



Signature Series: Advanced Microsoft Word 2013: Desktop Publishing

Joanne Alford, Joanne Marschke Arford

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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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