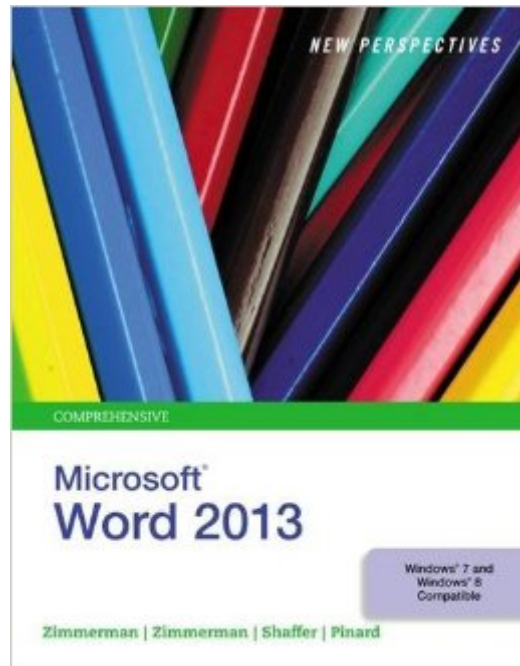


The book was found

# New Perspectives On Microsoft Word 2013, Comprehensive



## Synopsis

With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, *New Perspectives* helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, *New Perspectives Microsoft Word 2013* continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, *New Perspectives* improves learning outcomes and transference of skills by helping students understand why what they're learning is important.

## Book Information

Series: *New Perspectives*

Paperback: 728 pages

Publisher: Cengage Learning; 1 edition (November 7, 2013)

Language: English

ISBN-10: 1285091116

ISBN-13: 978-1285091112

Product Dimensions: 10.8 x 8.4 x 1 inches

Shipping Weight: 2.7 pounds (View shipping rates and policies)

Average Customer Review: 4.4 out of 5 stars [See all reviews](#) (14 customer reviews)

Best Sellers Rank: #239,662 in Books (See Top 100 in Books) #53 in [Books > Computers & Technology > Software > Microsoft > Microsoft Word](#) #65 in [Books > Computers & Technology > Software > Word Processing](#) #3280 in [Books > Textbooks > Computer Science](#)

## Customer Reviews

Great book! I am using it in my college course this semester. Good layout and very informative. Clear instructions, not hard to understand. Love the fact that I could save some of financial aid money and buy this book through . My college bookstore wanted twice the amount you were selling it for. I will let all my college friends know to come to to buy there college books and save their money.

This is an awesome book, very in depth and really easy to follow. I used this book for an online class and outside a handful of the steps in the Case problems at the ends of the chapters (stuff you will probably only use if you are using this in a class), it's awesome! I rented this book and it has

everything I needed, and I think I will probably end up buying it. I feel if you are going to be working in any substantial business job, this would be handy to keep in your office. I had no idea Word had so many capabilities, and things are actually really simple to do, things I knew how to do but had been doing them the long, hard way all along. I already had some basic to intermediate knowledge of word, and coming from using Word 2007, there weren't really any major differences. Great book! All the files can be found through the publisher Cengage, it takes some digging, but you can find them, so no need to worry about buying used and not getting the supplemental materials. Buy used!

I rented this book off of for a fraction of the price! I recommend borrowing it for the semester, since you'll probably only use it for the Word computer class. The book was in decent condition and had all the assignments I needed to do.

New Perspectives are the best books for learning and referencing I have used. It was my classroom textbook and I have kept ALL of my Microsoft 2013 books in their line for reference books.

This wasn't much cheaper than buying new local, however, It was in as good as shape compared to buying new at a local book store.

I needed it for a class. I think it is easy to follow. Thank you.

The book was in excellent condition.

[Download to continue reading...](#)

Warriors Word Scramble: Word Scramble Games - Word Search, Word Puzzles And Word Scrambles (Word Games, Brain Games, Word Search, Word Search Games, Word ... Scramble, Word Scrabble, Unscramble Word) Word Search Book for Adults: Word Search Puzzles to Improve Memory and Exercise: word search, word search books, word search books for adults, adult word search books, word search puzzle books Word Search Puzzles Large Print: Large print word search, Word search books, Word search books for adults, Adult word search books, Word search puzzle books, Extra large print word search New Perspectives on Microsoft Word 2010: Comprehensive (New Perspectives Series: Individual Office Applications) New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition (Microsoft Office 2013 Enhanced Editions) New Perspectives on Microsoft Word 2013, Comprehensive Exploring: Microsoft Word 2013, Comprehensive (Exploring for Office 2013) New Perspectives on Microsoft PowerPoint 2013,

Introductory (New Perspectives Series) New Perspectives on Microsoft Word 2013, Introductory (What's New for Applications?) New Perspectives on Microsoft Access 2010, Comprehensive (New Perspectives Series: Individual Office Applications) Microsoft Surface Pro 4 & Microsoft Surface Book: The Beginner's Guide to Microsoft Edge, Cortana & Mail App on Microsoft Surface Pro 4 & Microsoft Surface Book New Perspectives on Microsoft Access 2013, Comprehensive New Perspectives on Computer Concepts 2014, Comprehensive (with Microsoft Office 2013 Try It! and CourseMate Printed Access Card) New Perspectives Microsoft Office 365 & Word 2016: Comprehensive Microsoft Access 2013, Fast and Easy: A Beginners Tutorial for Microsoft Access 2013 (Get It Done FAST Book 14) Enhanced Microsoft Excel 2013: Illustrated Complete (Microsoft Office 2013 Enhanced Editions) Exploring Microsoft Access 2013, Comprehensive (Exploring for Office 2013) Exploring: Microsoft Excel 2013, Comprehensive & MyITLab with Pearson eText -- Access Card -- for Exploring with Office 2013 Package Your Office: Microsoft Access 2013, Comprehensive (Your Office for Office 2013) GO! with Microsoft Word 2013 Comprehensive

[Dmca](#)