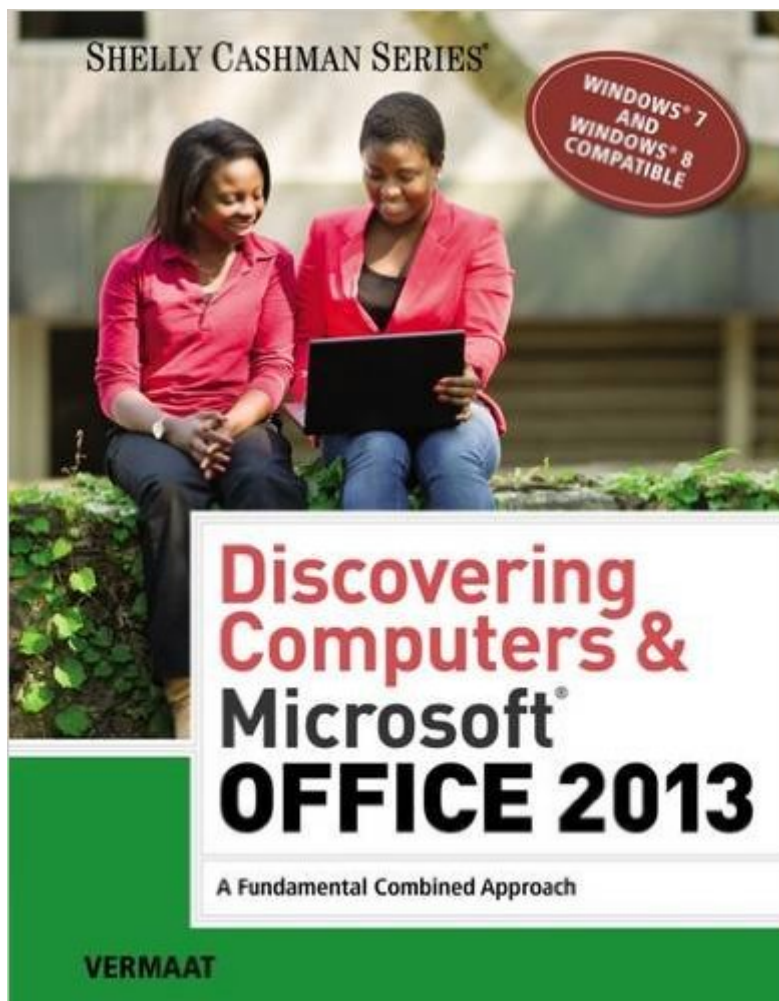# Discovering Computers & Microsoft Office 2013: A Fundamental Combined Approach (Shelly Cashman Series)

Synopsis

Combining computer concepts material from the best-selling Discovering Computers and step-by-step instruction on Office applications from Microsoft Office 2013, DISCOVERING COMPUTERS & MICROSOFT OFFICE 2013: A FUNDAMENTAL COMBINED APPROACH delivers the best of Shelly Cashman Series in one book for your Introduction to Computers course. For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. We're continuing our history of innovation by enhancing our proven pedagogy to engage students in more critical thought, personalization, and experimentation with Office 2013 software. In addition, computer concepts content has been fully updated and revised to reflect the evolving needs of Introductory Computing students, and focus solely on what they really need to know to be successful digital citizens in college and beyond. 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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Skills. Office 365 Essentials. Microsoft(R) Word 2013. 1. Creating, Formatting, and Editing a Word Document with a Picture. 2. Creating a Research Paper with References and Sources. 3. Creating a Business Letter with a Letterhead and Table. Microsoft(R) PowerPoint(R) 2013. 1. Creating and Editing a Presentation with Pictures. 2. Enhancing a Presentation with Pictures, Shapes, and WordArt. 3. Reusing a Presentation and Adding Media and Animation. Microsoft(R) Excel(R) 2013. 1. Creating a Worksheet and a Chart. 2. Formulas, Functions, and Formatting. 3. Working with Large Worksheets, Charting, and What-If Analysis. Microsoft(R) Access(c) 2013. 1. Databases and Database Objects: An Introduction. 2. Querying a Database. Glossdex. Quick Reference. Important Notes for Windows 7 Users.

Misty E. Vermaat has more than 25 years of experience in the field of computer and information technology. In addition to consulting in the field, she was an Associate Professor at Purdue University Calumet, teaching or developing Microsoft Office, computer concepts, database management, systems analysis and design, and programming courses. Since 1990, Ms. Vermaat has led the development of the Shelly Cashman Series and has written or co-authored numerous Series textbooks, including many editions of DISCOVERING COMPUTERS, DISCOVERING COMPUTERS FUNDAMENTALS, and Microsoft Word books.

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