



Microsoft Word 2013: Illustrated Complete

By Jennifer Duffy, Carol Cram



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Note: Item does not include access code.

Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series engages both computer rookies and hot shots in mastering MICROSOFT WORD 2013 quickly and efficiently. Skills are accessible and easy-to-follow thanks to the Illustrated Series' hallmark 2-page layout, which allows students to see an entire task in one view. 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. Each unit begins with a brief overview of the principles of the lesson, and introduces a case study for further application.

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Editorial Review

Review

"I like the very user-friendly approach and layout of the Illustrated book, as well as the pedagogy - the review skills and concepts. The students are reading and using the extra tips and information in the margins, which is a surprise to me because with the previous book I used they were overwhelmed by too much information. This 'hits it'."

"My custom Illustrated books cover the material well. My students tell me that they are written in a way they can understand. The books give excellent material but leaves the instructor room for innovative projects. The exercises are great learning tools. When the students tell me they are reading the text, I know we have made a good choice."

"Very user-friendly for students. Good graphics and activities. Provides the concepts in a way students understand."

About the Author

Jennifer Duffy is a freelance author who lives and works in New Hampshire. She has been writing leading texts for Course Technology for more than ten years and has authored previous editions of MICROSOFT WORD ILLUSTRATED for the popular Office series. Ms. Duffy has worked successfully in the business world as a writer, editor, and public relations liaison. She combines her strong business knowledge and expertise in Word with exceptional writing skills that ensure the clarity of this and each of her other books.

Carol M. Cram is the author of more than 35 textbooks on computer applications, business communications, and Internet-related subjects. Carol is also a well-recognized and respected faculty member at Capilano College in North Vancouver, where she currently serves as the Convenor of the Executive Support Program, the Program Consultant for Business and Computers in Continuing Education, and as an instructor of business and computer-related courses.

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