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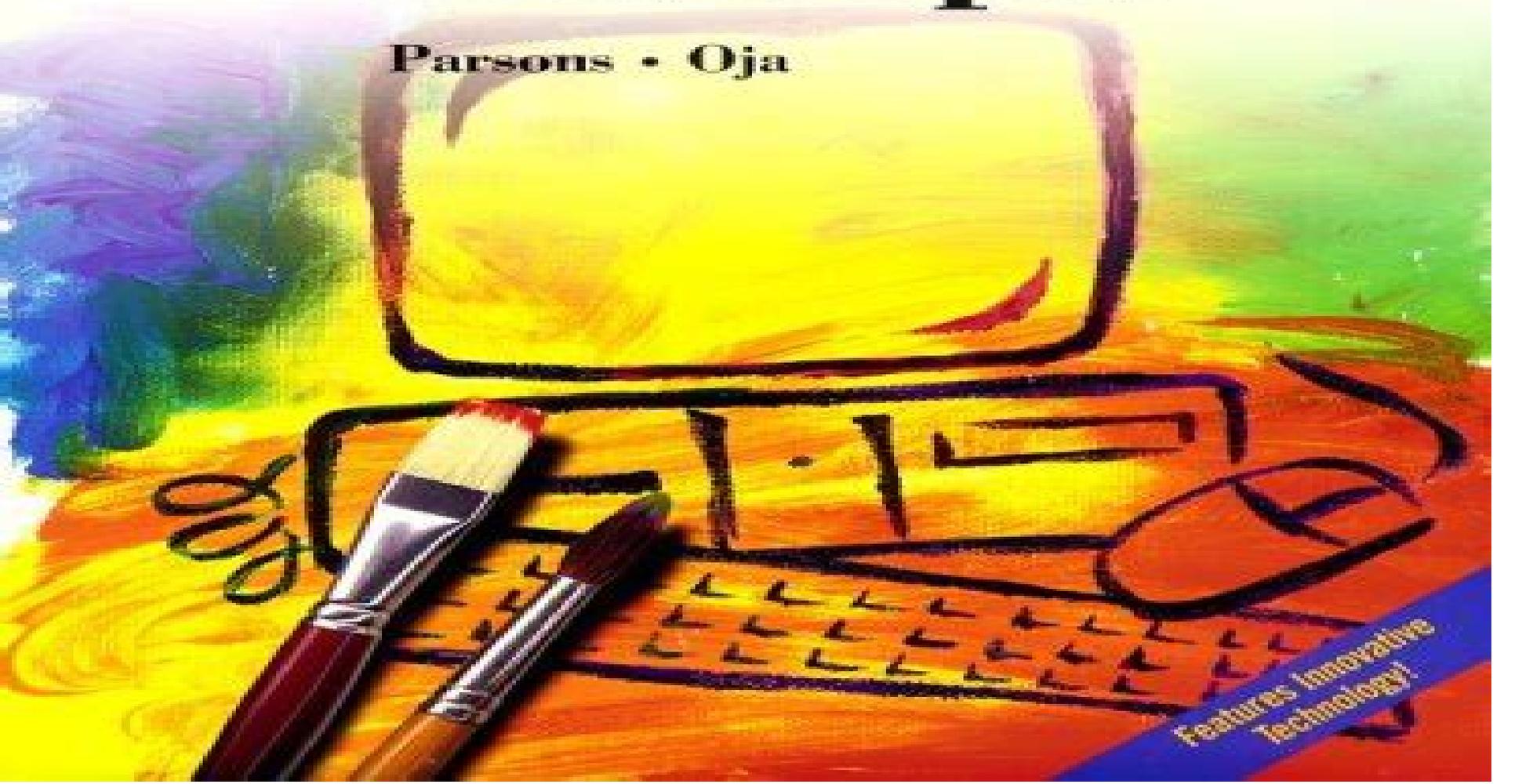# Computer Concepts

Parsons • Oja

Computer Concepts Illustrated Complete

June Jamrich Parsons,Dan Oja,David W. Beskeen,Carol M. Cram,Jennifer Duffy

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<u>Standard Edition</u> Rachel Biheller-Bunin,1996-09-01 **Computer Concepts and Microsoft Office 2013** June Jamrich Parsons,Dan Oja,David W. Beskeen,Carol M. Cram,Jennifer Duffy,2013-07-24 Everything you need for your Introduction to Computing course COMPUTER CONCEPTS AND MICROSOFT OFFICE 2013 ILLUSTRATED delivers the most up to date computer concepts and Microsoft Office 2013 skills in an accessible easy to follow format The Illustrated Series has been praised by instructors for its concise focused approach and user friendly layout which engages both computer rookies and hot shots in mastering application skills and computer concepts quickly and efficiently Thanks to the Illustrated Series hallmark 2 page layout each task is presented in a single view enabling students to work through an entire process without turning a page New Learning Outcomes outline the skills covered in each lesson and larger full color screens represent exactly what students should see on their own computers With COMPUTER CONCEPTS AND MICROSOFT OFFICE 2013 ILLUSTRATED everything your students need is at their fingertips *Computer Concepts* June J. Parsons,Dan Oja,1997-04-01

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Table of Contents Computer Concepts Illustrated Complete

1. Understanding the eBook Computer Concepts Illustrated Complete
   - The Rise of Digital Reading Computer Concepts Illustrated Complete
   - Advantages of eBooks Over Traditional Books
2. Identifying Computer Concepts Illustrated Complete
   - 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 Computer Concepts Illustrated Complete
   - User-Friendly Interface
4. Exploring eBook Recommendations from Computer Concepts Illustrated Complete
   - Personalized Recommendations
   - Computer Concepts Illustrated Complete User Reviews and Ratings
   - Computer Concepts Illustrated Complete and Bestseller Lists

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