

Microsoft Word 2013 Introductory By Misty E Vermaat

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Shelly Cashman Microsoft Office 2016 Misty E Vermaat 2016-03-04

Microsoft® Office 2013 Misty Vermaat 2013-06-03 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series® books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series® continues to deliver the most effective educational materials for you and your students.

Misty of Chincoteague Marguerite Henry 2012-12-11 Nobody could capture the Phantom. She was the wildest mare on Assateague Island. They said she was like the wind, that the white "map" on her shoulders was her mark of freedom. Paul and Maureen Beebe had their hearts set on owning her. They were itching to buy and tame her, and worked hard to earn the money that she would cost. But the roundup men had tried to capture her and for two years she had escaped them.... Pony Penning Day holds a surprise for everyone, for Paul not only brings in the Phantom, but her newborn colt as well. Can Paul and Maureen possibly earn enough to buy them both?

Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory Misty E. Vermaat 2016-02-19 Discover how to maximize the advantages that the latest version of Microsoft Office offers with MICROSOFT OFFICE 365 & OFFICE 2016: INTRODUCTORY. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions. MICROSOFT OFFICE 365 & OFFICE 2016: INTRODUCTORY continues the Series' strong history of innovation with an enhanced learning approach to address the varied learning styles of today's readers. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of Microsoft Office 2016 through experimentation, critical thought, and personalization. This new edition promises to engage, improve retention, and prepare readers for success with Microsoft Office 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Microsoft Office 365 Office 2016

Shelly Cashman Series Microsoft Office 365 & Office 2016: Advanced Steven M. Freund 2018-06-18 Discover how to utilize the most advanced features within the latest version of Microsoft Office with Shelly Cashman Series MICROSOFT OFFICE 365 & OFFICE 2016: ADVANCED. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions. Shelly Cashman Series MICROSOFT OFFICE 365 & OFFICE 2016: ADVANCED continues the Series' strong history of innovation with an enhanced learning approach designed to address the varied learning styles of today's readers. A trademark step-by-step, screen-by-screen approach helps readers expand their understanding of higher-level Microsoft Office 2016 skills through experimentation, critical thought, and personalization. This new edition promises to capture and hold readers' attention, improve retention, and prepare readers for success in working with the most advanced aspects of Microsoft Office 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Word 2013: Introductory Misty E. Vermaat 2013-06-12 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT WORD 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of MICROSOFT WORD 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Review Pack for Microsoft Office 2013 Misty E. Vermaat 2013-07-10 CD containing all Microsoft Office 2013 student data files.

Microsoft Office 2013: Advanced Misty E. Vermaat 2013-09-04 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Life in Motion Misty Copeland 2014-03-04 Profiles the life and career of the professional ballerina, covering from when she began dance classes at age thirteen in an after-school community center through becoming the only African American soloist dancing with the American Ballet Theatre.

Discovering Computers ©2018: Digital Technology, Data, and Devices Misty E. Vermaat 2017-03-14 Learn to maximize the use of mobile devices, make the most of online tools for collaboration and communication, and fully utilize the web and cloud with the latest edition of DISCOVERING COMPUTERS 2018. Clearly see how technology skills can assist in both gaining employment and advancing a career. This edition highlights web development, how to create a strong web presence, and take full advantage of the latest Windows 10. Content addresses today's most timely issues with coverage of contemporary technology developments and interesting in-text discussions. The authors provide helpful suggestions within a proven learning structure and offer meaning practice to reinforce skills. Self-assessments open each module and equip readers to focus study efforts and master more skills in less time. DISCOVERING COMPUTERS presents the key content needed for success using an approach that ensures understanding. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Enhanced Discovering Computers & Microsoft Office 2013: A Combined Fundamental Approach Misty E. Vermaat 2015-03-09 Combining computer concepts material from the best-selling Discovering Computers and step-by-step instruction on Office applications from Microsoft Office 2013, ENHANCED DISCOVERING COMPUTERS & MICROSOFT OFFICE 2013: A COMBINED FUNDAMENTAL APPROACH delivers the best of Shelly Cashman Series in one book for your Introduction to Computers course. For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. We're continuing our history of innovation by enhancing our proven pedagogy to engage you in more critical thought, personalization, and experimentation with Office 2013 software. In addition, computer concepts content has been fully updated and revised to reflect the evolving needs of Introductory Computing students, and focus solely on what you really need to know to be a successful digital citizen in college and beyond. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Office 2010: Introductory Gary B. Shelly 2010-08-05 Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2010, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In Microsoft Office 2010: Introductory you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the Office 2010 software through experimentation, exploration, and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Enhanced Microsoft Office 2013 Misty E. Vermaat 2015-04-15 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students.

