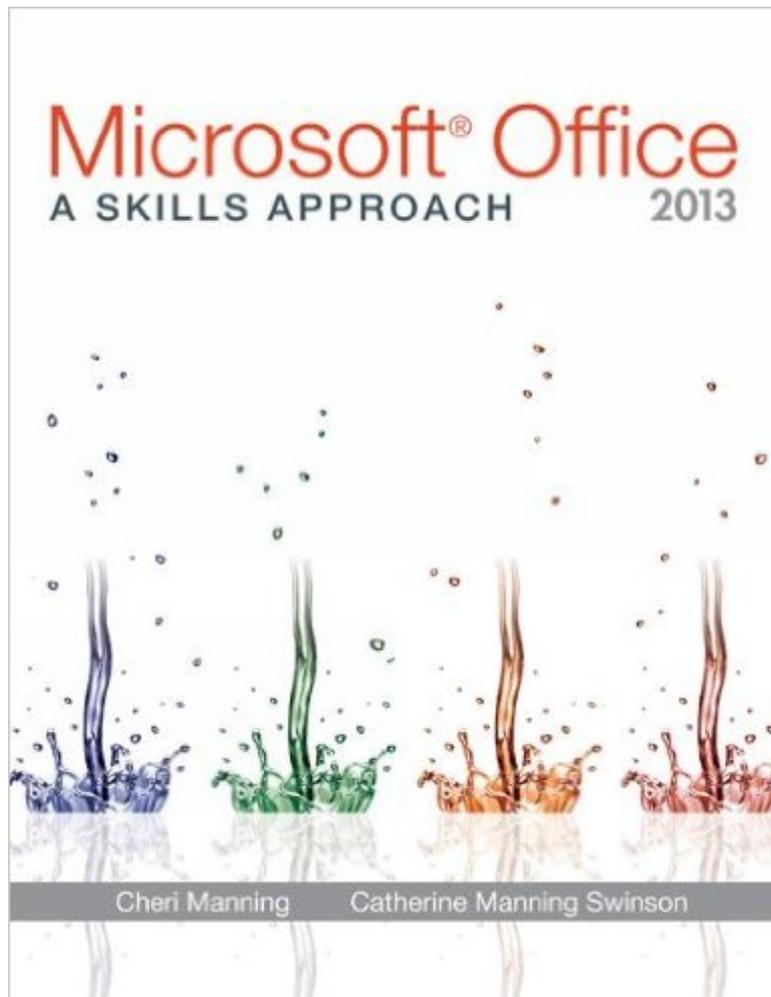


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# Microsoft® Office 2013: A Skills Approach



## Synopsis

NOTE: This ISBN includes only Spiral Bound book and Does not Include Access code or any registration code. Office Skills on Demand! Microsoft Office 2013: A Skills Approach provides a unique approach to learning Office skills by isolating skills for customized learning. Created from the learning side from SIMnet Online, McGraw-Hill's online training and assessment program, this textbook has 1:1 content with SIMnet. As a result, students have access to specific, isolated skills which creates the customized learning and makes Microsoft Office 2013: A Skills Approach the most flexible book on the market. Additionally, the book's approach uses consolidated instruction with fewer steps to explain each skill, resulting in easier learning for today's students! Microsoft Office 2013: A Skills Approach also offers projects to allow students to practice their skills and receive immediate feedback via autograding in the SIMgrader component. This integration with SIMnet helps meet the diverse needs of students and accommodate individual learning styles.

## Book Information

Spiral-bound: 896 pages

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Product Dimensions: 1.2 x 9.2 x 10.8 inches

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