



NEW PERSPECTIVES

FIRST COURSE

Microsoft[®] Office 2013

Windows[®] 7 and
Windows[®] 8
Compatible

New Perspectives on Microsoft Office 2013, First Course

Advisory Board Members and Textbook Reviewers

We are extremely grateful to the *New Perspectives on Microsoft Office 2013* advisory board members and textbook reviewers listed below, and would like to take this opportunity to acknowledge them for their contributions in the development of this text. Their timely reviews, informed feedback, and excellent suggestions were tremendously valuable and helped us to produce an outstanding text that will meet the needs of all our New Perspectives instructors and students. Our sincere thanks to all!

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"Today's students have grown up multitasking, using technology, and relying on the search tools available to them. Therefore, we as instructors need to change the way we teach, and the New Perspectives Series addresses these new techniques. Students are engaged in their learning as multiple methods to learn are made available. They are given real scenarios so they can relate to how the software can be used. The clear step-by-step tutorials are reliable, and students are able to understand the material in a consistent, relevant manner. I've always said to my students, 'Don't be a button pusher. Be sure to make sense of what you are about to do before you push that button.' This book ensures that students use their critical thinking skills as they complete the tutorial and review assignments, as well as their decision-making skills while completing the updated case scenarios and the new troubleshoot case problems. The Problem Solving, Insight, Reference, Tip, and Decision Making boxes give opportunities to the student who wants to learn more. Finally, SAM projects and trainings reinforce the book material and provide alternate methods of learning through observe, practice, and apply modes. As the learning needs of the student have changed, so has the New Perspectives Series."

—Deborah Franklin,
Bryant & Stratton College

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First Course**

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Preface

The New Perspectives Series' critical-thinking, problem-solving approach is the ideal way to prepare students to transcend point-and-click skills and take advantage of all that Microsoft Office 2013 has to offer.

In developing the New Perspectives Series, our goal was to create books that give students the software concepts and practical skills they need to succeed beyond the classroom. We've updated our proven case-based pedagogy with more practical content to make learning skills more meaningful to students.

With the New Perspectives Series, students understand *why* they are learning *what* they are learning, and are fully prepared to apply their skills to real-life situations.

"This comprehensive and well-written text provides students with a thorough understanding of Microsoft Office, using real-world, relevant examples. This text works well in both a face-to-face and online environment."

—Diane Kosharek
Madison Area Technical
College

About This Book

This book provides thorough coverage of Microsoft Office 2013, and includes the following:

- Detailed, hands-on instruction of Microsoft Word, Excel, Access, and PowerPoint, as well as integration among the four applications
- Coverage of essential computer concepts, Windows 8 basics, file management, and Internet Explorer
- Exploration of exciting new features in Microsoft Office 2013, including Read Mode and the enhanced DESIGN tab in Word, Flash Fill and the Quick Analysis tool in Excel, the updated Backstage view in Access, and theme variants and the improved Presenter view in PowerPoint
- Introduction to cloud computing

New for this edition!

- Each tutorial has been updated with new case scenarios throughout, which provide a rich and realistic context for students to apply the concepts and skills presented.
- A new Troubleshoot type of Case Problem, in which certain steps of the exercise require students to identify and correct errors—which are intentionally placed in the files students work with—promotes problem solving and critical thinking.
- The new Capstone Projects appendix provides eight comprehensive projects, two for each application (Word, Excel, Access, and PowerPoint), that cover the major skills and concepts presented in the text, giving instructors more opportunities for assessing how well their students can apply what they have learned to new situations.

System Requirements

This book assumes a typical installation of Microsoft Office 2013 and Microsoft Windows 8. (You can also complete the material in this text using another version of Windows 8, or using Windows 7. You may see only minor differences in how some windows look.) The browser used for any steps that require a browser is Internet Explorer 10.

www.cengage.com/series/newperspectives

“The clear step-by-step instructions, real-world data files, and helpful figures make New Perspectives texts excellent for courses taught in the classroom, the hybrid/blended format, or entirely online.”

—Sylvia Amito’elau
Coastline Community
College

The New Perspectives Approach

Context

Each tutorial begins with a problem presented in a “real-world” case that is meaningful to students. The case sets the scene to help students understand what they will do in the tutorial.

Hands-on Approach

Each tutorial is divided into manageable sessions that combine reading and hands-on, step-by-step work. Colorful screenshots help guide students through the steps. **Trouble?** tips anticipate common mistakes or problems to help students stay on track and continue with the tutorial.

VISUAL OVERVIEW

Visual Overviews

Each session begins with a Visual Overview, a two-page spread that includes colorful, enlarged screenshots with numerous callouts and key term definitions, giving students a comprehensive preview of the topics covered in the session, as well as a handy study guide.

PROSKILLS

ProSkills Boxes and Exercises

ProSkills boxes provide guidance for how to use the software in real-world, professional situations, and related ProSkills exercises integrate the technology skills students learn with one or more of the following soft skills: decision making, problem solving, teamwork, verbal communication, and written communication.

KEY STEP

Key Steps

Important steps are highlighted in yellow with attached margin notes to help students pay close attention to completing the steps correctly and avoid time-consuming rework.

INSIGHT

InSight Boxes

InSight boxes offer expert advice and best practices to help students achieve a deeper understanding of the concepts behind the software features and skills.

TIP

Margin Tips

Margin Tips provide helpful hints and shortcuts for more efficient use of the software. The Tips appear in the margin at key points throughout each tutorial, giving students extra information when and where they need it.

