



Microsoft Office Outlook 2013 Complete: In Practice

Randy Nordell, Michael-Brian Ogawa

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Randy Nordell **Microsoft® Office Outlook 2013: In Practice**

Topic, Instruction, Practice!

McGraw-Hill's **Microsoft® Office Outlook 2013: In Practice** offers a fresh, new approach to teaching today's students Microsoft® Office skills by clearly introducing skills in a logical sequence: 1) **Topic** 2) **Instruction** and 3) **Practice**. Nordell's **T.I.P.s approach builds a foundation for success by helping students practice what they learn, and provides transferable skills that allow students to grasp critical thinking beyond the textbook assignment.**

In Practice seamlessly integrates with SIMnet Online, McGraw-Hill's online learning and assessment solution, which has 1:1 content to help students practice and master computing concepts and Microsoft® Office skills. **In Practice** projects in SIMgrader allow students to practice their skills in a live Office application. Students receive immediate feedback upon completion of these auto-graded projects. The integration of **In Practice** with SIMnet helps to meet the diverse needs of students and accommodate individual learning styles.

Additional textbook resources can be found on the text's Online Learning Center:

www.mhhe.com/office2013inpractice. For more information on Nordell; **Microsoft® Office 2013: In Practice** and SIMnet Online for Office 2013, please visit www.simnetkeepitsimple.com or contact your McGraw-Hill representative.

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