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KEY=1 - ROBINSON HOOPER

MICROSOFT WINDOWS NETWORKING ESSENTIALS

John Wiley & Sons **The core concepts and technologies of Windows networking** Networking can be a complex topic, especially for those new to the field of IT. This focused, full-color book takes a unique approach to teaching Windows networking to beginners by stripping down a network to its bare basics, thereby making each topic clear and easy to understand. Focusing on the new Microsoft Technology Associate (MTA) program, this book pares down to just the essentials, showing beginners how to gain a solid foundation for understanding networking concepts upon which more advanced topics and technologies can be built. This straightforward guide begins each chapter by laying out a list of topics to be discussed, followed by a concise discussion of the core networking skills you need to have to gain a strong handle on the subject matter. Chapters conclude with review questions and suggested labs so you can measure your level of understanding of the chapter's content. Serves as an ideal resource for gaining a solid understanding of fundamental networking concepts and skills. Offers a straightforward and direct approach to networking basics and covers network management tools, TCP/IP, the name resolution process, and network protocols and topologies. Reviews all the topics you need to know for taking the MTA 98-366 exam. Provides an overview of networking components, discusses connecting computers to a network, and looks at connecting networks with routers. If you're new to IT and interested in entering the IT workforce, then Microsoft Windows Networking Essentials is essential reading.

MCTS LAB MANUAL

Cengage Learning **The Lab Manual provides students with the hands-on instruction necessary to prepare for the certification exam and deploy and manage Windows 7.** Designed for classroom-led or self-paced study, labs complement main text content and offer a unique, practical approach to learning that is a key component to the exams. The Lab Manual includes lab activities, objectives, materials list, step-by-step procedures, illustrations and review questions. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

GUIDE TO TCP/IP: IPV6 AND IPV4

Cengage Learning **Guide to TCP/IP: IPv6 and IPv4 introduces students to the concepts, terminology, protocols, and services that the Transmission Control Protocol/Internet Protocol (TCP/IP) suite uses to make the Internet work.** This text stimulates hands-on skills development by not only describing TCP/IP capabilities, but also by encouraging students to interact with protocols. It provides the troubleshooting knowledge and tools that network administrators and analysts need to keep their systems running smoothly. Guide to TCP/IP covers topics ranging from traffic analysis and characterization, to error detection, security analysis and more. Both IPv6 and IPv4 are covered in detail. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

CENTURY 21™ COMPUTER APPLICATIONS AND KEYBOARDING, LESSONS 1-170

Cengage Learning **Provide your students with the best in keyboarding education from the proven keyboarding leader--now stronger than ever!** This latest edition of **CENTURY 21 COMPUTER APPLICATIONS AND KEYBOARDING** helps students prepare for a lifetime of keyboarding success with innovative solutions updated to reflect today's business challenges. Students tap into the latest keyboarding technology, learn to master computer applications using Microsoft Office 2007, and increase communication skills with relevant activities throughout this best-selling text. Trust the leader who has taught more than 85 million people to type--bringing 100 years of publishing experience and a century of innovations together in a complete line of keyboarding solutions. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

GUIDE TO TCP/IP

Cengage Learning **Guide to TCP/IP, Fourth Edition introduces students to the concepts, terminology, protocols, and services that the Transmission Control Protocol/Internet Protocol (TCP/IP) suite uses to make the Internet work.** This text stimulates hands-on skills development by not only describing TCP/IP capabilities, but also by encouraging students to interact with protocols. It provides the troubleshooting knowledge and tools that network administrators and analysts need to keep their systems running smoothly. Guide to TCP/IP, Fourth Edition covers topics ranging from traffic analysis and characterization, to error detection, security analysis and more. Both IPv4 and IPv6 are covered in detail. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

