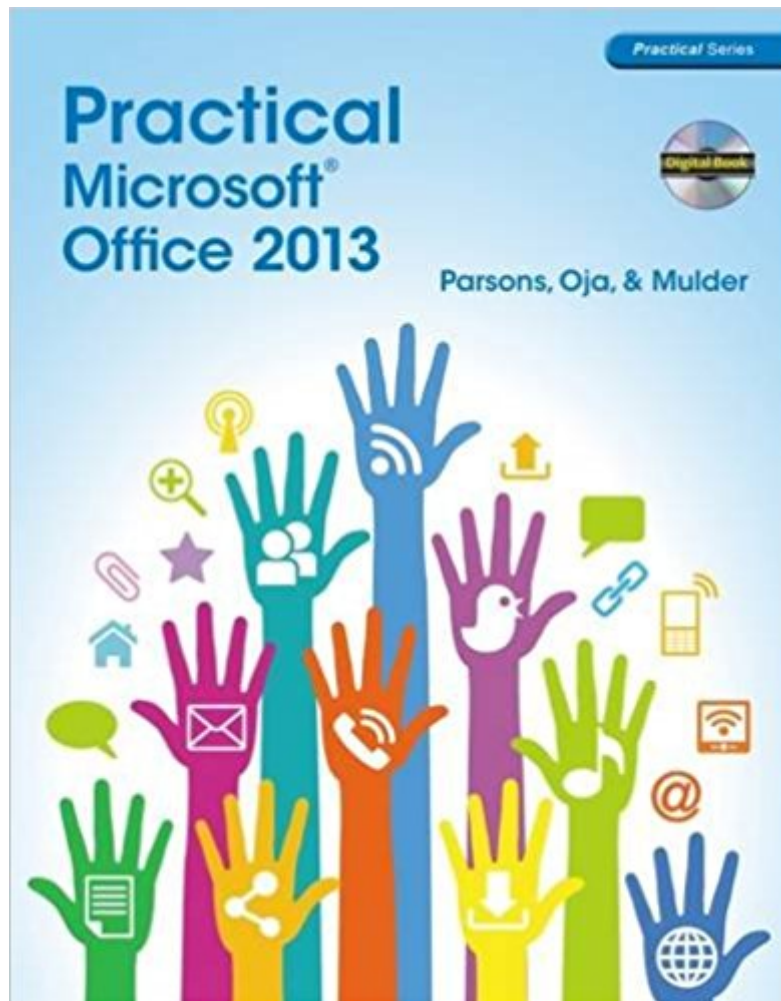


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# Practical Microsoft Office 2013 (with CD-ROM) (New Perspectives)



## Synopsis

PRACTICAL MICROSOFT OFFICE 2013 provides clear instruction on the basics of the Microsoft Office 2013 suite. Concise lessons within each chapter, usually one page in length, are presented in an appealing Frequently Asked Questions format and include full-color screenshots or diagrams. This textbook comes with a robust BookOnCD, which is a digital version of the textbook that brings the book to life with videos, animated diagrams, software tours, and assessment opportunities that can be graded and tracked. Students are given the opportunity to get plenty of practice with 30 projects in the back of the book.

## Book Information

Series: New Perspectives

Paperback: 272 pages

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Product Dimensions: 10.7 x 8.4 x 0.5 inches

Shipping Weight: 1.2 pounds (View shipping rates and policies)

Average Customer Review: 3.4 out of 5 stars [See all reviews](#) (8 customer reviews)

Best Sellers Rank: #337,838 in Books (See Top 100 in Books) #76 in [Books > Computers & Technology > Software > Microsoft > Microsoft Word](#) #152 in [Books > Computers & Technology > Software > Suites](#) #176 in [Books > Computers & Technology > Software > Microsoft > Microsoft Excel](#)

## Customer Reviews

I ordered the book used. the cd was damaged beyond repair but i didnt need it. the book has alot of good information.

I ordered the book and it didn't come with the cd rom. That was the biggest component needed for my class.

This book came with no CD ROM . This is the main thing you need to do the class.

Excellent resource tool. Quick and easy to follow

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