



Microsoft Excel 2013: Illustrated Complete

By Elizabeth Reding, Lynn Wermers

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Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series engages both computer rookies and hot shots in mastering MICROSOFT EXCEL 2013 quickly and efficiently. Skills are accessible and easy-to-follow thanks to the Illustrated Series' hallmark 2-page layout, which allows students to see an entire task in one view. New Learning Outcomes outline the skills covered in each lesson, and larger full-color screens represent exactly what students should see on their own computers. Each unit begins with a brief overview of the principles of the lesson, and introduces a case study for further application.

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Editorial Review

Review

"I like the very user-friendly approach and layout of the Illustrated book, as well as the pedagogy - the review skills and concepts. The students are reading and using the extra tips and information in the margins, which is a surprise to me because with the previous book I used they were overwhelmed by too much information. This 'hits it'."

"My custom Illustrated books cover the material well. My students tell me that they are written in a way they can understand. The books give excellent material but leaves the instructor room for innovative projects. The exercises are great learning tools. When the students tell me they are reading the text, I know we have made a good choice."

"Very user-friendly for students. Good graphics and activities. Provides the concepts in a way students understand."

About the Author

Elizabeth Eisner Reding has authored many books for Delmar and Course Technology on a variety of software programs, including Adobe Photoshop, Microsoft Office, and Microsoft Publisher. Living in New Mexico with her husband, she spends her free time grilling, water gardening, road and mountain biking, and collecting Southwestern art.

Lynn Wermers is a Professor in the Computer Science Department at North Shore Community College in Massachusetts where she teaches MS Office and web development courses. She also teaches part-time in the Math Department for the School of College of Professional Studies at Northeastern University. Ms. Wermers has authored numerous leading books that focus on Excel for Cengage Learning.

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