COMPTIA SECURITY+ DELUXE STUDY GUIDE

SY0-401

John Wiley & Sons **Your complete guide to the CompTIA Security+ Certification Exam (SY0-401)** CompTIA Security+ Deluxe Study Guide provides a comprehensive study tool for the SY0-401 exam, launched in May 2014. With in-depth information on security essentials and standards, practical examples, and insights drawn from real-world experience, this guide provides you with the information you need to be a security administrator, as well as the preparing you for the Security+ exam. This deluxe edition of Sybex's CompTIA Security+ Study Guide features over one hundred additional pages of material, plus free software and bonus videos that help explain complex topics. The companion DVD also includes a robust set of learning tools, featuring Sybex's proprietary test engine with chapter review questions, a pre-assessment test, hundreds of practice questions, and over one hundred electronic flashcards. The CompTIA Security+ exam is considered the "starting point" for security professionals looking to get a leg up on the competition. This ninety-minute exam contains up to one hundred questions, so candidates must be secure enough in the material to answer quickly with confidence. This study guide helps you master the material: Review network, compliance, and operational security. Understand data, application, and host security. Master the complexities of cryptography. Get up to speed on threats, vulnerabilities, access control, and identity management. Practice makes perfect, and this guide provides hundreds of opportunities to get it right. Work through from beginning to end, or just focus on your weak areas - either way, you'll be getting clear, concise, complete information on key exam topics. For the SY0-401 candidate who wants to ace the exam, CompTIA Security+ Deluxe Study Guide provides the information, tools, and practice needed to succeed.

WINDOWS 10

O'Reilly Media **"Microsoft's last Windows version, the April 2018 Update, is a glorious Santa sack full of new features and refinements. What's still not included, though, is a single page of printed instructions. Fortunately, David Pogue is back to help you make sense of it all--with humor, authority, and 500 illustrations."--Page 4 of cover.**

MICROSOFT WORD 7

COMPLETE CONCEPTS AND TECHNIQUES

Course Technology Ptr **Contains exercises covered in text on accompanying disk.**

SHELLY CASHMAN SERIES MICROSOFT WINDOWS 10: COMPREHENSIVE

Cengage Learning **No matter what level of computer experience readers have, the practical, user-friendly Shelly Cashman Series MICROSOFT WINDOWS 10: COMPREHENSIVE can equip today's learners with the skills and knowledge to effectively navigate and utilize Microsoft Windows 10.** Part of the acclaimed Shelly Cashman Series, this book offers a trademark, step-by-step, screen-by-screen approach that encourages readers to expand their understanding of the Microsoft Windows 10 operating system through experimentation, exploration, and advanced planning. Proven hands-on features and accompanying online resources keep readers' attention and prepare learners for future success in working with both MS Office and Windows 10. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

MICROSOFT EXCEL 7

COMPLETE CONCEPTS AND TECHNIQUES

Boyd & Fraser Publishing Company

COMPUTERS FOR SENIORS FOR DUMMIES

John Wiley & Sons **The bestselling guide to choosing a computer and getting online, fully updated for Windows 8!** Whether you use your computer for bookkeeping, making travel plans, socializing, shopping, or just plain fun, computers are now an essential part of daily life. But it can be overwhelming to keep up with the technology as it continually evolves.

This clear, friendly guide not only gets you up to speed on computer basics, it also covers the very latest information, like the changes you'll see with Windows 8. You'll learn to use the keyboard and mouse, navigate the Windows 8 operating system, access the Internet, create documents, keep safe online, and more. Packed with screenshots and illustrations, the new edition of this popular book is easy to follow, never intimidating, and always helpful. Starts with the basics and assumes no prior knowledge of computers Updates your current skills for the latest technology changes, such as the Windows 8 operating system Explains how to connect to the Internet, keep up with family and friends via e-mail and social media, find recipes and health information, book travel, manage your budget, and much more Shows you how to organize documents, work with files and folders, manage pictures and videos, and customize your desktop and system Offers tips and advice to help you avoid common pitfalls Take on technology with confidence and take advantage of all your computer can do with Computers for Seniors For Dummies, 3rd Edition!

