



Jump Right In: Essential Computer Skills Using Microsoft Office 2013 (2nd Edition)

Jean Andrews, Jill West, Joy Dark

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Intended primarily for courses in Computer Concepts and Office Applications, this text also provides practical content to current and aspiring industry professionals.

A computer literacy approach designed for the needs of today's readers!

Jump Right In!, by best-selling author and expert teacher, Jean Andrews, combines proven and innovative educational research with cutting edge technology. The content, design, and approach compel readers to engage proactively in learning essential computer skills and applications including Office 2013 and Windows 8 (or Windows 7). The teach-yourself approach of *Jump Right In!* provides multiple learning paths based on the needs of different types of learners.

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