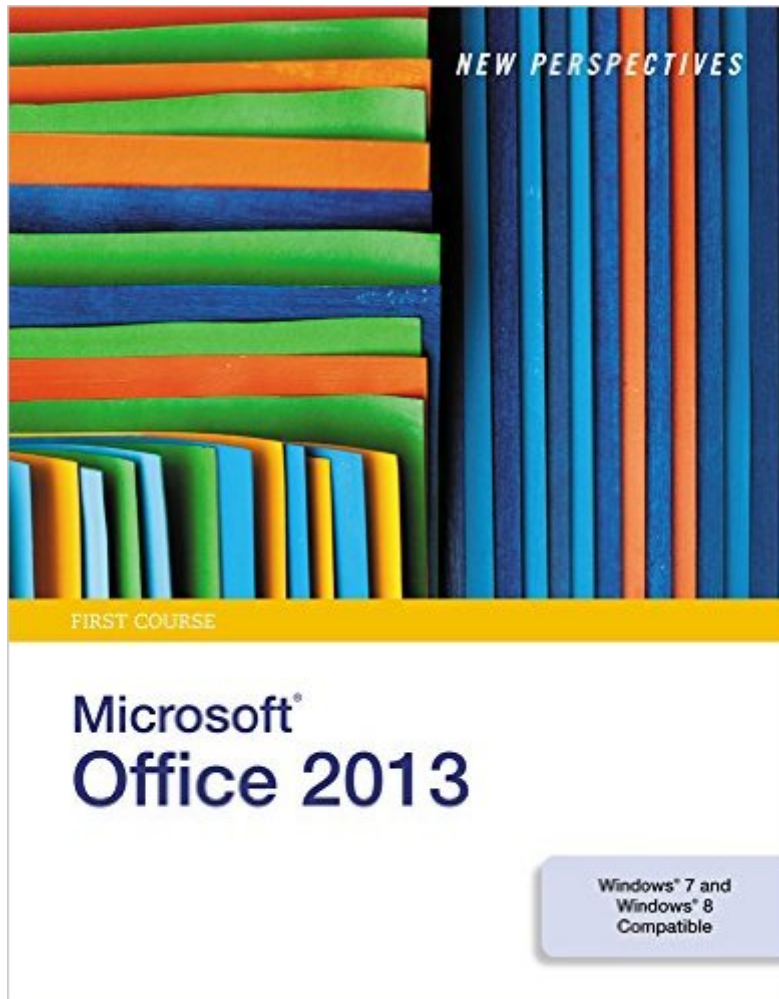# New Perspectives On Microsoft Office 2013, First Course

Synopsis

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 case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. 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: New Perspectives

Spiral-bound: 1144 pages

Publisher: Course Technology; 1 edition (May 15, 2013)

Language: English

ISBN-10: 1285167643

ISBN-13: 978-1285167640

Product Dimensions: 10.8 x 9.3 x 1.4 inches

Shipping Weight: 4.6 pounds (View shipping rates and policies)

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

Best Sellers Rank: #28,141 in Books (See Top 100 in Books)   #5 in Books > Computers & Technology > Software > Personal Finance   #12 in Books > Computers & Technology > Software > Suites   #16 in Books > Textbooks > Computer Science > Graphics & Visualization

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.

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