THE LITTLE MAC OS X

JAGUAR EDITION

Peachpit Press Demonstrates the operating system's updated interface, covering Mac fundamentals as well as protected memory features, multitasking, Sherlock, and Internet connectivity.

COMPUTER LITERACY BASICS: A COMPREHENSIVE GUIDE TO IC3

Cengage Learning Bring your computer literacy course back to the BASICS. COMPUTER LITERACY BASICS: A COMPREHENSIVE GUIDE TO IC3 provides an introduction to computer concepts and skills, which maps to the newest Computing Core Certification (IC3) standards. Designed with new learners in mind, this text covers Computing Fundamentals, Key Applications, and Living Online - everything students need to pass the IC3 exam, and finish the course as confident computer users. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

MICROSOFT ACCESS 7 FOR WINDOWS 95

Course Technology Ptr An introduction to Microsoft Access for Windows 95 to be used either as a stand alone text or as a component of a course covering multiple application software packages. Topics include creating a database, querying a database, and maintaining a database.

COMPUTER LITERACY BASICS

Cengage Learning Bring your computer literacy course back to the BASICS. COMPUTER LITERACY BASICS: A COMPREHENSIVE GUIDE TO IC3 provides an introduction to computer concepts and skills, which maps to the newest Computing Core Certification (IC3) standards. Designed with new learners in mind, this text covers Computing Fundamentals, Key Applications, and Living Online everything your students need to be prepared to pass the IC3 exam, and finish the course as confident computer users. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

70-411 ADMINISTERING WINDOWS SERVER 2012 R2 LAB MANUAL

John Wiley & Sons This is the print lab manual adjacent to the 70-411 Administering Windows Server 2012 R2 textbook. 70-411 Administering Windows Server 2012 R2 covers the second of three exams required for Microsoft Certified Solutions Associate (MCSA): Windows Server 2012 certification. This course validates the skills and knowledge necessary to administer a Windows Server 2012 Infrastructure in an enterprise environment. The three MCSA exams collectively validate the skills and knowledge necessary for implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server 2012 environment. This Microsoft Official Academic Course is mapped to the 70-411 Administering Windows Server 2012 exam skills, including the recent R2 objectives. This textbook/lab manual focuses on real skills for real jobs and prepares students to prove mastery of core services such as user and group management, network access, and data security. In addition, this book also covers such valuable skills as: Implementing a Group Policy Infrastructure Managing User and Service Accounts Maintaining Active Directory Domain Services Configuring and Troubleshooting DNS Configuring and Troubleshooting Remote Access Installing, Configuring, and Troubleshooting the Network Policy Server Role Optimizing File Services Increasing File System Security Implementing Update Management The MOAC IT Professional series is the Official from Microsoft, turn-key Workforce training program that leads to professional certification and was authored for college instructors and college students. MOAC gets instructors ready to teach and students ready for work by delivering essential resources in 5 key areas: Instructor readiness, student software, student assessment, instruction resources, and learning validation. With the Microsoft Official Academic course program, you are getting instructional support from Microsoft; materials that are accurate and make course delivery easy.

LINKEDIN FOR DUMMIES

John Wiley & Sons

USING MICROSOFT WINDOWS LIVE, ENHANCED EDITION

Que Publishing

SHOW ME MICROSOFT WINDOWS XP

Que Publishing Describes the features and functions of Microsoft Windows XP, covering such topics as working with programs, managing files, exploring the Internet, working with pictures, and using Movie Maker.

WILEY GETTING STARTED, WITH MICROSOFT POWERPOINT 7.0 FOR WINDOWS 95

John Wiley & Sons Incorporated The Wiley Getting Started Series offers step-by-step, hands-on introductions to the most in-demand PC-DOS and Windows applications programs. These interactive tutorials use a learn-by-doing approach that helps anyone master today's most popular software programs. Most packages come with a data disk containing sample files, some with educational versions of the software, and all with a wealth of exercises and screen dumps. Users learn why and when to perform an activity -- rather than how to follow instructions by rote.

