

preface

What We're About

We wrote *Microsoft Office 2013: In Practice* to meet the diverse needs of both students and instructors. Our approach focuses on presenting Office topics in a logical and structured manner, teaching concepts in a way that reinforces learning with practice projects that are transferrable, relevant, and engaging. Our pedagogy and content are based on the following beliefs.

Students Need to Learn and Practice Transferable Skills

Students must be able to transfer the concepts and skills learned in the text to a variety of projects, not simply follow steps in a textbook. Our material goes beyond the instruction of many texts. In our content, students practice the concepts in a variety of current and relevant projects *and* are able to transfer skills and concepts learned to different projects in the real world. To further increase the transferability of skills learned, this text is integrated with SIMnet so students also practice skills and complete projects in an online environment.

Your Curriculum Drives the Content

The curriculum in the classroom should drive the content of the text, not the other way around. This book is designed to allow instructors and students to cover all the material they need to in order to meet the curriculum requirements of their courses no matter how the courses are structured. *Microsoft Office 2013: In Practice* teaches the marketable skills that are key to student success. McGraw-Hill's Custom Publishing site, **Create**, can further tailor the content material to meet the unique educational needs of any school.

Integrated with Technology

Our text provides a fresh and new approach to an Office applications course. Topics integrate seamlessly with SIMnet with 1:1 content to help students practice and master concepts and skills using SIMnet's interactive learning philosophy. Projects in SIMnet allow students to practice their skills and receive immediate feedback. This integration with SIMnet meets the diverse needs of students and accommodates individual learning styles. Additional textbook resources found on the text's Online Learning Center (www.mhhe.com/office2013inpractice) integrate with the learning management systems that are widely used in many online and onsite courses.

Reference Text

In addition to providing students with an abundance of real-life examples and practice projects, we designed this text to be used as a Microsoft Office 2013 reference source. The core material, uncluttered with exercises, focuses on real-world use and application. Our text provides clear step-by-step instructions on how readers can apply the various features available in Microsoft Office in a variety of contexts. At the same time, users have access to a variety of both online (SIMnet) and textbook practice projects to reinforce skills and concepts.