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By Misty E. Vermaat

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Editorial Review

Review

Office 2013 and Windows 8: Essential Concepts and Skills. Office 365 Essentials. 1. Creating, Formatting, and Editing a Word Document with a Picture. 2. Creating a Research Paper with References and Sources. 3. Creating a Business Letter with a Letterhead and Table. 4. Creating a Document with a Title Page, Lists, Tables, and a Watermark. 5. Using a Template to Create a Resume and Sharing a Finished Document. 6. Generating Form Letters, Mailing Labels, and a Directory. 7. Creating a Newsletter with a Pull-Quote and Graphics. Appendix A: APA Research Paper - Chapter 2 Supplement. Index. Quick Reference. Important Notes for Windows 7 Users.

About the Author

Misty E. Vermaat has more than 25 years of experience in the field of computer and information technology. In addition to consulting in the field, she was an Associate Professor at Purdue University Calumet, teaching or developing Microsoft Office, computer concepts, database management, systems analysis and design, and programming courses. Since 1990, Ms. Vermaat has led the development of the Shelly Cashman Series and has written or co-authored numerous Series textbooks, including many editions of DISCOVERING COMPUTERS, DISCOVERING COMPUTERS FUNDAMENTALS, and Microsoft Word books.

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