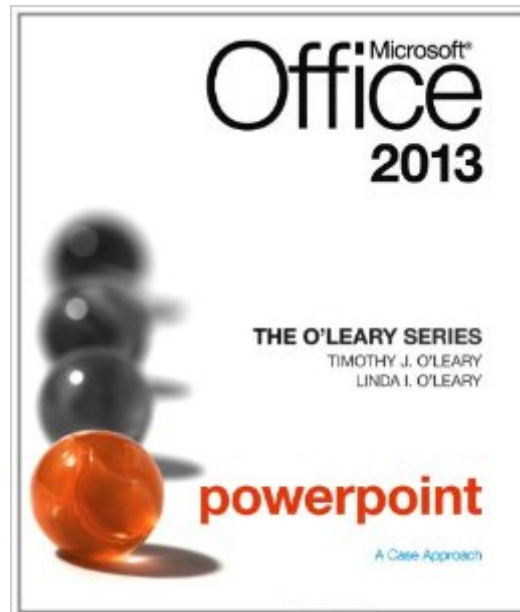


The book was found

The O'Leary Series: Microsoft Office PowerPoint 2013, Introductory



Synopsis

Timothy and Linda O'Leary *Microsoft Office 2013: A Case Approach Making Office Relevant*
Timothy and Linda O'Leary and the Computer Information Technology Team at McGraw-Hill Higher Education offer your students a fully integrated learning program with time-tested quality and reliability. *Office 2013: A Case Approach* offers a running case study throughout the text to help students understand the material in a consistent, relevant environment. Through the theme *"Making Office Relevant,"* this text helps students understand why they need this course and skills. Updated for Office 2013, student success is assured through clear step-by-step instruction, plentiful screen captures, and conceptual explanations. Each lab, designed to be covered in 1 hour of class time, combines conceptual coverage with detailed software-specific instructions. The labs opens with a running case study that highlights real-world applications of each software program and leads students from problem to solution. The O'Leary Series helps students learn specific applications skills along with skills that cross all Office applications, which is especially important in mastering this version of Office. The O'Leary Series correlates with SIMnet Online, McGraw-Hill's online training and assessment program for Microsoft Office skills and basic computer concepts. Projects, however, are 1:1 within the SIMgrader component and allow students to practice their skills live in the Office application to receive immediate feedback via autograding. This integration with SIMnet helps meet the diverse needs of students and accommodate individual learning styles. Additional textbook resources can be found on the text's Online Learning Center: www.mhhe.com/olearyoffice2013. For more information on O'Leary; *Microsoft Office 2013: A Case Approach* and SIMnet Online for Office 2013, please visit www.simnetkeepitsimple.com or contact your McGraw-Hill representative.

Book Information

Series: O'Leary

Paperback: 312 pages

Publisher: McGraw-Hill Education; 1 edition (July 3, 2013)

Language: English

ISBN-10: 0077400240

ISBN-13: 978-0077400248

Product Dimensions: 8.5 x 0.5 x 10.8 inches

Shipping Weight: 1.2 pounds (View shipping rates and policies)

Average Customer Review: 4.0 out of 5 stars [See all reviews](#) (1 customer review)

Best Sellers Rank: #743,874 in Books (See Top 100 in Books) #90 in Books > Computers & Technology > Software > Microsoft > Microsoft Powerpoint #128 in Books > Computers & Technology > Business Technology > Software > Presentation Software #599 in Books > Computers & Technology > Business Technology > Software > Spreadsheets

Customer Reviews

This book didn't seem to have as much detail as the Excel and Word versions

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

The O'Leary Series: Microsoft Office PowerPoint 2013, Introductory Office 2016 For Beginners- The PERFECT Guide on Microsoft Office: Including Microsoft Excel Microsoft PowerPoint Microsoft Word Microsoft Access and more! Enhanced Microsoft Office 2013: Introductory (Microsoft Office 2013 Enhanced Editions) GO! with Microsoft PowerPoint 2013 Brief, GO! with Microsoft Excel 2013 Brief, GO! with Microsoft Access 2013 Brief Enhanced Microsoft PowerPoint 2013: Comprehensive (Microsoft Office 2013 Enhanced Editions) Exploring: Microsoft PowerPoint 2013, Comprehensive (Exploring for Office 2013) Illustrated Microsoft Office 365 & PowerPoint 2016: Introductory Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Programming Microsoft Office 365 (includes Current Book Service): Covers Microsoft Graph, Office 365 applications, SharePoint Add-ins, Office 365 Groups, and more (Developer Reference) Bundle: Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and ... MindTap Reader Multi-Term Printed Access Card Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory Illustrated Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version (Illustrated Series) Exploring: Microsoft Office 2013, Plus (Exploring for Office 2013) Exploring Microsoft SharePoint for Office 2013, Brief (Exploring for Office 2013) Exploring Microsoft Office 2013, Volume 1 (Exploring for Office 2013) PowerPoint Presentation Secrets - Create Beautiful Slideshows and Impress Audiences with Microsoft PowerPoint While Saving Time and Money (Unofficial) Microsoft Office 2013: Introductory (Shelly Cashman Series) Bundle: Illustrated Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition (Available Titles Skills Assessment Manager (SAM) - Office 2007)

[Dmca](#)