WINDOWS XP FOR POWER USERS

POWER PACK

John Wiley & Sons Shows power users how to take Windows XP to the next level, focusing on functionality, networking, and overall performance Features to-the-point coverage that skips introductory explanations and focuses instead on the real-world tips and tricks power users need to become more productive Written in a friendly, approachable style by experienced XP author and power user Curt Simmons Topics covered include scripting, managing applications, making the most of digital media, power management, hardware management, the registry and file systems, security, auditing, backup and data storage, system performance, system recovery, Microsoft's popular download XP Power Toys, networking, and wireless

MICROSOFT POWERPOINT 7 FOR WINDOWS 95

Boyd & Fraser Publishing Company

NEW PERSPECTIVES MICROSOFT WINDOWS 10: COMPREHENSIVE

Cengage Learning Discover a unique, critical-thinking approach to mastering MS Windows 10 concepts and skills with NEW PERSPECTIVES MICROSOFT WINDOWS 10: COMPREHENSIVE. In addition to in-depth coverage of essential topics, this book highlights some of the best new features in the Windows 10 Operating System, including Cortana, the new Edge browser, and new search functions. As part of the acclaimed New Perspectives Series, this book offers proven learning features to help you absorb key information, no matter what your learning style. A dynamic Visual Overview at the beginning of each module gives you a graphic preview of content and serves as a study guide for later use. ProSkills Boxes provide information about professional skills that relate to the module's content. Troubleshoot Exercises let you apply your skills in a critical-thinking setting. Readers can trust NEW PERSPECTIVES MICROSOFT WINDOWS 10: COMPREHENSIVE for all of the MS Windows skills needed. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

MICROSOFT ACCESS 7

COMPLETE CONCEPTS AND TECHNIQUES

Boyd & Fraser Publishing Company Part of the highly successful Shelly Cashman Series, this text offers a clear, step-by-step, screen-by-screen approach to learning Access 7. Readers learn how to create, query, and maintain a database as well as create reports, enhance forms and create an application system.

USE BUSINESS TECHNOLOGY BSBCMN205A (WINDOWS XP, OFFICE 2003)

Max Johnson

WINDOWS VISTA JUST THE STEPS FOR DUMMIES

John Wiley & Sons Covering the new features and capabilities of Windows Vista, this book gets readers up to speed fast on interface changes, security options, and setup processes. Simple, easy-to-follow instructions for common Windows Vista tasks show readers how to carry out essential activities and gain competence and confidence. Bargain-priced at only \$14.99, this book explains how to navigate the desktop, create files, copy and delete files and folders, connect to the Internet, search the Web, use e-mail, and much more.

MICROSOFT OFFICE 2010: ESSENTIAL

Cengage Learning Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2010, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In MICROSOFT OFFICE 2010: ESSENTIAL you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the Office 2010 software through experimentation, exploration, and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

EXAM 70-411 ADMINISTERING WINDOWS SERVER 2012

John Wiley & Sons Microsoft Windows Server is a multi-purpose server designed to increase reliability and flexibility of a network infrastructure. Windows Server is the paramount tool used by enterprises in their datacenter and desktop strategy. The most recent versions of Windows Server also provide both server and client virtualization. Its ubiquity in the enterprise results in the need for networking professionals who know how to plan, design, implement, operate, and troubleshoot networks relying on Windows Server. Microsoft Learning is preparing the next round of its Windows Server Certification program with exams covering the new version of the software, Windows Server 2012. The exams and certification path change significantly from the previous version of Windows Server. This provides an opportunity for the MS line to capitalize on the dual disruption of brand-new software and brand-new certifications.

INTERNET & WORLD WIDE WEB BY ER. MEERA GOYAL, ER. NISHIT MATHUR - (ENGLISH)

SBPD PUBLICATIONS

sbpd publications According to New Syllabus of Various Universities, also very helpful for the students preparing for various competitive and professional examinations. 1. Introduction to Internet, 2. Internet Enabled Services, 3. Designing Web Site/Web Page, 4. Security of Data/Information, 5. Web Browsing, 6. Search Engine/Directories.

