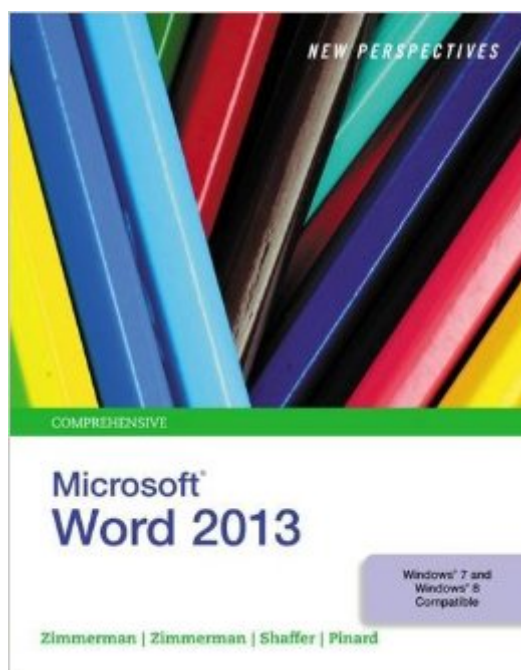


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# New Perspectives On Microsoft Word 2013, Comprehensive



## 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 Word 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

Paperback: 728 pages

Publisher: Cengage Learning; 1 edition (November 7, 2013)

Language: English

ISBN-10: 1285091116

ISBN-13: 978-1285091112

Product Dimensions: 10.8 x 8.4 x 1 inches

Shipping Weight: 2.7 pounds (View shipping rates and policies)

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Best Sellers Rank: #239,662 in Books (See Top 100 in Books) #53 in Â Books > Computers & Technology > Software > Microsoft > Microsoft Word #65 in Â Books > Computers & Technology > Software > Word Processing #3280 in Â Books > Textbooks > Computer Science

## Customer Reviews

Great book! I am using it in my college course this semester. Good layout and very informative. Clear instructions, not hard to understand. Love the fact that I could save some of financial aid money and buy this book through . My college bookstore wanted twice the amount you were selling it for. I will let all my college friends know to come to to buy there college books and save their money.

This is an awesome book, very in depth and really easy to follow. I used this book for an online class and outside a handful of the steps in the Case problems at the ends of the chapters (stuff you will probably only use if you are using this in a class), it's awesome! I rented this book and it has

everything I needed, and I think I will probably end up buying it. I feel if you are going to be working in any substantial business job, this would be handy to keep in your office. I had no idea Word had so many capabilities, and things are actually really simple to do, things I knew how to do but had been doing them the long, hard way all along. I already had some basic to intermediate knowledge of word, and coming from using Word 2007, there weren't really any major differences. Great book! All the files can be found through the publisher Cengage, it takes some digging, but you can find them, so no need to worry about buying used and not getting the supplemental materials. Buy used!

I rented this book off of for a fraction of the price! I recommend borrowing it for the semester, since you'll probably only use it for the Word computer class. The book was in decent condition and had all the assignments I needed to do.

New Perspectives are the best books for learning and referencing I have used. It was my classroom textbook and I have kept ALL of my Microsoft 2013 books in their line for reference books.

This wasn't much cheaper than buying new local, however, It was in as good as shape compared to buying new at a local book store.

I needed it for a class. I think it is easy to follow. Thank you.

The book was in excellent condition.

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