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is required. Although the guides focus on learning skills, not test taking, users that complete the practice will be prepared to take the official software certification exam and demonstrate workplace readiness. Step-by-step instructions demonstrate actual software commands and features, building from basic to advanced. Content is divided into small units for better learning and usage. There is no need to download files or purchase additional materials as all lesson content is created using the software.

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**Enhanced Discovering Computers & Microsoft Office 2013: A Combined Fundamental Approach** Feb 12 2021 Combining computer concepts material from the best-selling Discovering Computers and step-by-step instruction on Office applications from Microsoft Office 2013, ENHANCED DISCOVERING COMPUTERS & MICROSOFT OFFICE 2013: A COMBINED FUNDAMENTAL APPROACH delivers the best of Shelly Cashman Series in one book for your Introduction to Computers course. For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. We're continuing our history of innovation by enhancing our proven pedagogy to engage you in more critical thought, personalization, and experimentation with Office 2013 software. In addition, computer concepts content has been fully updated

and revised to reflect the evolving needs of Introductory Computing students, and focus solely on what you really need to know to be a successful digital citizen in college and beyond. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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**MOS PowerPoint 2013 guo ji ren zheng ying kao jiao cai Jun 30 2022**

**Microsoft Office Professional 2013** Sep 09 2020 Presents a guide to Office Professional 2013, describing such tasks as creating documents, spreadsheets, and slide presentations; managing email; and organizing notes, covering the Microsoft programs Word, Excel, Access, OneNote, Publisher, Outlook, and PowerPoint.

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**Microsoft PowerPoint 2013: Illustrated Introductory** Sep 21 2021 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 POWERPOINT 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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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**Office 2013 On Demand Apr 16 2021** Normal 0 false false false MicrosoftInternetExplorer4 Need answers quickly? Office 2013 on Demand provides those answers in a visual step-by-step format. We will show you exactly what to do through lots of full color illustrations and easy-to-follow instructions. Inside the Book • Office: Organize information and add impact with online pictures and video, SmartArt diagrams, tables, and charts • Word: Create great-looking documents using themes, templates, and video • Excel: Use organizing, processing, and presenting tools to quickly create data tables and charts • PowerPoint: Create powerful presentations faster using ready-made design templates and themes • Access: Use full-featured templates and application parts to create desktop and web app databases. • Outlook: Use tools for creating and managing your e-mail, calendar, contacts, and tasks • Publisher: Use ready-made design templates to quickly create a brochure or a newsletter • Office Web Apps: View and edit your Office documents in a browser • Online Sharing: Save, open, and share Office documents on Skydrive and Office 365 SharePoint from all your devices • Prepare for the Microsoft Office Specialist exam Bonus Online Content Register your book at queondemand.com to gain access to: • Workshops and related files • Keyboard shortcuts Visit the author site: [perspection.com](http://perspection.com) Includes • Online Workshops that focus on real-world techniques • MOS Exam Prep • More than 700 of the most essential Office 2013 tasks

**MOS 2013 Study Guide for Microsoft Word Jul 20 2021** Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Word Microsoft Office Specialist (MOS) exam, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files

**Emuōesu kōryaku mondaishū pawā pointo nisenjūsan May 30 2022** 2015 MOS 2013 Microsoft PowerPoint 2013 Jun 18 2021 A guide to the presentation graphics program covers such topics as using ready-made templates, creating charts and graphs, adding animation and sound, and e-mailing presentations.

**MOS 2013 Study Guide for Microsoft Outlook** Mar 28 2022 Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Outlook Microsoft Office Specialist (MOS) exam, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files

**Exam Prep for Mos 2013 Study Guide for Microsoft Powerpoint** Sep 02 2022 Your text simplified as the essential facts to prepare you for your exams. Over 2,000 highly probable test items.

**Exam 77-420 Microsoft Excel 2013** May 18 2021 This Microsoft Excel 2013, Exam 77-420 book is the only Microsoft Official Academic Course (MOAC) textbook. This series includes a complete classroom instructional program. This Excel 2013 text is mapped to the Excel 2013 certification exam objectives and is designed to re-enforce workforce skills. With this book students learn to create and edit professional-looking spreadsheets for a variety of purposes and situations. It also covers such skills as charting, creating analytical, financial reports, data entry, developing budgets, formatting numerical (financial, statistical, etc.) reports, creating forms, graphing, processing data, reporting, technical support, trending and much more. The Microsoft Official Academic Course (MOAC) Office series also offers OfficeGrader. This valuable tool corrects your students task-based assignments. Students work on real-world problems like the ones they will encounter in the workforce ensuring they are ready for real professional challenges. OfficeGrader allows for efficient and consistent grading saving time for other important teaching activities. Grading is easier than ever allowing faster assignment turnaround to students. Excel 2013 certification can help students with classwork and differentiate job hunters in today's competitive job market. Students who have earned certification can broaden their employment opportunities in such fields as accounting, office administration, consulting, as executives and managers, help desk personnel, instructors/trainers, program/project managers, and sales careers.

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