

# preface

How well do you know Microsoft Office? Many students can follow specific step-by-step directions to re-create a document, spreadsheet, presentation, or database, but do they truly understand the skills it takes to create these on their own? Just as simply following a recipe does not make you a professional chef, re-creating a project step by step does not make you an Office expert.

The purpose of this book is to teach you the skills to master Microsoft Office 2013 in a straightforward and easy-to-follow manner. But *Microsoft® Office 2013: A Skills Approach* goes beyond the *how* and equips you with a deeper understanding of the *what* and the *why*. Too many times books have little value beyond the classroom. The *Skills Approach* series has been designed to be not only a complete textbook but also a reference tool for you to use as you move beyond academics and into the workplace.

## WHAT'S NEW IN THIS EDITION

This edition of the *Skills Approach* text includes a Let Me Try exercise and student data file for each skill. These exercises are the same as the simulated Let Me Try exercises in SIMnet 2013. We included the student data files to give students the opportunity to explore the skill in the live application in addition to practicing it in a simulated environment (SIMnet).

The Let Me Try exercises are not intended as a running project or case study. Each Let Me Try data file is independent of the others, so the skills may be taught in any order.

## ABOUT TRIAD INTERACTIVE

Triad Interactive specializes in online education and training products. Our flagship program is SIMnet—a simulated Microsoft Office learning and assessment application developed for the McGraw-Hill Companies. Triad has been writing, programming, and managing the SIMnet system since 1999.

Triad is also actively involved in online health education and in research projects to assess the usefulness of technology for helping high-risk populations make decisions about managing their cancer risk and treatment.