



# Computer Concepts and Microsoft Office 2013: Illustrated

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

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**Computer Concepts and Microsoft Office 2013: Illustrated** By June Jamrich Parsons, Dan Oja, David W. Beskeen, Carol M. Cram, Jennifer Duffy **Bibliography**

- Sales Rank: #394024 in Books
- Brand: Brand: Cengage Learning
- Published on: 2013-07-23
- Original language: English
- Number of items: 1
- Dimensions: 1.20" h x 8.40" w x 10.20" l, .0 pounds
- Binding: Spiral-bound
- 816 pages

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### **Review**

"I like the very user-friendly approach and layout of the Illustrated book, as well as the pedagogy - the review skills and concepts. The students are reading and using the extra tips and information in the margins, which is a surprise to me because with the previous book I used they were overwhelmed by too much information. This 'hits it'."

"My custom Illustrated books cover the material well. My students tell me that they are written in a way they can understand. The books give excellent material but leaves the instructor room for innovative projects. The exercises are great learning tools. When the students tell me they are reading the text, I know we have made a good choice."

"Very user-friendly for students. Good graphics and activities. Provides the concepts in a way students understand."

### **About the Author**

June Parsons purchased her first computer, an Apple II+, in 1981 and quickly became fluent in BASIC, dBASE II, Lotus 123, WordStar, and a variety of accounting programs. The next year she opened a successful small computer retail store with Dan Oja that also offered software instruction to children and adults. Dr. Parsons taught at the university level for more than 20 years. She holds a doctorate in Educational Technology and was certified by the ICCP in 1995. Dr. Parsons began writing and creating educational software for Course Technology in 1992. She contributed to the Windows for Business and Illustrated Series and developed the New Perspectives, e-Course, and Practical series. She works via the Internet with a team of highly skilled media specialists and desktop publishers located in various states and provinces.

An esteemed professional and respected author, Dan Oja, along with June Parsons, purchased an Apple II+ in 1981 and quickly became fluent in BASIC, dBASE II, Lotus 123, WordStar, and a variety of accounting programs. The next year, he and Dr. Parsons opened a successful small computer retail store that offered software instruction to children and adults. With Dr. Parsons, Mr. Oja began writing and creating educational software for Course Technology in 1992. Together, they contributed to the leading success of the Windows for Business and Illustrated Series. They also developed the New Perspectives, e-Course, and Practical series. Today, Mr. Oja's and Dr. Parson's team of highly skilled media specialists and desktop publishers located in various states and provinces work together via the Internet to deliver exceptional texts.

David W. Beskeen has authored or co-authored numerous computer books since 1992, including more than 25 titles for Course Technology. He has guided readers in mastering PowerPoint, Word, Excel, Internet Explorer, Outlook, Windows, Livemotion, and other leading proprietary software packages. An expert in applied technology, Mr. Beskeen has a variety of teaching and consulting experience in today's computer technology.

Carol M. Cram is the author of more than 35 textbooks on computer applications, business communications, and Internet-related subjects. Ms. Cram was also a long-time faculty member at Capilano College in North Vancouver, where she served as the Convenor of the Executive Support Program, the Program Consultant for Business and Computers in Continuing Education, and an instructor of business and computer-related courses.

Jennifer Duffy is a freelance author who lives and works in New Hampshire. She has been writing leading texts for Course Technology for more than ten years and has authored previous editions of MICROSOFT WORD ILLUSTRATED for the popular Office series. Ms. Duffy has worked successfully in the business world as a writer, editor, and public relations liaison. She combines her strong business knowledge and expertise in Word with exceptional writing skills that ensure the clarity of this and each of her other books.

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