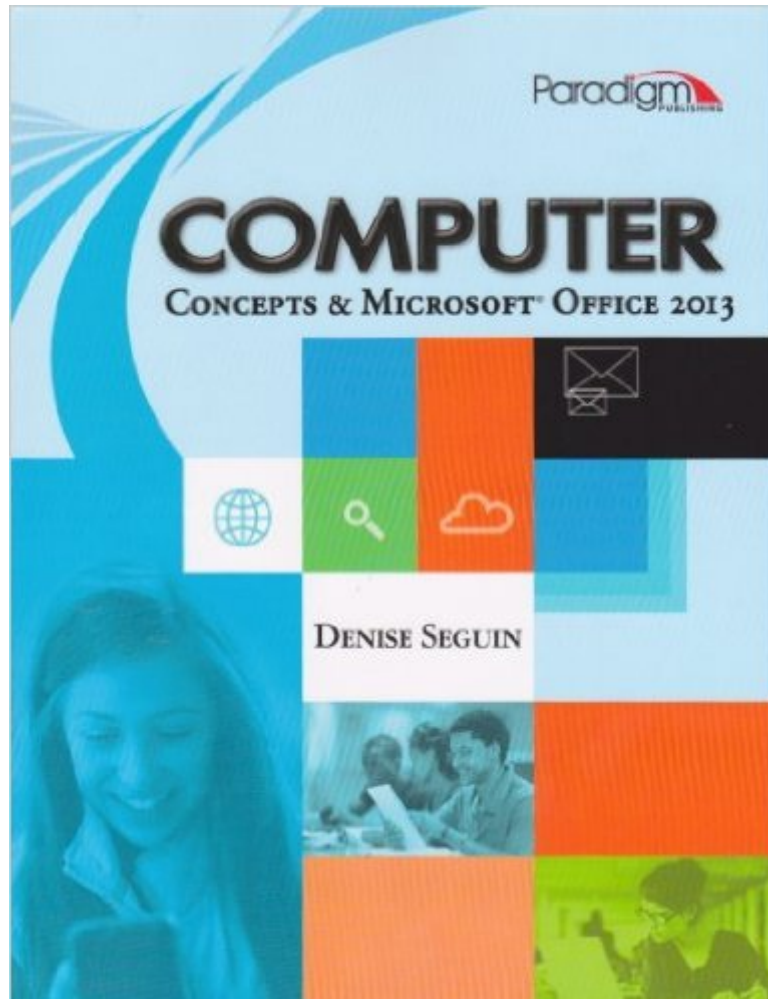


The book was found

# Computer Concepts & Microsoft Office 2013



## Synopsis

COMPUTER Concepts & Microsoft Office 2013 is the one-textbook solution for your introduction to computer students. Highly visual and logically organized, instructors and learners will experience a seamless transition from concepts coverage to applications coverage - both are written in the same style and presented in the same way. Gone are the days of switching from one text to another. 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

## Book Information

Paperback: 490 pages

Publisher: Paradigm Pub Intl; Pap/Cdr edition (June 18, 2013)

Language: English

ISBN-10: 0763851876

ISBN-13: 978-0763851873

Product Dimensions: 1.2 x 8.2 x 10.8 inches

Shipping Weight: 3.4 pounds

Average Customer Review: 4.2 out of 5 stars [See all reviews](#) (10 customer reviews)

Best Sellers Rank: #446,685 in Books (See Top 100 in Books) #227 in [Books > Computers & Technology > Software > Suites](#) #323 in [Books > Computers & Technology > Programming > Microsoft Programming > C & C++ Windows Programming](#) #415 in [Books > Computers & Technology > Software > Microsoft > Microsoft Office](#)

## Customer Reviews

Alright so, SNAP was terrible. I hated that part of it. I rented this book, and that went great! The book was in fantastic shape and was sent to me fast. The book itself, was well written and fairly up to date.

Step by step instructions and they are so easy to follow!

Great book. Easy to understand.

Great book! I am very happy with my purchase. It arrived on time, looks like new, and very useful who wants to know about computers and Microsoft Office 2013. Very understandable, great teaching!

just a book i need for a class not a huge fan that it is sold by a third party thru also got this in bad condition too

Poorly written. Excessively wordy and not direct with explaining topics.

as promised, prompt ship.

Perfect condition.

[Download to continue reading...](#)

Office 2016 For Beginners- The PERFECT Guide on Microsoft Office: Including Microsoft Excel Microsoft PowerPoint Microsoft Word Microsoft Access and more! Enhanced Microsoft Office 2013: Introductory (Microsoft Office 2013 Enhanced Editions) GO! with Microsoft PowerPoint 2013 Brief, GO! with Microsoft Excel 2013 Brief, GO! with Microsoft Access 2013 Brief Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Programming Microsoft Office 365 (includes Current Book Service): Covers Microsoft Graph, Office 365 applications, SharePoint Add-ins, Office 365 Groups, and more (Developer Reference) Computer Concepts & Microsoft Office 2013 Exploring: Microsoft Office 2013, Plus (Exploring for Office 2013) Exploring Microsoft SharePoint for Office 2013, Brief (Exploring for Office 2013) Exploring Microsoft Office 2013, Volume 1 (Exploring for Office 2013) Enhanced Microsoft Excel 2013: Comprehensive (Microsoft Office 2013 Enhanced Editions) Enhanced Microsoft PowerPoint 2013: Comprehensive (Microsoft Office 2013 Enhanced Editions) Enhanced Microsoft Access 2013: Comprehensive (Microsoft Office 2013 Enhanced Editions) Your Office: Getting Started with Project Management (Your Office for Office 2013) Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition (Available Titles Skills Assessment Manager (SAM) - Office 2007) Go! All in One: Computer Concepts and Applications (2nd Edition) (GO! for Office 2013) Go! All in One: Computer Concepts and Applications (GO! for Office 2013) Go! All in One: Computer Concepts and Applications & MyITLab

with Pearson eText -- Access Card -- for GO! with Office 2013 Package Skills for Success with Office 2013 Volume 1 (Skills for Success, Office 2013)

[Dmca](#)