



Exploring: Microsoft Word 2013, Introductory (Exploring for Office 2013)

MaryAnne Poatsy, Robert T. Grauer, Lynn Hogan

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This book covers introductory Word.

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.

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