REVIEW

Assessment

Retention is a key component to learning. At the end of each session, a series of Quick Check questions helps students test their understanding of the material before moving on. Engaging end-of-tutorial Review Assignments and Case Problems have always been a hallmark feature of the New Perspectives Series. Colorful bars and headings identify the type of exercise, making it easy to understand both the goal and level of challenge a particular assignment holds.

APPLY

REFERENCE

Reference

Within each tutorial, Reference boxes appear before a set of steps to provide a succinct summary and preview of how to perform a task. In addition, a complete Task Reference at the back of the book provides quick access to information on how to carry out common tasks. Finally, each book includes a combination Glossary/Index to promote easy reference of material.

TASK REFERENCE

GLOSSARY/INDEX

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Our Complete System of Instruction

BRIEF

INTRODUCTORY

COMPREHENSIVE

Coverage To Meet Your Needs

Whether you're looking for just a small amount of coverage or enough to fill a semester-long class, we can provide you with a textbook that meets your needs.

- Brief books typically cover the essential skills in just 2 to 4 tutorials.
- Introductory books build and expand on those skills and contain an average of 5 to 8 tutorials.
- Comprehensive books are great for a full-semester class, and contain 9 to 12+ tutorials.

So if the book you're holding does not provide the right amount of coverage for you, there's probably another offering available. Go to our Web site or contact your Cengage Learning sales representative to find out what else we offer.

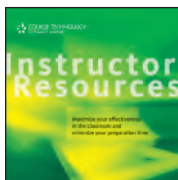
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Ken Baldauf, host of CourseCasts, is a faculty member of the Florida State University Computer Science Department where he is responsible for teaching technology classes to thousands of FSU students each year. Ken is an expert in the latest technology trends; he gathers and sorts through the most pertinent news and information for CourseCasts so your students can spend their time enjoying technology, rather than trying to figure it out. Open or close your lecture with a discussion based on the latest CourseCast.

Visit us at <http://coursecasts.course.com> to learn on the go!



Instructor Resources

We offer more than just a book. We have all the tools you need to enhance your lectures, check students' work, and generate exams in a new, easier-to-use and completely revised package. This book's Instructor's Manual, ExamView testbank, PowerPoint presentations, data files, solution files, figure files, and a sample syllabus are all available on a single CD-ROM or for downloading at <http://www.cengage.com>.



SAM: Skills Assessment Manager

Get your students workplace-ready with SAM, the premier proficiency-based assessment and training solution for Microsoft Office! SAM's active, hands-on environment helps students master computer skills and concepts that are essential to academic and career success.

Skill-based assessments, interactive trainings, business-centric projects, and comprehensive remediation engage students in mastering the latest Microsoft Office programs on their own, allowing instructors to spend class time teaching. SAM's efficient course setup and robust grading features provide faculty with consistency across sections. Fully interactive MindTap Readers integrate market-leading Cengage Learning content with SAM, creating a comprehensive online student learning environment.

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Acknowledgments

The entire New Perspectives team would like to extend its sincere thanks to the New Perspectives Office 2013 advisory board members and textbook reviewers listed below. We are extremely grateful to all of them for their contributions in the development of this text. Their valuable insights and excellent feedback helped us to shape this text, ensuring that it will meet the needs of instructors and students both in the classroom and beyond. Thank you all!

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GLOSSARY/INDEX REF 1

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Essential Computer Concepts

Learning About the Components of Computer Systems

OBJECTIVES

- Compare the types of computers
- Describe the components of a computer system
- Learn how data is represented to a computer
- Learn how data is transmitted
- Learn about processing hardware
- Understand memory and storage
- Describe peripheral devices and understand how to connect them
- Learn about the hardware and software used to establish a network connection
- Explain how Internet access, email, and the World Wide Web affect the use of computers
- Describe potential security threats to computers and protection methods
- Discuss the types of system software and their functions
- Identify popular application software
- Learn about cloud computing

Case | *The Farmer's Wife*

Ten years ago, Elizabeth and Scott MacDonald started The Farmer's Wife, a fruit and vegetable stand in Oquossoc, Maine. Their business quickly grew to include flowers, gourmet foods, home-baked goods, wines, and seasonal items, including holiday decorations. Elizabeth and Scott have spent so much time building their business that they haven't had time to research and purchase an updated computer system. They need to buy a computer soon because several of their suppliers are switching to all-electronic ordering systems. Also, customers who visit the area in the summer have begun asking if The Farmer's Wife has a website from which they could order. Elizabeth and Scott ask you to research and recommend a computer system that fits their needs. They want a system that will grow with their business, but they have a limited budget to start (approximately \$1500). They ask you to help them decide what to buy.

In this tutorial, you will learn about computers and their components. You will learn how data is represented, processed, and stored. You will examine input and output devices, how information is transmitted between computers, and ways to secure that information. Finally, you will learn about system and application software, and cloud computing.

STARTING DATA FILES

There are no starting Data Files needed for this tutorial.

Microsoft product screenshots used with permission from Microsoft Corporation.

ECC 1

Visual Overview:

The monitor, keyboard, and mouse are **peripheral devices**, which are hardware components that are not part of the CPU or motherboard.

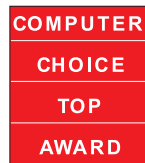
The motherboard, CPU, hard disk, and cards that expand the capabilities of the motherboard are inside the tower in a desktop computer or in the monitor in an all-in-one computer.

Output is the results of the computer processing input. The **monitor** is the device that displays the output from a computer.

Input is data or instructions you type into the computer. The **keyboard** is the most frequently used input device.

Pointing devices control the **pointer**, which is a small arrow or other symbol displayed on the monitor that you use to select commands and manipulate text or graphics. The most popular pointing device for a desktop computer is a **mouse**.

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