EXPLORING MICROSOFT OFFICE 2013 VOLUME 1



by Mary Anne Poatsy, Keith Mulbery, Lynn Hogan, Amy Rutledge, Eric Cameron, Cyndi Krebs



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Exploring Mary Anne Poatsy, Amy Rutledge, Robert T. Grauer, 2013-07-07 ALERT Before you purchase check with your instructor or review your course syllabus to ensure that you select the correct ISBN Several versions of Pearson s MyLab check with the seller before completing your purchase Used or rental books If you rent or purchase a used book with an access code the access code may have been redeemed previously and you may have to purchase a new access code Access codes Access codes that are purchased from sellers other than Pearson carry a higher risk of being either the wrong ISBN or a previously redeemed code Check with the seller prior to purchase Ideal for students and individuals seeking an introduction to Microsoft PowerPoint 2013 The Exploring series charts readers beyond the point and click helping them understand WHY they use Microsoft Office skills along with HOW they perform them The latest edition provides an easy to follow map through each chapter to help readers learn study and review efficiently and be successful in this class and beyond The entire approach allows students to map their way quickly and easily through the book focusing on the key objectives and using their own efficient study habits as a model for success Teaching and Learning Experience This program will provide a better teaching and learning experience for you and your students Here's how Personalize Learning MyITLab delivers proven results in helping students succeed provides engaging experiences that personalize learning and comes from a trusted partner with educational expertise and a deep commitment to helping students and instructors achieve their goals Move Beyond the Point and Click Students can move beyond the basics of the software at a faster pace without sacrificing coverage of fundamental skills Extend Learning Beyond the Classroom A lot of learning takes place outside of the classroom and the Exploring series provides learning tools that students can access anytime anywhere Exploring Mary Anne Poatsy, Cynthia Krebs, Eric Cameron, Robert T. Grauer, 2013-06-27 This is the eBook of the printed book and may not include any media website access codes or print supplements that may come packaged with the bound book This book offers full comprehensive coverage of Access Move students beyond the point and click The goal of the Exploring series is to move students beyond the point and click to understanding the why and how behind each skill And because so much learning takes place outside of the classroom this series provides learning tools that students can access anywhere any time Students go to college now with a different set of skills than they did years ago With this in mind the Exploring series seeks to move students beyond the basics of the software at a faster pace without sacrificing coverage of the fundamental skills that everyone needs to know NOTE Before purchasing check with your instructor to ensure you select the correct ISBN Several versions of Pearson's MyLab Mastering products exist for each title and registrations are not transferable To register for and use Pearson s MyLab Mastering products you may also need a Course ID which your instructor will provide Used books rentals and purchases made outside of Pearson If purchasing or renting from companies other than Pearson the access codes for Pearson s MyLab Mastering products may not be included may be incorrect or may be previously redeemed Check with the seller before

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Table of Contents Exploring Microsoft Office 2013 Powerpoint

- 1. Understanding the eBook Exploring Microsoft Office 2013 Powerpoint
 - The Rise of Digital Reading Exploring Microsoft Office 2013 Powerpoint
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Exploring Microsoft Office 2013 Powerpoint
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - ∘ Features to Look for in an Exploring Microsoft Office 2013 Powerpoint
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Exploring Microsoft Office 2013 Powerpoint
 - Personalized Recommendations
 - Exploring Microsoft Office 2013 Powerpoint User Reviews and Ratings
 - Exploring Microsoft Office 2013 Powerpoint and Bestseller Lists
- 5. Accessing Exploring Microsoft Office 2013 Powerpoint Free and Paid eBooks
 - Exploring Microsoft Office 2013 Powerpoint Public Domain eBooks
 - Exploring Microsoft Office 2013 Powerpoint eBook Subscription Services

- Exploring Microsoft Office 2013 Powerpoint Budget-Friendly Options
- 6. Navigating Exploring Microsoft Office 2013 Powerpoint eBook Formats
 - ∘ ePub, PDF, MOBI, and More
 - Exploring Microsoft Office 2013 Powerpoint Compatibility with Devices
 - Exploring Microsoft Office 2013 Powerpoint Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Exploring Microsoft Office 2013 Powerpoint
 - Highlighting and Note-Taking Exploring Microsoft Office 2013 Powerpoint
 - Interactive Elements Exploring Microsoft Office 2013 Powerpoint
- 8. Staying Engaged with Exploring Microsoft Office 2013 Powerpoint
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Exploring Microsoft Office 2013 Powerpoint
- 9. Balancing eBooks and Physical Books Exploring Microsoft Office 2013 Powerpoint
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Exploring Microsoft Office 2013 Powerpoint
- 10. Overcoming Reading Challenges
 - $\circ\,$ Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Exploring Microsoft Office 2013 Powerpoint
 - Setting Reading Goals Exploring Microsoft Office 2013 Powerpoint
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Exploring Microsoft Office 2013 Powerpoint
 - Fact-Checking eBook Content of Exploring Microsoft Office 2013 Powerpoint
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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