INTERNET & WORLD WIDE WEB - SBPD PUBLICATIONS

RAJEEV BANSAL 1. Introduction to Internet, 2. Internet Enabled Services, 3. Designing Web Site/Web Page, 4. Security of Data/Information, 5. Web Browsing, 6. Search Engine/Directories. SYLLABUS UNIT I : The mechanism of the Internet: Distributed computing; Client-server computing; Internet Protocol suite; Protocol Stack; Open System Interconnection Reference Model (OSIRM) based on the International Organization for Standardization (ISO) (Application layer, presentation layer, session. Layer, transport layer network layer, data link layer, and physical layer); TCP/IP protocol suite model; Mechanism of transmitting the message across the network and function of each layer; Processing of data at the destination; Mechanism to log onto the network; Mechanism of sending and receiving email. UNIT II : Internet Enabled Services : Electronic mail (E-mail); Usenet & newsgroup; File transfer protocol (FTP); Telnet; Finger; Internet chat (IRC); Frequently asked questions (FAQ); The World Wide Web Consortium (W3C) - origin and evolution; Standardizing the Web; W3C members; W3C recommendations; Browsing and searching; Browsing and information retrieval; Exploring the World Wide Web; Architecture of World Wide Web; Hyperlink; Hypertext Markup Language (HTML); Hypertext Transfer Protocol (HTTP); Address- URL. UNIT III : Designing Web Site/Web Page : WW operations, Web standards, HTML -concept and version; Naming scheme for HTML documents; HTML editor, Explanation of the structure of the homepage; Elements in HTML documents; XHTML, CSS, Extensible Style sheet Language (SXC); Tips for designing web pages. UNIT IV : Security of Data/Information : Security; Network security; PINA factor-privacy; integrity, non-repudiation, authentication; SSL; Encryption; Digital signature; Digital certificate; Server security; Firewall; Password; Biometric; Payment security; Virus protection; Hacking. UNIT V : Web Browsing : Browsers : Basic functions of web browsers; Browsers with advanced facility; Internet explorer; Netscape navigator. Netscape Communicator. UNIT VI : Search Engine/Directories : Directory; General features of the search engines; Approaches to website selection; Major search engines; Specialized search engines; Popular search engines/directories; Guidelines for effective searching; A general approach to searching.

ADOBE FRAMEMAKER 7.0 CLASSROOM IN A BOOK

Adobe Press Adobe FrameMaker has long been the software of choice for technical documentation and large-scale document publishing because of its versatility and ability to handle the entire publishing process--from word processing and page layout to electronic distribution. Now, with the introduction of version 7.0, the popular publishing program has gone even further to accommodate businesses' growing need for multi-format publishing by adding the ability to automatically reformat the same document for delivery in a number of formats, including Web pages, Acrobat print files, Palm handheld devices, and more. And that's just the beginning: Adobe's official Classroom in a Book training series guides you through all of the program's features, tools, and techniques--both old and new--using hands-on projects and end-of-chapter review questions to make sure the newly acquired knowledge sticks! If you're a beginner, you'll want to read the book from cover to cover for a start-to-finish explanation of how it all works; all of you FrameMaker experts can skip right to the information you need. From the basics (such as character and paragraph formatting) to more advanced tasks (like cross-referencing text and creating indexes)--Adobe FrameMaker 7.0 Classroom in a Book covers it all.

FOUNDATION OF INFORMATION TECHNOLOGY - 9 (OPENOFFICE)

Vikas Publishing House Foundation of Information Technology is a judiciously developed series of textbooks on the syllabus devised by the Central Board of Secondary Education for classes 9 and 10. Keeping in mind the grasping power of the students, the books focus on the relevant theory and its applications and practical learning through sequential steps, rather than the elaborate textual study for chapters. Each book is divided into chapters that are self-explanatory and encompass the relevant concepts of the topic concerned. The books do not contain any repetitive content and hence are crisp and condensed. The exercises at the end of the chapters call for active and attentive participation of the learners thereby testing their knowledge and helping in self-assessment. The CCE format of the questions appearing in CBSE exam papers has been followed in developing exercises in the book. There are separate books on MS Office 2010 and OpenOffice in class 9.

