



# Office 2013 Digital Classroom

*Walter Holland, AGI Creative Team*

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**This complete training package makes learning the new Office 2013 even easier!**

Featuring both a video training DVD and a full-color book, this training package is like having your own personal instructor guiding you through each lesson of learning Office 2013, all while you work at your own pace. The self-paced lessons allow you to discover the new features and capabilities of the new Office suite.

Each lesson includes step-by-step instructions and lesson files, and provides valuable video tutorials that complement what you're learning and clearly demonstrate how to do tasks. This essential training package takes you well beyond the basics in a series of short, easy-to-absorb lessons.

- Takes you from the basics through intermediate level topics and helps you find the information you need in a clear, approachable manner
- Walks you through numerous lessons, each consisting of easy-to-follow, step-by-step instructions in full color that make each task less intimidating
- Covers exciting new features of Office 2013 applications: Word, Excel, PowerPoint, Outlook, and Publisher
- Features a companion DVD that includes lesson files and video tutorials for a complete training experience
- Shares additional resources available on companion website: [www.digitalclassroombooks.com](http://www.digitalclassroombooks.com)

This all-in-one, value-packed combo teaches you all you need to know to get confidently up and running with the new Office 2013 suite!

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