The O'Leary Series: Microsoft Office Access 2013, Introductory

Linda O'Leary, Timothy O'Leary

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The O'Leary Series: Microsoft Office Access 2013, Introductory Linda O'Leary, Timothy O'Leary Timothy and Linda O'Leary **Microsoft Office 2013: A Case Approach**
Making Office Relevant

Timothy and Linda O'Leary and the Computer Information Technology Team at McGraw-Hill Higher Education offer your students a fully integrated learning program with time-tested quality and reliability. **Office 2013: A Case Approach** offers a running case study throughout the text to help students understand the material in a consistent, relevant environment. Through the theme &#8220Making Office Relevant," this text helps students understand why they need this course and skills.

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.
The O'Leary Series correlates with SIMnet Online, McGraw-Hill&#39s online training and assessment program for Microsoft Office skills and basic computer concepts. Projects, however, are 1:1 within the SIMgrader component and allow students to practice their skills live in the Office application to receive immediate feedback via autograding. This integration with SIMnet helps meet the diverse needs of students and accommodate individual learning styles.

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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