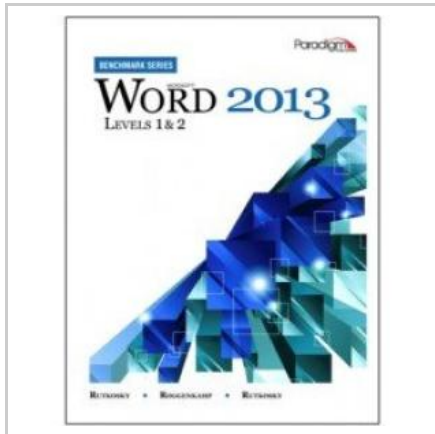




Microsoft Word 2013: Levels 1 and 2: Text with Data Files (Mixed media product)

By Nita Rutkosky, Denise Seguin, Audrey Rutkosky Roggenkamp

EMC Paradigm,US, United States, 2013. Mixed media product. Book Condition: New. 274 x 239 mm. Language: English . Brand New Book. With Paradigm s new Benchmark Series: Microsoft Word 2013 Levels 1 and 2, students build mastery skill level in the Word 2013 application. Its project-based approach creates a realistic context for learning practical skills. Key Features* A graduated, three-level approach to mastering Microsoft Office 2013 applications.* Teaches key skills for using Windows 8 and Internet Explorer 10.* Mentoring instructional style guides students step-by-step in creating letters, reports, research papers, brochures, newsletters, and other documents.* Case study assessments at chapter and unit levels test students abilities to solve problems independently.



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