

GO!

with Microsoft®

Office 2013

Volume 2



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Go With Microsoft Office 2013 Volume 2

Barbara Obermeier, Ted Padova



Go With Microsoft Office 2013 Volume 2:

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GO! with Microsoft Office 2013 Volume 2 Shelley Gaskin, Carol L. Martin, Nancy Graviett, Suzanne Marks, Debra Geoghan, 2013-10-11 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 GO with Office 2013 is the right solution for students in today's fast moving mobile environment The GO Series content focuses on the real world job skills students need to succeed in the workforce They learn Office by working step by step through practical job related projects that put the core functionality of Office in context And as has always been true of the GO Series students learn the important concepts when they need them and they never get lost in instruction because the GO Series uses Microsoft procedural syntax Students learn how and learn why at the teachable moment After completing the instructional projects students are ready to apply the skills in a wide variety of progressively challenging projects that require them to solve problems think critically and create projects on their own And for those who want to go beyond the classroom and become certified GO provides clear MOS preparation guidelines so students know what is needed to ace the Core exam Teaching and Learning Experience This program will provide a better teaching and learning experience for educators and 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 Engage Students with a Project Based Approach GO's project based approach teaches students to solve real problems as they practice and learn the features Motivate Learning with Clear Instruction Based on professor and student feedback this text has been designed to offer clear instruction for full student comprehension Note You are purchasing a standalone product

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Search Engine Optimization All-in-One For Dummies Bruce Clay, 2015-09-21 The most comprehensive coverage of search engine optimization In Search Engine Optimization All in One For Dummies 3rd Edition Bruce Clay whose search engine consultancy predates Google shares everything you need to know about SEO In minibooks that cover the entire topic you ll discover how search engines work how to apply effective keyword strategies ways to use SEO to position yourself competitively the latest on international SEO practices and more If SEO makes your head spin this no nonsense guide makes it easier You ll get the lowdown on how to use search engine optimization to improve the quality and volume of traffic on your website via search engine results Cutting through technical jargon it gets you up to speed quickly on how to use SEO to get your website in the top of the rankings target different kinds of searches and win more industry specific vertical search engine results Includes new and updated material featuring the latest on Bing Google instant search image search and much more Covers SEO and optimizing servers for SEO Provides

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