Microsoft Office 2013: Post Advanced Misty E. Vermaat 2014-01-13 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In MICROSOFT OFFICE 2013: POST ADVANCED you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Video DVD for Vermaat's Microsoft Office 2013: Introductory Cengage Learning 2013-09-11 The Video Companion allows students the opportunity to reinforce Microsoft Office 2013 skills with multi-media videos. These videos offer an audio-visual presentation of the skills in the text and further reinforce what is taught in the book.

GO! with Microsoft Word 2016 Comprehensive Shelley Gaskin 2016-03-18 Teach the course YOU want in LESS TIME! In today's fast-moving, mobile environment, the GO! with Office 2016 series focuses on the job skills needed to succeed in the workforce. With job-related projects that put Microsoft Office® into context, students learn the how and why at the moment they need to know, all in the appropriate Microsoft procedural syntax. For Office 2016, the hallmark guided-practice to skill-mastery pathway is better than ever. Students have many opportunities to work live in Microsoft office to apply the skills they've learned. In addition, instructional projects are now available as grader projects in MyITLab, so students can work live in Office while receiving auto-graded feedback. These high-fidelity simulations match the text and provide an effective pathway for learning, practicing, and assessing their abilities. After completing the instructional projects, students can apply their skills with a variety of progressively challenging projects that require them to solve problems, think critically, and create on their own. New GO! Collaborate with Google projects allow students to apply their skills to a new environment that is already popular in many workplaces. Integrated Microsoft Office Specialist (MOS) objectives make GO! your one resource for learning Office, gaining critical productivity skills, and prepare for MOS certification. Also available with MyITLab MyITLab ® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, to engage students and improve results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, so students learn more quickly and effectively, and build the critical skills needed for college and career success. Digital badges allow students to showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

Microsoft Office 2013: Brief Misty E. Vermaat 2013-05-29 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Word 2013: Complete Misty E. Vermaat 2013-08-21 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT WORD 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of MICROSOFT WORD 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Series Microsoft® Office 365 and Office 2019 Introductory, Loose-Leaf Version Course Technology 2019-03-15

The Curse of Misty Wayfair Jaime Jo Wright 2019-01-22 Left at an orphanage as a child, Thea Reed vowed to find her mother someday. Now grown, her search takes her to Pleasant Valley, Wisconsin, in 1908. When clues lead her to a mental asylum, Thea uses her experience as a post-mortem photographer to gain access and assist groundskeeper Simeon Coyle in photographing the patients and uncovering the secrets within. However, she never expected her personal quest would reawaken the legend of Misty Wayfair, a murdered woman who allegedly haunts the area and whose appearance portends death. A century later, Heidi Lane receives a troubling letter from her mother--who is battling dementia--compelling her to travel to Pleasant Valley for answers to her own questions of identity. When she catches sight of a ghostly woman who haunts the asylum ruins in the woods, the long-standing story of Misty Wayfair

returns--and with it, Heidi's fear for her own life. As two women across time seek answers about their identities and heritage, can they overcome the threat of the mysterious curse that has them inextricably intertwined?

Microsoft Office 2013: Essential Misty E. Vermaat 2013-05-29 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Series Gary B. Shelly 19??

Microsoft Office 2013: Introductory Misty E. Vermaat 2013-05-28 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Enhanced Microsoft Office 2013: Introductory Misty E. Vermaat 2015-03-10 Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students In Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition you'll find exciting videos, which correlate to the Table of Contents and mirror the step-by-step pedagogy of the Microsoft Office 2013 text to reinforce the skills taught in each chapter. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Quantum Computation and Quantum Information Michael A. Nielsen 2010-12-09 One of the most cited books in physics of all time, Quantum Computation and Quantum Information remains the best textbook in this exciting field of science. This 10th anniversary edition includes an introduction from the authors setting the work in context. This comprehensive textbook describes such remarkable effects as fast quantum algorithms, quantum teleportation, quantum cryptography and quantum error-correction. Quantum mechanics and computer science are introduced before moving on to describe what a quantum computer is, how it can be used to solve problems faster than 'classical' computers and its real-world implementation. It concludes with an in-depth treatment of quantum information. Containing a wealth of figures and exercises, this well-known textbook is ideal for courses on the subject, and will interest beginning graduate students and researchers in physics, computer science, mathematics, and electrical engineering.

