Exploring Microsoft Office 2013, Volume 2 (Exploring for Office 2013)

By Mary Anne Poatsy, Keith Mulbery, Eric Cameron, Jason Davidson, Jerri Williams, Linda Lau, Rebecca Lawson, Robert T. Grauer, Sallie Dodson

Exploring Microsoft Office 2013, Volume 2 (Exploring for Office 2013) By Mary Anne Poatsy, Keith Mulbery, Eric Cameron, Jason Davidson, Jerri Williams, Linda Lau, Rebecca Lawson, Robert T. Grauer, Sallie Dodson

This book covers advanced Word, Excel, Access, and PowerPoint.

Move students beyond the point-and-click.

The goal of the *Exploring* series is to move students beyond the point and click, to understanding the *why* and how behind each skill. And, because so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, any time.

Students go to college now with a different set of skills than they did years ago. With this in mind, the *Exploring* series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know.

NOTE: Before purchasing, check with your instructor to ensure you **select the correct ISBN.** Several versions of Pearson's MyLab & Mastering products exist for each title, and registrations are not transferable. To register for and use Pearson's MyLab & Mastering products, you may also need a **Course ID,** which your instructor will provide.

Used books, rentals, and purchases made outside of Pearson
If purchasing or renting from companies other than Pearson, the access codes for Pearson's MyLab & Mastering products may not be included, may be incorrect, or may be previously redeemed. Check with the seller before completing your purchase.

⬇ **Download** Exploring Microsoft Office 2013, Volume 2 (Explori ...pdf

Exploring Microsoft Office 2013, Volume 2 (Exploring for Office 2013)

By Mary Anne Poatsy, Keith Mulbery, Eric Cameron, Jason Davidson, Jerri Williams, Linda Lau, Rebecca Lawson, Robert T. Grauer, Sallie Dodson

Exploring Microsoft Office 2013, Volume 2 (Exploring for Office 2013) By Mary Anne Poatsy, Keith Mulbery, Eric Cameron, Jason Davidson, Jerri Williams, Linda Lau, Rebecca Lawson, Robert T. Grauer, Sallie Dodson

This book covers advanced Word, Excel, Access, and PowerPoint.

Move students beyond the point-and-click.

The goal of the *Exploring* series is to move students beyond the point and click, to understanding the *why* and how behind each skill. And, because so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, any time.

Students go to college now with a different set of skills than they did years ago. With this in mind, the *Exploring* series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know.

NOTE: Before purchasing, check with your instructor to ensure you **select the correct ISBN.** Several versions of Pearson's MyLab & Mastering products exist for each title, and registrations are not transferable. To register for and use Pearson's MyLab & Mastering products, you may also need a **Course ID,** which your instructor will provide.

Used books, rentals, and purchases made outside of Pearson
If purchasing or renting from companies other than Pearson, the access codes for Pearson's MyLab & Mastering products may not be included, may be incorrect, or may be previously redeemed. Check with the seller before completing your purchase.

Exploring Microsoft Office 2013, Volume 2 (Exploring for Office 2013) By Mary Anne Poatsy, Keith Mulbery, Eric Cameron, Jason Davidson, Jerri Williams, Linda Lau, Rebecca Lawson, Robert T. Grauer, Sallie Dodson Bibliography

- Sales Rank: #757095 in Books
- Brand: Brand: Prentice Hall
- Published on: 2013-07-13
- Original language: English
- Number of items: 1
- Dimensions: 10.90" h x 1.60" w x 9.90" l, 5.20 pounds
- Binding: Spiral-bound
- 1168 pages

Download and Read Free Online Exploring Microsoft Office 2013, Volume 2 (Exploring for Office 2013) By Mary Anne Poatsy, Keith Mulbery, Eric Cameron, Jason Davidson, Jerri Williams, Linda Lau, Rebecca Lawson, Robert T. Grauer, Sallie Dodson

---

Editorial Review

About the Author
"Marianne Fox"--Series editor and coauthor of essentials "Excel 2002 Level 1, Level 2," and "Level 3." Marianne Fox is an Indiana CPA with B.S. and M.B.A. degrees in Accounting from Indiana University. For more than 20 years, she has enjoyed teaching full-time--initially in Indiana University's School of Business; since 1988 in the College of Business Administration at Butler University. As the co-owner of an Indiana-based consulting firm, Marianne has extensive experience consulting and training in the corporate and continuing education environments. Since 1984, she has coauthored more than 35 computer-related books; and has given presentations on accounting, computer applications, and instructional development topics at a variety of seminars and conferences.

