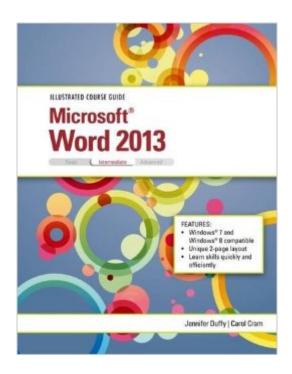
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Illustrated Course Guide: Microsoft Word 2013 Intermediate (Illustrated Course Guide. Intermediate)





Synopsis

Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Word 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Word 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses.

Book Information

Series: Illustrated Course Guide. Intermediate Spiral-bound: 176 pages Publisher: Cengage Learning; 1 edition (January 10, 2014) Language: English ISBN-10: 1285093372 ISBN-13: 978-1285093376 Product Dimensions: 10.6 x 8.4 x 0.3 inches Shipping Weight: 12 ounces (View shipping rates and policies) Average Customer Review: 4.0 out of 5 stars Â See all reviews (1 customer review) Best Sellers Rank: #301,185 in Books (See Top 100 in Books) #82 in Books > Computers & Technology > Software > Microsoft > Microsoft Word #102 in Books > Computers & Technology > Software > Word Processing #392 in Books > Textbooks > Computer Science > Graphics & Visualization

Customer Reviews

Very thorough manual. It shows you step by step everything you need to know about Microsoft office suite.

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