Enhanced Discovering Computers & Microsoft Office 2013: A Combined Fundamental Approach Misty E. Vermaat 2015-03-09 Combining computer concepts material from the best-selling Discovering Computers and step-by-step instruction on Office applications from Microsoft Office 2013, ENHANCED DISCOVERING COMPUTERS & MICROSOFT OFFICE 2013: A COMBINED FUNDAMENTAL APPROACH delivers the best of Shelly Cashman Series in one book for your Introduction to Computers course. For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. We're continuing our history of innovation by enhancing our proven pedagogy to engage you in more critical thought, personalization, and experimentation with Office 2013 software. In addition, computer concepts content has been fully updated and revised to reflect the evolving needs of Introductory Computing students, and focus solely on what you really need to know to be a successful digital citizen in college and beyond. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Discovering Computers ©2016 Misty E. Vermaat 2015-02-17 The popular DISCOVERING COMPUTERS is now revised, based on customer feedback, to reflect the evolving needs of today's Introductory Technology students. This exciting new edition maintains proven hallmarks that ensure students know what they need to be successful digital citizens in college and beyond. This edition offers the latest coverage of today's digital world with an emphasis on enterprise computing, ethics, Internet search skills, mobile computing, various operating systems, browsers and security. Critical thinking and problem-solving exercises throughout the text reinforce key skills, while end-of-chapter activities provide hands-on practice. DISCOVERING COMPUTERS provides the content your students need, presented in a way that ensures their success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Series Microsoft® Office 365 and Office 2019 Introductory, Loose-Leaf Version Course Technology 2019-03-15

Microsoft Office 2010 David W. Beskeen 2010-08-05 Loved by instructors for its visual and flexible way to build computer skills, the Illustrated Series is ideal for teaching Microsoft Office 2010 to both computer rookies and hotshots. Each two-page spread focuses on a single skill, making information easy to follow and absorb. Large, full-color illustrations represent how the students' screen should look. Concise text introduces the basic principles of the lesson and integrates a case study for further application.

The Presentation of Self in Everyday Life Erving Goffman 2021-09-29 A notable contribution to our understanding of ourselves. This book explores the realm of human behavior in social situations and the way that we appear to others. Dr. Goffman uses the metaphor of theatrical performance as a framework. Each person in everyday social intercourse presents himself and his activity to others, attempts to guide and control the impressions they form of him, and employs certain techniques in order to sustain his performance, just as an actor presents a character to an audience. The discussions of these social techniques offered here are based upon detailed research and observation of social customs in many regions.

Enhanced Microsoft Word 2013: Comprehensive Misty E. Vermaat 2015-04-08 Readers discover the latest advantages that Microsoft Word has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT WORD 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of Word through experimentation, critical thought, and personalization. ENHANCED MICROSOFT WORD 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Z for Zachariah Robert C. O'Brien 2021-06-01 In this post-apocalyptic novel from Newbery Medal-winning author Robert C. O'Brien, a teen girl struggling to survive in the wake of unimaginable disaster comes across another survivor. Ann Burden is sixteen years old and completely alone. The world as she once knew it is gone, ravaged by a nuclear war that has taken everyone from her. For the past year, she has lived in a remote valley with no evidence of any other survivors. But the smoke from a distant campfire shatters Ann's solitude. Someone else is still alive and making his way toward the valley. Who is this man? What does he want? Can he be trusted? Both excited and terrified, Ann soon realizes there may be worse things than being the last person on Earth.

Microsoft Office 2013: Introductory Misty E. Vermaat 2013-05-28 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Enhanced Microsoft Office 2013: Introductory Misty E. Vermaat 2015-03-10 Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students In Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition you'll find exciting videos, which correlate to the Table of Contents and mirror the step-by-step pedagogy of the Microsoft Office 2013 text to reinforce the skills taught in each chapter. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Feminine Mystique Betty Friedan 2001-09-17 Released for the first time in paperback, this landmark social and political volume on feminism is credited with being responsible for raising awareness, liberating both sexes, and triggering major advances in the feminist movement. Reprint.

Microsoft Office 2013: Advanced Misty E. Vermaat 2013-09-04 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Series Microsoft Office 365 & Office 2016: Intermediate Steven M. Freund 2016-05-13 Discover how to best utilize the latest version of Microsoft Office with Shelly Cashman Series MICROSOFT OFFICE 365 & OFFICE 2016: INTERMEDIATE. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions. Shelly Cashman Series MICROSOFT OFFICE 365 & OFFICE 2016: INTERMEDIATE continues the Series' strong history of innovation with an enhanced learning approach designed to address the varied learning styles of today's readers. A trademark step-by-step, screen-by-screen approach helps readers expand their understanding of Microsoft Office 2016 through experimentation, critical thought, and personalization. This new edition promises to capture and hold readers' attention, improve retention, and prepare readers for success in working with Microsoft Office 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Word 2013: Introductory Misty E. Vermaat 2013-06-12 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT WORD 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of MICROSOFT WORD 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

A Fine Balance Rohinton Mistry 2010-10-29 A Fine Balance, Rohinton Mistry's stunning internationally acclaimed bestseller, is set in mid-1970s India. It tells the story of four unlikely people whose lives come together during a time of political turmoil soon after the government declares a "State of Internal Emergency." Through days of bleakness and hope, their circumstances - and their fates - become inextricably linked in ways no one could have foreseen. Mistry's prose is alive with enduring images and a cast of unforgettable characters. Written with compassion, humour, and insight, A Fine Balance is a vivid, richly textured, and powerful novel written by one of the most gifted writers of our time.