



## Microsoft® Office 2013: In Practice (Simnet Code not included)

By Randy Nordell, Pat Graves, Kari Wood, Annette Easton

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**Microsoft® Office 2013: In Practice** offers a fresh, new approach to teaching today's students Microsoft® Office skills by clearly introducing skills in a logical sequence: 1) **Topic** 2) **Instruction** and 3) **Practice**. Nordell's *T.I.P.s* approach builds a foundation for success by helping students practice what they learn, and provides transferable skills that allow students to grasp critical thinking beyond the textbook assignment.

**In Practice** seamlessly integrates with SIMnet Online, McGraw-Hill's online learning and assessment solution, which has 1:1 content to help students practice and master computing concepts and Microsoft® Office skills. **In Practice** projects in SIMgrader allow students to practice their skills in a live Office application. Students receive immediate feedback upon completion of these auto-graded projects. The integration of **In Practice** with SIMnet helps to meet the diverse needs of students and accommodate individual learning styles.

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### About the Author

Kari Wood, Ph.D. is a Professor of Business at Bemidji State University in Bemidji, Minnesota. She has been an educator for over 12 years at the university level and conducted industry software training prior to her professorship. She holds a bachelor's degree in Business Management from Bemidji State University, a master's degree in Business Administration from Minnesota State University, Moorhead, and a doctorate in Organizational Management, with an emphasis in Information Technology from Capella University, in Minneapolis, Minnesota. Kari is a Microsoft Certified Trainer (MCT). She holds Quality Matters (QM) certification as a peer reviewer for online course design and is also a Certified Computer Examiner (CCE). When she is not teaching, Kari enjoys spending time with her family, playing tennis, lifting, running, reading, and watching movies.

Pat Graves is a Professor Emeritus at Eastern Illinois University in Charleston, Illinois. She began her career as a high school teacher. After receiving her doctorate in Education from Memphis State University (now the University of Memphis), she taught in the Eastern Illinois University School of Business for 20 years. Pat has been an author of PowerPoint textbooks for McGraw-Hill Higher Education since 2002 and has authored textbooks about Microsoft Office 2003, 2007, 2010 and 2013. When not writing, she travels, spends time with family and friends, enjoys the music city of Nashville, and appreciates the peacefulness of the Tennessee mountains.

Annette Easton, Ph.D. is an Associate Professor of Management Information Systems at San Diego State University. She has been an educator for over 20 years at the university level and has served as a school board trustee for eight years. She holds a bachelor's degree in Business Administration from California State University, Fresno, and a doctorate in Management Information Systems from the University of Arizona. Annette has published articles on information technology education, electronic meeting systems, and integrating new technologies into the information systems curriculum. She co-authored *Cases for Modern Systems Development* and she presents regularly at conferences. When not teaching, she enjoys spending time with her family, travelling, and cooking.

Randy Nordell is a Professor of Business Technology at American River College in Sacramento, California. He has been an educator for over 20 years and has taught at the high school, community college, and university levels. He holds a bachelor's degree in Business Administration from California State University, Stanislaus, a single subject teaching credential from Fresno State University, a master's degree in Education from Fresno Pacific University, and a doctorate in Education from Argosy University. Randy is the author of *Microsoft Office 2013: In Practice* and *Microsoft Outlook 2010*, and he speaks regularly at conferences on the integration of technology into the curriculum. When he is not teaching, he enjoys spending time with his family, cycling, skiing, swimming, and enjoying the California weather and terrain.

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