



## **GO! with Microsoft Office 2013 Volume 2**

*Shelley Gaskin, Carol L. Martin, Nancy Graviett, Suzanne Marks, Debra Geoghan*

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**GO! with Office 2013** is the right solution for students in today's fast-moving, mobile environment. The *GO!* Series content focuses on the real-world job skills students need to succeed in the workforce. They learn Office by working step-by-step through practical job-related projects that put the core functionality of Office in context. And, as has always been true of the *GO!* Series, students learn the important concepts when they need them, and they never get lost in instruction, because the *GO!* Series uses Microsoft procedural syntax. Students learn how and learn why—at the teachable moment.

After completing the instructional projects, students are ready to apply the skills in a wide variety of progressively challenging projects that require them to solve problems, think critically, and create projects on their own. And, for those who want to go beyond the classroom and become certified, *GO!* provides clear MOS preparation guidelines so students know what is needed to ace the Core exam!

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