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Microsoft Office 2013: Advanced (Shelly Cashman Series)



Synopsis

Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students.

Book Information

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Customer Reviews

The text has several errors that will make want to tear your hair out. I nearly tore the thing up when I got to the excel exercises. I had to google how to do things for my assignments because the book didn't specify or explain how to do something.

Misty E. Vermaat is a sick person to believe that this atrocity of "educational product" would actually help anyone learn. The book is riddled with numerous errors and complicated teaching methods

that do not convey any sort of transfer of knowledge to the end user. And after this, she has the audacity and nerve to think that it is acceptable to sell this sad excuse for an educational tool for such an outrageously high price. I would never purchase this product again, or anything from this author. If I was able to rate this product lower than 1 star, I would have.

Some of the directions in this text are crystal clear, and others leave you scratching your head. Honestly, I could have figured out the few things I didn't know about Microsoft Office without this reference, other than Access (I'd simply never used Access before, so it was completely new to me). Unfortunately, the class that required this text was one I couldn't test out of, so I had to use it if only for the assignment details. The feature this guide beats into the ground is SmartArt, and it gets very annoying, very quickly. Graphics are definitely important for specific types of documents (flyers for example), but not every document you will work on needs all of the trouble, or bells and whistles. Honestly, unless you're totally new to the Office suite (or Access), or this text is required for you, you won't learn a lot from this.

Even though MS Office has not drastically changed, between the 2010 and 2013 versions, there are some subtle differences and it helps to have a spiral bound reference book to refer back to. It is also helpful to go through some of the exercises.

Really great book to keep as a reference, always get asked how to do things in office and with this it's a simple lookup if I don't know off the top of my head.

Exactly what I needed for class! thank you!! And it is sooooo much cheaper to rent instead of buying it from school, saved me \$200 !

Great book! Step-by-step instructions were extremely helpful and increased my knowledge of MS Office suites even more.

This version has definitely improved over the 2010 series and better prepares a student for taking the 2013 MOS exams.

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