"Lawrence C. Metzelaar"--Series editor and coauthor of "essentials Excel 2002 Level 1, Level 2," and "Level 3." Lawrence C. Metzelaar earned a B.S. in Business Administration and Computer Science from the University of Maryland, and an Ed.M. and C.A.G.S. in Human Problem Solving from Boston University. Lawrence has more than 30 years of experience with military and corporate mainframe and microcomputer systems. He has taught computer science and Management Information Systems (MIS) courses at the University of Hawaii, Control Data Institute, Indiana University, and Purdue University; currently, he is a full-time faculty member in the College of Business Administration at Butler University. As the co-owner of an Indiana-based consulting firm, he has extensive experience consulting and training in the corporate and continuing education environments. Since 1984, he has co-authored more than 35 computer-related books; andhas given presentations on computer applications and instructional development topics at a variety of seminars and conferences.

"Linda Bird"--Author of "essentials PowerPoint"(R) and "Level 2." Linda Bird specializes in corporate training and support through her company, Software Solutions. She has successfully trained users representing more than 75 businesses, including several Fortune 500 companies. She custom designs many of her training materials. Her clients include Appalachian Electric Power Co., Goodyear, Pillsbury, Rockwell, and Shell Chemical. Her background also includes teaching at Averett College and overseeing computer training for a business training organization.

Using her training experience as a springboard, Linda has written numerous books on PowerPoint, Word, Excel, Access, and Windows. Additionally, she has written more than 20 instructor's manuals and contributed to books on a variety of desktop application programs. She has also penned more than 150 magazine articles, as well as monthly how-to columns on PowerPoint and Excel for "Smart Computing" magazine.

Linda, a graduate of the University of Wisconsin, lives near the Great Smoky Mountains in Tennessee with her husband, Lonnie, and daughters, Rebecca and Sarah. Besides authoring books, Linda home-educates her daughters. If she's not writing, you can probably find her trekking around the mountains (or horseback riding) with her family.

"Keith Mulbery"--Author of "essentials Word 2002 Level 1, Level 2," and "Level 3." Keith Mulbery is an associate professor in the Information Systems Department at Utah Valley State College, where he teaches computer applications courses and assists with curriculumdevelopment. Keith received his B.S. and M.Ed.

(majoring in Business Education) from Southwestern Oklahoma State University. Keith has written several Word and WordPerfect textbooks. His previous book, "MOUS essentials Word 2000," received the Utah Valley State College Board of Trustees Award of Excellence in January 2001. In addition, he was the developmental editor of "essentials Word 2000 intermediate" and "essentials Word 2000 advanced." Keith also conducts hands-on computer application workshops at the local, state, and national levels, including at the National Business Education Association convention.

"Dawn Parrish Wood"--Author of "essentials Access 2002 Level 1, Level 2," and "Level 3." Dawn Parrish Wood is an independent contractor, and provides software training through her own business, Software Support. She teaches customized courses to local businesses and individuals in order to upgrade employee skills and knowledge of computers. Dawn has written materials for these specialized courses for her own use. She also provides software consultation to local businesses. Previously, she was the computer coordinator/lead instructor for the Business & Industry Services division at Valdosta Technical Institute in Valdosta, Georgia. The majority of the coursework she taught was in continuing education. Prior to teaching, she worked as a technical support representative and technical writer for a software firm. She lives in Valdosta, Georgia, with her husband, Kenneth, and their two daughters, Micaela (4 1/2 years) and Kendra (2 1/2 years). Both girls have been her superlative students, learning more on the computer every day.

Users Review

From reader reviews:

Leroy Ange:

Have you spare time for just a day? What do you do when you have a lot more or little spare time? Sure, you can choose the suitable activity to get spend your time. Any person spent their very own spare time to take a wander, shopping, or went to often the Mall. How about open or maybe read a book titled Exploring Microsoft Office 2013, Volume 2 (Exploring for Office 2013)? Maybe it is to become best activity for you. You know beside you can spend your time with the favorite's book, you can smarter than before. Do you agree with their opinion or you have various other opinion?

