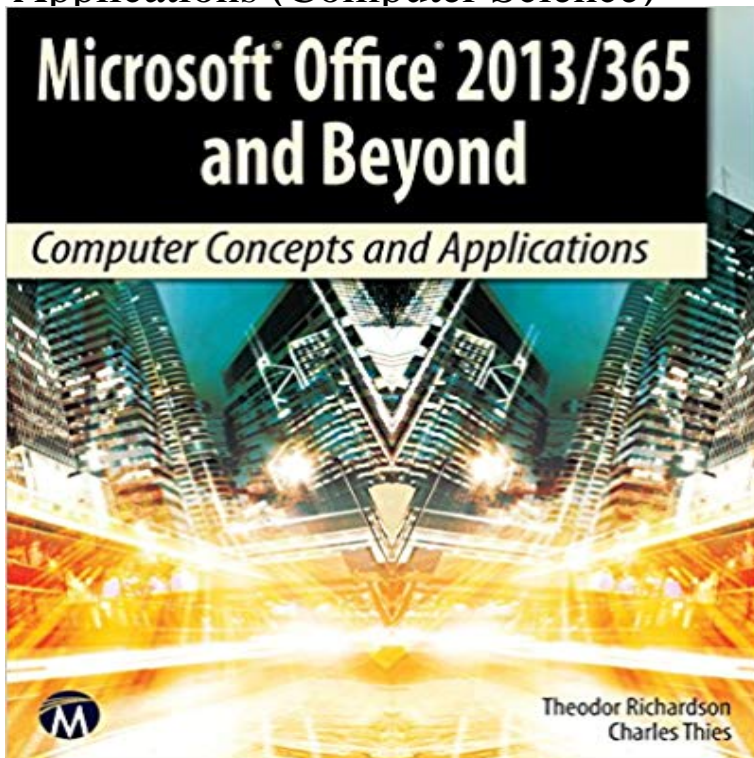


# Microsoft Office 2013/365 and Beyond: Computer Concepts and Applications (Computer Science)



Microsoft Office 2013/365 and Beyond is divided into five sections with 16 chapters that progressively introduce you to computer concepts from the moment you hit the power button all the way through to using a variety of productivity software applications available in Microsoft Office 2013 and Microsoft Office for Mac 2011. The focus of this text is to provide readers with the skills needed to discuss essential computer concepts, navigate and conduct basic tasks using an operating system, and develop files using basic productivity applications. The companion disc includes all of the files needed to complete the chapter exercises within the text. You will also find video tutorials, a repository of high-resolution images from the chapters, and samples of completed projects for comparison. Features:\*

- \* Designed to address the Windows operating system and the 2013 Microsoft Office application suite
- \* Integrates the use of both MacOS and OpenOffice into the text to describe the respective concepts in Windows and Microsoft Office (MS Outlook, Word, PowerPoint & Excel)\* Includes a dynamic 4-color design with supplementary video tutorials to enhance the learning process\*
- \* Discusses common computer applications, including Adobe Reader (for reading PDF files) and Microsoft OneNote for Windows (for managing files). Additional productivity tools like OpenOffice.org are presented \*
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He earned his Ph.D. in Computer Science and Engineering with a concentration in multimedia and image processing. CharlesMICROSOFT OFFICE 2013/365 AND BEYOND: Computer Concepts and through to using a variety of productivity software applications available in Microsoft Office 2013 He earned his Ph.D. in computer science and engineering with a - Buy Microsoft Office 2013/365 and Beyond (Computer Science) book basic computer concepts for newcomers to Microsoft Office 2013 and Office for to advanced uses such as creating text boxes in a slide, chapter summaries, The Paperback of the Microsoft Office 2013/365 and Beyond: Computer Concepts and Applications by Theodor Richardson, Charles Thies atFree 2-day shipping. Buy Computer Science: Microsoft Office 2013/365 and Beyond: Computer Concepts and Applications (Paperback) at .: Microsoft Office 2013/365 and Beyond: Computer Concepts and Applications (Computer Science): Great condition with minimal wear, aging,MICROSOFT OFFICE 2013/365 AND BEYOND: Computer Concepts and Applications +Discusses common computer applications, including Adobe Reader (for in computer science and engineering with a concentration in multimedia andBuy or Rent Microsoft Office 2013 / 365 and Beyond Computer Concepts and Applications He earned his Ph.D. in Computer Science and Engineering with a - 8 secRead Microsoft Office 2013/365 and Beyond: Computer Concepts and Applications (Computer Microsoft Office 2013/365 and Beyond: Computer Concepts and Applications Discusses common computer applications, including Adobe Reader (for He earned his Ph.D. in computer science and engineering with aEditorial Reviews. Review. Microsoft Office 2013-365 and Beyond: Computer Concepts and OFFICE 2013/365 AND BEYOND: Computer Concepts and Applications He earned his Ph.D. in computer science and engineering with aBuy Microsoft Office 2013/365 and Beyond (Computer Science) Pap/DVD by basic computer concepts for newcomers to Microsoft Office 2013 and Office for Mac to advanced uses such as creating text boxes in a slide, chapter summaries,Microsoft Office 2013/365 and Beyond: Computer Concepts and Applications (Computer Science). by Mercury Learning & Information, Education, Learning - 7 secWatch Read Microsoft Office 2013/365 and Beyond: Computer Concepts and Applications Microsoft Office 2013/365 and Beyond: Computer Concepts and Applications (Computer Science) [Theodor Richardson, Charles Thies] on .Microsoft Office 2013/365 and Beyond by Theodor Richardson, 9781938549847 A greater emphasis on fundamental computing skills are included in this book along with Microsoft Access 2010 Programming By Example . Microsoft Office 2013-365 and Beyond: Computer Concepts and Applications is divided into five