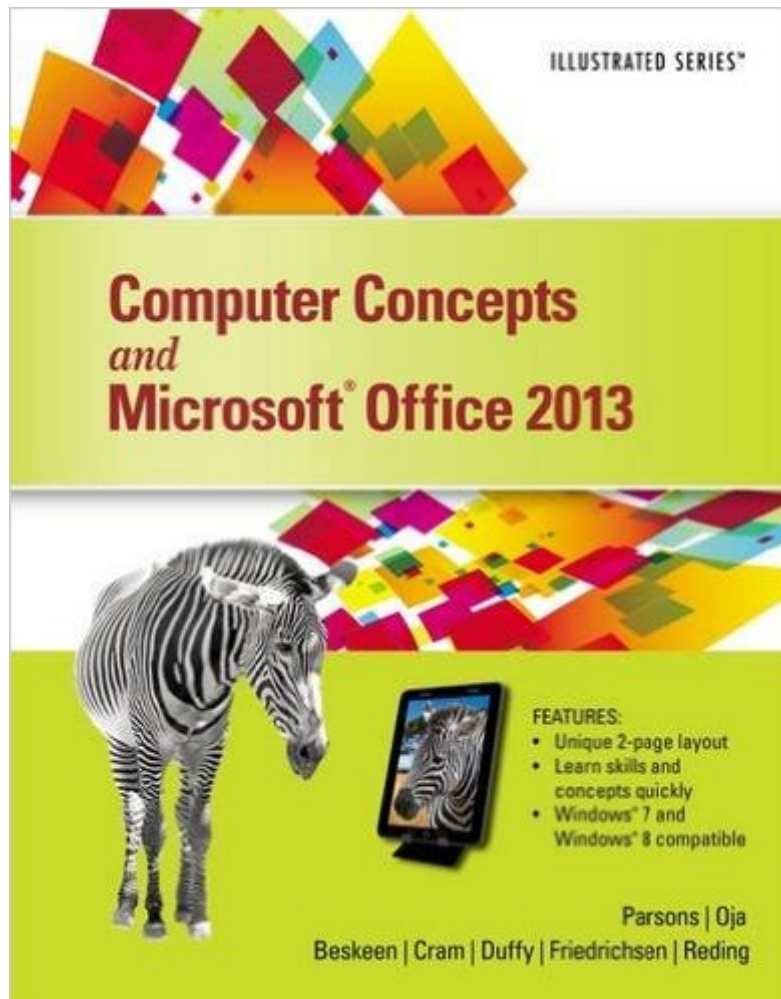


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Computer Concepts And Microsoft Office 2013: Illustrated



Synopsis

Everything you need for your Introduction to Computing course! **COMPUTER CONCEPTS AND MICROSOFT OFFICE 2013 ILLUSTRATED** delivers the most up-to-date computer concepts and Microsoft Office 2013 skills in an accessible, easy-to-follow format. The Illustrated Series has been praised by instructors for its concise, focused approach and user-friendly layout, which engages both computer rookies and hot shots in mastering application skills and computer concepts quickly and efficiently. Thanks to the Illustrated Series' hallmark 2-page layout, each task is presented in a single view, enabling students to work through an entire process without turning a page. New Learning Outcomes outline the skills covered in each lesson, and larger full-color screens represent exactly what students should see on their own computers. With **COMPUTER CONCEPTS AND MICROSOFT OFFICE 2013 ILLUSTRATED**, everything your students need is at their fingertips.

Book Information

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Most schools you have to purchase the access disc. The book is really not needed. If you have to purchase the access disc than it's cheaper to buy the disc and book together. Unfortunately this book is used and the disc that possibly came with it can't be used repeatedly.

was not what i needed at all and caused problems because i could not use it for school with out code or the other 9 i bought

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