Exploring Microsoft Office 2013, Volume 1 (Exploring for Office 2013)

By Mary Anne Poatsy, Keith Mulbery, Cynthia Krebs, Lynn Hogan, Amy Rutledge, Eric Cameron

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This book covers introductory Word, Excel, Access, and PowerPoint, with an additional Windows 8 chapter.

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Editorial Review

About the Author
"Marianne Fox"--Series editor and coauthor of essentials "Excel 2002 Level 1, Level 2," and "Level 3." Marianne Fox is an Indiana CPA with B.S. and M.B.A. degrees in Accounting from Indiana University. For more than 20 years, she has enjoyed teaching full-time--initially in Indiana University's School of Business; since 1988 in the College of Business Administration at Butler University. As the co-owner of an Indiana-based consulting firm, Marianne has extensive experience consulting and training in the corporate and continuing education environments. Since 1984, she has coauthored more than 35 computer-related books; and has given presentations on accounting, computer applications, and instructional development topics at a variety of seminars and conferences.

"Lawrence C. Metzelaar"--Series editor and coauthor of "essentials Excel 2002 Level 1, Level 2," and "Level 3." Lawrence C. Metzelaar earned a B.S. in Business Administration and Computer Science from the University of Maryland, and an Ed.M. and C.A.G.S. in Human Problem Solving from Boston University. Lawrence has more than 30 years of experience with military and corporate mainframe and microcomputer systems. He has taught computer science and Management Information Systems (MIS) courses at the University of Hawaii, Control Data Institute, Indiana University, and Purdue University; currently, he is a full-time faculty member in the College of Business Administration at Butler University. As the co-owner of an Indiana-based consulting firm, he has extensive experience consulting and training in the corporate and continuing education environments. Since 1984, he has co-authored more than 35 computer-related books; andhas given presentations on computer applications and instructional development topics at a variety of seminars and conferences.

"Linda Bird"--Author of "essentials PowerPoint"(R) and "Level 2." Linda Bird specializes in corporate training and support through her company, Software Solutions. She has successfully trained users representing more than 75 businesses, including several Fortune 500 companies. She custom designs many of her training materials. Her clients include Appalachian Electric Power Co., Goodyear, Pillsbury, Rockwell, and Shell Chemical. Her background also includes teaching at Averett College and overseeing computer training for a business training organization.

Using her training experience as a springboard, Linda has written numerous books on PowerPoint, Word, Excel, Access, and Windows. Additionally, she has written more than 20 instructor's manuals and contributed to books on a variety of desktop application programs. She has also penned more than 150 magazine articles, as well as monthly how-to columns on PowerPoint and Excel for "Smart Computing" magazine.

Linda, a graduate of the University of Wisconsin, lives near the Great Smoky Mountains in Tennessee with her husband, Lonnie, and daughters, Rebecca and Sarah. Besides authoring books, Linda home-educates her daughters. If she's not writing, you can probably find her trekking around the mountains (or horseback riding) with her family.

"Keith Mulbery"--Author of "essentials Word 2002 Level 1, Level 2," and "Level 3." Keith Mulbery is an associate professor in the Information Systems Department at Utah Valley State College, where he teaches computer applications courses and assists with curriculumdevelopment. Keith received his B.S. and M.Ed.

(majoring in Business Education) from Southwestern Oklahoma State University. Keith has written several Word and WordPerfect textbooks. His previous book, "MOUS essentials Word 2000," received the Utah Valley State College Board of Trustees Award of Excellence in January 2001. In addition, he was the developmental editor of "essentials Word 2000 intermediate" and "essentials Word 2000 advanced." Keith also conducts hands-on computer application workshops at the local, state, and national levels, including at the National Business Education Association convention.

"Dawn Parrish Wood"--Author of "essentials Access 2002 Level 1, Level 2," and "Level 3." Dawn Parrish Wood is an independent contractor, and provides software training through her own business, Software Support. She teaches customized courses to local businesses and individuals in order to upgrade employee skills and knowledge of computers. Dawn has written materials for these specialized courses for her own use. She also provides software consultation to local businesses. Previously, she was the computer coordinator/lead instructor for the Business & Industry Services division at Valdosta Technical Institute in Valdosta, Georgia. The majority of the coursework she taught was in continuing education. Prior to teaching, she worked as a technical support representative and technical writer for a software firm. She lives in Valdosta, Georgia, with her husband, Kenneth, and their two daughters, Micaela (4 1/2 years) and Kendra (2 1/2 years). Both girls have been her superlative students, learning more on the computer every day.

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