Microsoft Word 2013 (Marquee Series)

By Nita Rutkosky, Denise Seguin, Audrey Rutkosky Roggenkamp, Ian Rutkosky

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Marquee Series: Microsoft Word 2013 offers a highly visual, hands-on approach to learning Microsoft Word. Ideal for 1 or 2 credit courses, this text facilitates self-paced, accelerated, and traditional learning formats. Key Features* Step-by-step, project-based instruction in two- and four-page activities with screen visuals help students meet learning objectives quickly.* Four progressive levels of case-based assessment, including the popular Marquee Challenge, ensure software mastery at the introductory level.* Model answers of in-section projects are shown in text.* Includes activities on preparing MLA research papers.* Individual Challenge activity connects students' lives and interests to project goals.

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- Rank: #1019012 in Books
- Published on: 2014-05-30
- Number of items: 1
- Dimensions: 10.98" h x 8.50" w x .0" l, .0 pounds
- Binding: Paperback
- 232 pages

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Editorial Review

About the Author
Nita Rutkosky began teaching business education courses at Pierce College in Puyallup, Washington, in 1978. Since then she has taught a variety of software applications to students in postsecondary Information Technology certificate and degree programs. In addition to this title, she has co-authored the Marquee Series 2013, 2010, 2007, and 2003, Signature Series 2013, 2010, 2007, and 2003, Using Computers in the Medical Office: Microsoft Word, Excel, and PowerPoint 2010, 2007 and 2003, and Computer and Internet Essentials: Preparing for IC3. She has also authored textbooks on keyboarding, WordPerfect, desktop publishing, and voice recognition for Paradigm Publishing. Denise Seguin has been teaching at Fanshawe College in London, Ontario since 1986. She has taught a variety of software applications to adult learners in Continuing Education courses and learners in postsecondary Information Technology diploma programs. In addition to this textbook, Ms. Seguin has authored and co-authored many computer application textbooks for Paradigm Publishing, Inc. Audrey Roggenkamp has been teaching courses in the Business Information Technology department at Pierce College in Puyallup, including keyboarding, skill building, and Microsoft Office programs. In addition to this textbook, Ms. Roggenkamp has authored and co-authored many computer application textbooks for Paradigm Publishing including Marquee Series 2013, 2010, 2007, and 2003, Signature Series 2013, 2010, 2007, and 2003, Using Computers in the Medical Office: Microsoft Word, Excel, and PowerPoint 2010, 2007 and 2003, and Computer and Internet Essentials: Preparing for IC3. Ian Rutkosky teaches Business Technology courses at Pierce College in Puyallup. In addition to this textbook, he has co-authored many Computer and Internet Essentials: Preparing for IC3, Marquee Series: Microsoft Office 2013, and Using Computers in the Medical Office: Microsoft Word, Excel, and PowerPoint 2010. He is also a co-author and consultant for Paradigm's SNAP training and assessment software.

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