Cecil Hardin:

Reading a guide can be one of a lot of action that everyone in the world enjoys. Do you like reading book thus. There are a lot of reasons why people enjoyed. First reading a guide will give you a lot of new facts. When you read a book you will get new information simply because book is one of many ways to share the information as well as their idea. Second, reading through a book will make you actually more imaginative. When you reading through a book especially hype book the author will bring one to imagine the story how the characters do it anything. Third, you may share your knowledge to some others. When you read this Exploring Microsoft Office 2013, Volume 2 (Exploring for Office 2013), it is possible to tells your family, friends along with soon about yours guide. Your knowledge can inspire the mediocre, make them reading a e-book.

Kevin Shepherd:

Exactly why? Because this Exploring Microsoft Office 2013, Volume 2 (Exploring for Office 2013) is an unordinary book that the inside of the publication waiting for you to snap this but latter it will zap you with

the secret it inside. Reading this book alongside it was fantastic author who also write the book in such awesome way makes the content interior easier to understand, entertaining way but still convey the meaning entirely. So , it is good for you because of not hesitating having this ever again or you going to regret it. This excellent book will give you a lot of positive aspects than the other book include such as help improving your ability and your critical thinking means. So , still want to hold off having that book? If I were being you I will go to the publication store hurriedly.

William Bottoms:

This Exploring Microsoft Office 2013, Volume 2 (Exploring for Office 2013) is brand-new way for you who has interest to look for some information because it relief your hunger info. Getting deeper you in it getting knowledge more you know or perhaps you who still having tiny amount of digest in reading this Exploring Microsoft Office 2013, Volume 2 (Exploring for Office 2013) can be the light food for yourself because the information inside this book is easy to get simply by anyone. These books acquire itself in the form which is reachable by anyone, yep I mean in the e-book form. People who think that in reserve form make them feel sleepy even dizzy this e-book is the answer. So there is not any in reading a book especially this one. You can find what you are looking for. It should be here for an individual. So , don't miss it! Just read this e-book type for your better life along with knowledge.

Download and Read Online Exploring Microsoft Office 2013, Volume 2 (Exploring for Office 2013) By Mary Anne Poatsy, Keith Mulbery, Eric Cameron, Jason Davidson, Jerri Williams, Linda Lau, Rebecca Lawson, Robert T. Grauer, Sallie Dodson #Q6N2UOSTRC5

Read Exploring Microsoft Office 2013, Volume 2 (Exploring for Office 2013) By Mary Anne Poatsy, Keith Mulbery, Eric Cameron, Jason Davidson, Jerri Williams, Linda Lau, Rebecca Lawson, Robert T. Grauer, Sallie Dodson for online ebook

Exploring Microsoft Office 2013, Volume 2 (Exploring for Office 2013) By Mary Anne Poatsy, Keith Mulbery, Eric Cameron, Jason Davidson, Jerri Williams, Linda Lau, Rebecca Lawson, Robert T. Grauer, Sallie Dodson Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Exploring Microsoft Office 2013, Volume 2 (Exploring for Office 2013) By Mary Anne Poatsy, Keith Mulbery, Eric Cameron, Jason Davidson, Jerri Williams, Linda Lau, Rebecca Lawson, Robert T. Grauer, Sallie Dodson books to read online.

Online Exploring Microsoft Office 2013, Volume 2 (Exploring for Office 2013) By Mary Anne Poatsy, Keith Mulbery, Eric Cameron, Jason Davidson, Jerri Williams, Linda Lau, Rebecca Lawson, Robert T. Grauer, Sallie Dodson ebook PDF download

Exploring Microsoft Office 2013, Volume 2 (Exploring for Office 2013) By Mary Anne Poatsy, Keith Mulbery, Eric Cameron, Jason Davidson, Jerri Williams, Linda Lau, Rebecca Lawson, Robert T. Grauer, Sallie Dodson Doc

Exploring Microsoft Office 2013, Volume 2 (Exploring for Office 2013) By Mary Anne Poatsy, Keith Mulbery, Eric Cameron, Jason Davidson, Jerri Williams, Linda Lau, Rebecca Lawson, Robert T. Grauer, Sallie Dodson Mobipocket

Exploring Microsoft Office 2013, Volume 2 (Exploring for Office 2013) By Mary Anne Poatsy, Keith Mulbery, Eric Cameron, Jason Davidson, Jerri Williams, Linda Lau, Rebecca Lawson, Robert T. Grauer, Sallie Dodson EPub

Q6N2UOSTRC5: Exploring Microsoft Office 2013, Volume 2 (Exploring for Office 2013) By Mary Anne Poatsy, Keith Mulbery, Eric Cameron, Jason Davidson, Jerri Williams, Linda Lau, Rebecca Lawson, Robert T. Grauer, Sallie Dodson