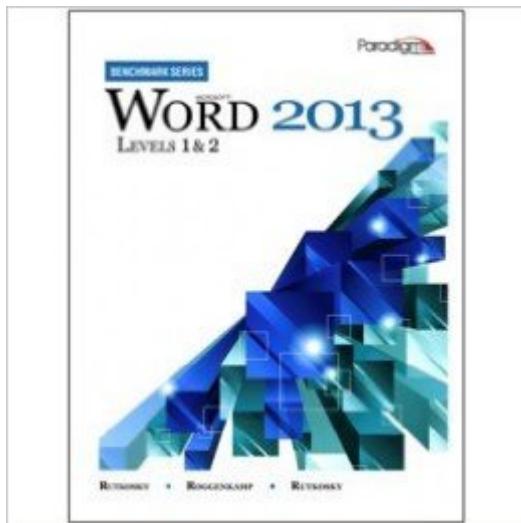


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# Microsoft Word 2013: Levels 1 And 2: Text With Data Files (Benchmark Series)



## **Synopsis**

With Paradigm's new Benchmark Series: Microsoft Word 2013 Levels 1 and 2, students build mastery skill level in the Word 2013 application. Its project-based approach creates a realistic context for learning practical skills. Key Features\* A graduated, three-level approach to mastering Microsoft Office 2013 applications.\* Teaches key skills for using Windows 8 and Internet Explorer 10.\* Mentoring instructional style guides students step-by-step in creating letters, reports, research papers, brochures, newsletters, and other documents.\* Case study assessments at chapter and unit levels test students' abilities to solve problems independently.

## **Book Information**

Series: Benchmark Series

Spiral-bound: 752 pages

Publisher: EMC Paradigm,US (July 30, 2013)

Language: English

ISBN-10: 0763853860

ISBN-13: 978-0763853860

Product Dimensions: 8.5 x 1.3 x 11 inches

Shipping Weight: 3.2 pounds

Average Customer Review: 4.2 out of 5 starsÂ  See all reviewsÂ (26 customer reviews)

Best Sellers Rank: #120,360 in Books (See Top 100 in Books) #36 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Word #38 inÂ Books > Computers & Technology > Software > Word Processing

## **Customer Reviews**

I ordered a new copy of this book (Microsoft Word 2013: Levels 1 and 2: Text with Data Files) on July 27, 2016 and received it eight days later on August 04, 2016. It did come with the Data Files CD and was shrink wrapped as advertised. I haven't started class yet, so I haven't actually used it, but it is exactly what is on my required book list. Thank you.

Keep in mind that the publisher has a website and has offered the student files free. Try [www.paradigmcollege.net/BenchmarkWord13](http://www.paradigmcollege.net/BenchmarkWord13) for example of a M/S Word text. Good luck!

This item was purchased as used. I was concerned that the review would not be accurate. It was completely as described. Not one mark on it, CD was unopened and it was in excellent condition.

Arrived as promised with paid 2 day shipping. I am very pleased and would order from them again.

my book didnt come with the cd. so it was a waste for me because i could not even do my homework

The book is on OK condition, unfortunately the CD that was included, and that contains the materials for all of the projects was not the correct CD. I was lucky that my teacher had an extra one for me to use.

I have spent one year on this book and I found so many things that can help me with my computer skills, I really recommend this book to every one , who work in a office or any student that needs to make school projects .

Well I supposed I ought to start reading reviews before I buy stuff online, because if I had I would've realized the negative reviews stating that this book didn't come with the necessary CD that has all the data files for the book assignments, and I wouldn't be having to try and find just the CD so I can do my homework.. Thanks. Not thanks,

Everything I need just for my class. Brand spanking new. Only thing I didn't like was how long it took to get the book shipped to me. That was a little ridiculous. Thank God my Professor posted the first three chapters of this book online, or I would have had a few late assignments.

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