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EMC Paradigm,US, United States, 2014. Paperback. Condition: New. Language: N/A. Brand New Book. Paradigm s Signature Series: Advanced Microsoft Word 2013: Desktop Publishing text offers comprehensive instruction and practice with illustrated, step-by-step instructions in advanced Word 2013 techniques. This text provides opportunities for students to use critical thinking, decision making, creativity, and collaborative learning as they plan, design, and evaluate a variety of business and personal publication formats.Comprehensive exercises with illustrated, step-by-step instructions allow students to grasp techniques easily.Full-size replicas of the completed documents for in-chapter exercises help students visualize the expected results.Design concepts such as focus, balance, directional flow, contrast, proportion, and consistency are reinforced throughout.Unit assessments reinforce writing and problem-solving skills within the context of Word documents.Group projects promote collaborative problem-solving and critical thinking.Plus, instruction on creating web pages, PowerPoint presentations, and Publisher documents included.



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