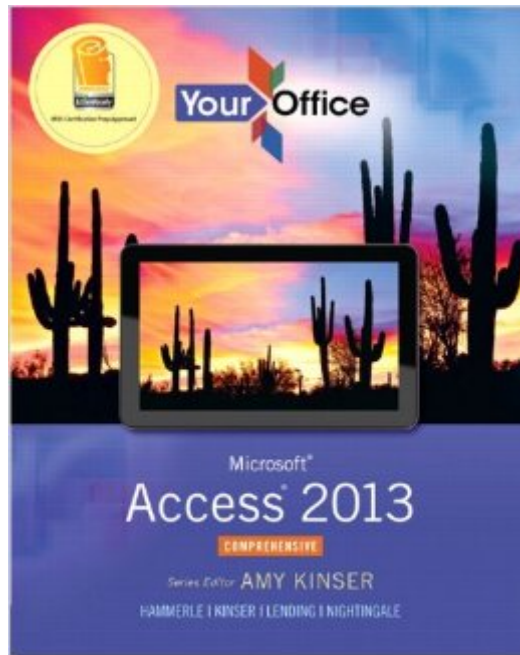


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# Your Office: Microsoft Access 2013, Comprehensive (Your Office For Office 2013)



## Synopsis

This book offers full, comprehensive coverage of Access. Ideal for business courses. Make Microsoft Office, Your Office The Your Office series prepares you to use both technical and soft skills in the real world. Our modern approach weaves the technical content into realistic business scenarios and focuses on using Office as a decision-making tool. Students learn best by doing, so you will be active from page 1. There is plenty of guidance at first, but the case exercises will ask more from you as the book progresses. Innovative features help you progress from a basic understanding to mastery of each application, empowering you to perform with confidence in Windows 8, Word, Excel, Access, and PowerPoint, even on mobile devices. No matter what career path youâ™re on, the Your Office series will give you the foundation to succeed.

## Book Information

Series: Your Office for Office 2013

Spiral-bound: 800 pages

Publisher: Pearson; 1 edition (June 28, 2013)

Language: English

ISBN-10: 0133143031

ISBN-13: 978-0133143034

Product Dimensions: 9.6 x 1.5 x 10.9 inches

Shipping Weight: 3.4 pounds (View shipping rates and policies)

Average Customer Review: 5.0 out of 5 starsÂ Â See all reviewsÂ (1 customer review)

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## Customer Reviews

The is a great book detailed simple and practical like you are in the class working thing out I highly recommend

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