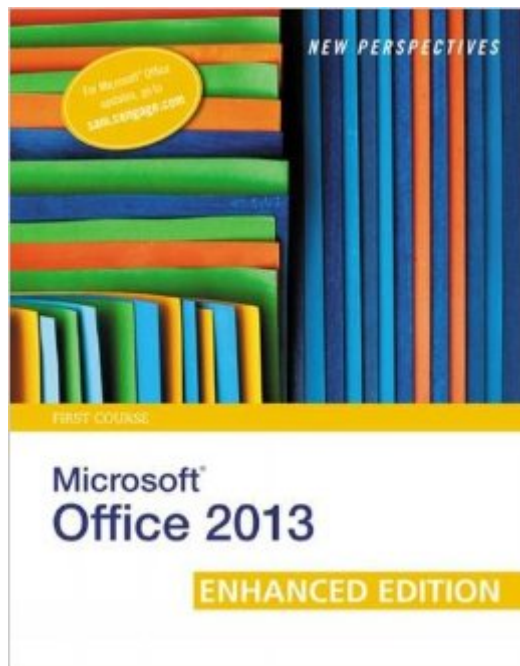


The book was found

New Perspectives On Microsoft Office 2013 First Course, Enhanced Edition (Microsoft Office 2013 Enhanced Editions)



Synopsis

NOTE: The ISBN does not include Access Card With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Office 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot type of case problem enhances critical thinking. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important.

Book Information

Series: Microsoft Office 2013 Enhanced Editions

Spiral-bound: 1272 pages

Publisher: Cengage Learning; 1 edition (March 5, 2015)

Language: English

ISBN-10: 1305409000

ISBN-13: 978-1305409002

Product Dimensions: 11 x 8.3 x 1.8 inches

Shipping Weight: 4.8 pounds (View shipping rates and policies)

Average Customer Review: 4.4 out of 5 stars [See all reviews](#) (65 customer reviews)

Best Sellers Rank: #311,121 in Books (See Top 100 in Books) #227 in [Books > Computers & Technology > Software > Microsoft > Microsoft Office](#) #311 in [Books > Textbooks > Computer Science > Graphics & Visualization](#) #399 in [Books > Computers & Technology > Business Technology > Software > Enterprise Applications](#)

Customer Reviews

Pros: Simple to use, Clear writing and Pictures. Cons: Some variances depending upon if you're using Windows 7 or 8. This was a great book to gain an basic understanding of Microsoft programs. Definitely helps to learn the 2013 Windows programs' new features, or learn how to use Windows features in general.

I needed this book for a college class I was taking and my instructor had us get the wrong one through the book store so I found this one here used but it was practically brand new and more than worth the price I paid and it came in quickly which was very helpful also as I didn't fall behind on work. It was a great purchase.

The book is heavily dependent on a series of follow-along sample files. These files are not always included with purchase, I got them from my professor. Using these files is an excellent hands-on learning tool, and the book provides step-by-step instructions through each exercise. On its own, however, it is little more than a reference text.

This book consists ENTIRELY of examples and steps to follow. There's no explanation, no "do this to achieve this end", it's all rhetorical and requires files provided by your professor to even make sense of, which means it is useless after the class ends. I regret buying this book, it's definitely a rent book.

The book does say "first course" on the cover, but I would have rather had the "first course" cover fewer programs more in-depth than all of them with a very basic use. Instructions for what is there are good, thorough.

Used this as college textbook. The book is fantastic in learning how to use Word, Excel, Access and PowerPoint. Everything is clear in text and visuals. This is a big, heavy book that lays flat beside my computer for ease of use, and the print is large enough to easily read while working at the computer. I'll be keeping this to use at home and at my office job.

This book may be fine for teaching basic computer skills to the elderly at a retirement home. But if you've passed third grade this book is nothing more than a refresher course the only thing this book teaches that isn't covered by 5th grade in public school is access. The book is also wrote horribly. you would be better off grabbing one of the " For Dummies" books from Walmart. The assignments often make you do things and undo them repeatedly for no reason to emphasize that there are different ways of doing it. To make this all worse the book is wrote so poorly that some of the tasks i could only do because of my previous knowledge of office.

This is a great book. It has been one of the easiest to follow step by step to learn a new application. I have finals on the Word section this coming week. It makes everything easy to understand and follow. Great writers.

[Download to continue reading...](#)

New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition (Microsoft Office 2013

Enhanced Editions) Enhanced Microsoft Excel 2013: Illustrated Complete (Microsoft Office 2013 Enhanced Editions) New Perspectives on Microsoft Office 2013, First Course Your Office: Microsoft Access 2013, Comprehensive (Your Office for Office 2013) New Perspectives on Microsoft Access 2010, Comprehensive (New Perspectives Series: Individual Office Applications) New Perspectives on Microsoft Word 2010: Comprehensive (New Perspectives Series: Individual Office Applications) New Perspectives on Microsoft PowerPoint 2013, Introductory (New Perspectives Series) Bundle: Illustrated Microsoft Office 365 & Office 2016: Fundamentals, Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card ... Office 365 & Office 2016: Introductor Bundle: New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card Bundle: New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card New Perspectives on Microsoft Office 2010, Second Course (SAM 2010 Compatible Products) New Perspectives on Computer Concepts 2014, Comprehensive (with Microsoft Office 2013 Try It! and CourseMate Printed Access Card) Practical Microsoft Office 2013 (with CD-ROM) (New Perspectives) New Perspectives on Microsoft Project 2010: Introductory (New Perspectives Series) Microsoft Surface Pro 4 & Microsoft Surface Book: The Beginner's Guide to Microsoft Edge, Cortana & Mail App on Microsoft Surface Pro 4 & Microsoft Surface Book New Perspectives on Microsoft Word 2013, Introductory (What's New for Applications?) Exploring Microsoft Access 2013, Comprehensive (Exploring for Office 2013) SAM 2013 Assessment, Training and Projects with MindTap Reader for Discovering Computers & Microsoft Office 2013: A Fundamental Combined Approach Printed Access Card Exploring: Microsoft Excel 2013, Comprehensive & MyITLab with Pearson eText -- Access Card -- for Exploring with Office 2013 Package GO! with Microsoft Outlook 2013 Getting Started (GO! for Office 2013)

[Dmca](#)