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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.
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Additional textbook resources can be found on the text&#39s 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.

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The O'Leary Series: Microsoft Office 2013 with SIMnet Access Card By Linda O'Leary, Timothy O'Leary Bibliography

- Sales Rank: #2973958 in Books
- Published on: 2015-03-18
- Original language: English
- Number of items: 1
- Dimensions: .0" h x .0" w x .0" l, .0 pounds
- Binding: Spiral-bound

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Editorial Review

About the Author

Tim and Linda O’Leary live in the American Southwest and spend much of their time engaging instructors and students in conversation about learning. In fact, they have been talking about learning for over 25 years. Something in those early conversations convinced them to write a book, to bring their interest in the learning process to the printed page. Today, they are as concerned as ever about learning, about technology, and about the challenges of presenting material in new ways, in terms of both content and method of delivery.

A powerful and creative team, Tim combines his 30 years of classroom teaching experience with Linda’s background as a consultant and corporate trainer. Tim has taught courses at Stark Technical College in Canton, Ohio, and at Rochester Institute of Technology in upstate New York, and is currently a professor emeritus at Arizona State University in Tempe, Arizona. Linda offered her expertise at ASU for several years as an academic advisor. She also presented and developed materials for major corporations such as Motorola, Intel, Honeywell, and AT&T, as well as various community colleges in the Phoenix area.

Tim and Linda have talked to and taught numerous students, all of them with a desire to learn something about computers and applications that make their lives easier, more interesting, and more productive.

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