FOUNDATION OF INFORMATION TECHNOLOGY - 9 (MS OFFICE)

Vikas Publishing House Foundation of Information Technology is a judiciously developed series of textbooks on the syllabus devised by the Central Board of Secondary Education for classes 9 and 10. Keeping in mind the grasping power of the students, the books focus on the relevant theory and its applications and practical learning through sequential steps, rather than the elaborate textual study for chapters. Each book is divided into chapters that are self-explanatory and encompass the relevant concepts of the topic concerned. The books do not contain any repetitive content and hence are crisp and condensed. The exercises at the end of the chapters call for active and attentive participation of the learners thereby testing their knowledge and helping in self-assessment. The CCE format of the questions appearing in CBSE exam papers has been followed in developing exercises in the book. There are separate books on MS Office 2010 and OpenOffice in class 9.

MICROSOFT 365 MODERN DESKTOP ADMINISTRATOR GUIDE TO EXAM MD-100: WINDOWS 10

Cengage Learning Wright/Plesniarski's MICROSOFT SPECIALIST GUIDE TO MICROSOFT EXAM MD-100: WINDOWS 10 ensures you are well prepared for the Microsoft exam as well as a successful career in system administration. Completely up to date, this user-friendly guide walks you step by step through all aspects of installing, configuring and maintaining Windows 10 as a client operating system. Engaging exercises throughout enable you to experience the processes involved in Windows 10 configuration and management -- with plenty of troubleshooting tips to offer solutions to common problems along the way. Review Questions help you prepare for the Microsoft certification exam, while Case Projects provide practice in situations that must be managed in a live networking environment. Giving you added flexibility, labs can be completed on physical or virtual machines. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

WINDOWS VISTA FOR DUMMIES QUICK REFERENCE

John Wiley & Sons Readers will save themselves time and energy by using this handy, A-to-Z reference to quickly find answers regarding the exciting new release of Windows Vista. Includes helpful information on the new features of Vista, such as the task-based interface, sidebar, gadgets, new "Aero" interface, 3D-look option, heightened security, new search capabilities, and much more. Covers navigating the desktop, launching programs, adding programs, removing programs, creating files, copying files and folders, and deleting files and folders. Accessible organization of topics also shows readers how to create shortcuts, connect to the Internet, search the Web, add favorites, use the new file management system, and more.

COREL WORDPERFECT 7 FOR WINDOWS 95 DOUBLE DIAMOND EDITION

Course Technology

MCITP MICROSOFT WINDOWS VISTA DESKTOP SUPPORT ENTERPRISE STUDY GUIDE

EXAM 70-622

John Wiley & Sons

MASTERING WINDOWS NETWORK FORENSICS AND INVESTIGATION

John Wiley & Sons An authoritative guide to investigating high-technology crimes Internet crime is seemingly ever on the rise, making the need for a comprehensive resource on how to investigate these crimes even more dire. This professional-level book--aimed at law enforcement personnel, prosecutors, and corporate investigators--provides you with the training you need in order to acquire the sophisticated skills and software solutions to stay one step ahead of computer criminals. Specifies the techniques needed to investigate, analyze, and document a criminal act on a Windows computer or network Places a special emphasis on how to thoroughly investigate criminal activity and how to just perform the initial response Walks you through ways to present technically complicated material in simple terms that will hold up in court Features content fully updated for Windows Server 2008 R2 and Windows 7 Covers the emerging field of Windows Mobile forensics Also included is a classroom support package to ensure academic adoption, Mastering Windows Network Forensics and Investigation, 2nd Edition offers help for investigating high-technology crimes.

MICROSOFT OFFICE 2013: BRIEF

Cengage Learning Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

MICROSOFT OFFICE 2013: INTRODUCTORY

Cengage Learning Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.