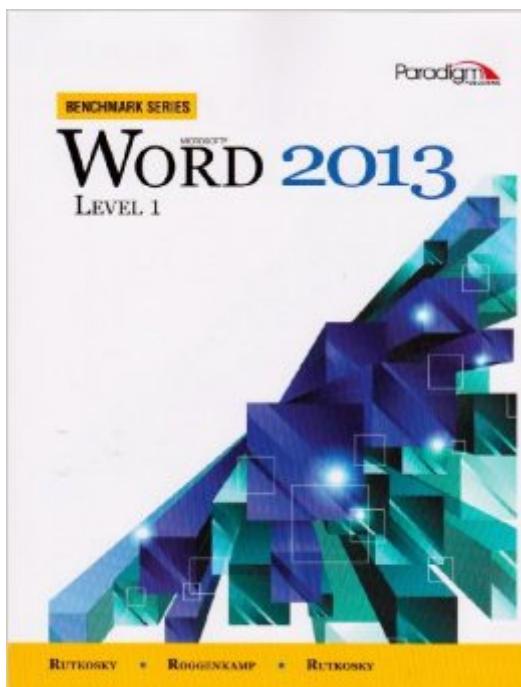


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# Microsoft Word 2013: Level 1: Text With Data Files (Benchmark Series)



## **Synopsis**

Benchmark Series: Microsoft Word 2013 Level 1 builds students' introductory skills in Word 2013, and helps develop critical thinking and decision-making skills. Key Features\* Case study assessments at chapter and unit levels test students' abilities to solve problems independently.\* Projects-based approach creates a realistic context for learning practical skills.

## **Book Information**

Series: Benchmark Series

Paperback: 408 pages

Publisher: EMC Paradigm,US (January 30, 2014)

Language: English

ISBN-10: 0763853879

ISBN-13: 978-0763853877

Product Dimensions: 8.5 x 10.7 inches

Shipping Weight: 1.6 pounds

Average Customer Review: 3.5 out of 5 starsÂ  See all reviewsÂ  (11 customer reviews)

Best Sellers Rank: #113,952 in Books (See Top 100 in Books) #33 inÂ  Books > Computers & Technology > Software > Microsoft > Microsoft Word #38 inÂ  Books > Computers & Technology > Software > Word Processing

## **Customer Reviews**

using this as text in a 2-credit CC course, and the exercises and assessments in each chapter are more work than all other courses combined.I'd like to see better visual arrangement and differentiation of the "Do this, then this" portions..black type against a medium-blue background (for the exercises) is not a winner for ease of readability, plus the typography is not used to differentiate enough. Also, there are many exercises which call for the same document to be printed, only with small differences between them; result: 1/2-inch deck of paper is produced for what is, frankly, a very minor skill in today's work environment.this isn't building Starships; it's text manipulation!I will say that the book covers good information and a relevant array of tasks; it simply needs better design, and more streamlined, less resource-intensive set of exercises.

It's the right book and in good condition, but it did NOT come with the necessary data files.

CD was a remade CD not the original that came with the book

Exactly what I paid for. Thanks!

Didn't come with cd so I had to buy another textbook because I didn't have any of the stuff I needed for my class.

It is a good book. It gives clear and easy to follow instructions/

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