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[2013 Illustrated Pdf Pdf \(PDF\) Page 5](#)

[Acknowledgments Page 8](#)

[About the Author Page 8](#)

[Disclaimer Page 8](#)

[1. Promise Basics Page 9](#)

[The Promise Lifecycle Page 17](#)

[Creating New \(Unsettled\) Promises Page 21](#)

[Creating Settled Promises Page 24](#)

[Summary Page 27](#)

[2. Chaining Promises Page 28](#)

[Catching Errors Page 30](#)

[Using finally\(\) in Promise Chains Page 34](#)

[Returning Values in Promise Chains Page 35](#)

[Returning Promises in Promise Chains Page 42](#)

[Summary Page 43](#)

[3. Working with Multiple Promises Page 43](#)

[The Promise.all\(\) Method Page 51](#)

[The Promise.allSettled\(\) Method Page 57](#)

[The Promise.any\(\) Method Page 61](#)

[The Promise.race\(\) Method Page 65](#)

[Summary Page 67](#)

[4. Async Functions and Await Expressions Page 67](#)

[Defining Async Functions Page 69](#)

[What Makes Async Functions Different Page 81](#)

[Summary Page 83](#)

[5. Unhandled Rejection Tracking Page 83](#)

[Detecting Unhandled Rejections Page 85](#)

[Web Browser Unhandled Rejection Tracking Page 90](#)

[Node.js Unhandled Rejection Tracking Page 94](#)

[Summary Page 95](#)

[Final Thoughts Page 96](#)

[Download the Extras Page 96](#)

[Support the Author Page 96](#)

[Help and Support Page 97](#)

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Carol Cram 2014-02-26
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Misty E. Vermaat 2015-03-09
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introduced computer skills to millions of students. We're continuing our history of innovation by enhancing our proven pedagogy to engage you in more critical thought, personalization, and experimentation with Office 2013 software. In addition, computer concepts content has been fully updated and revised to reflect the evolving needs of Introductory Computing students, and focus solely on what you really need to know to be a successful digital citizen in college and beyond. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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Your Office Amy Kinser 2013 This is a one-chapter book that is designed to be packaged with an Office or computer concepts textbook. It is also suitable for individuals who would like to master Microsoft Office 2013.

COMPUTER CONCEPTS & MICROSOFT OFFICE 2013 - SNAPTUTORIALS CD. 2020

Microsoft Office 2013: Advanced (hardcover, Spiral-Bound) Misty E. Vermaat 2013-09-17

"Windows 7 and Windows 8 compatible"--Cover.

Computer Concepts and Microsoft Office 2013

June Jamrich Parsons 2013-07-24 Everything you need for your Introduction to Computing course!

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fingerprints.

Computer Concepts and Microsoft® Office 2010

June Parsons 2012-04

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International Edition provides the computer

concepts and Microsoft® Office 2010 skills

perfect for an Introduction to Computing course. With

content available in one book, everything you

need to know is easily accessible. The

application skills are in the same user-

friendly two-page spread as found in the

Microsoft® Office 2010 Illustrated

Introductory, First

Course and the concepts topics are pulled from

the Computer Concepts Illustrated Brief 9th

edition textbook providing the most up-

to-date information for the course.

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David W. Beskeen
2015-02-27 Engage both computer rookies and hot shots in mastering Microsoft Office 2013 applications quickly and efficiently with the acclaimed Illustrated Series' newest book: ENHANCED MICROSOFT OFFICE 2013: ILLUSTRATED INTRODUCTORY, FIRST COURSE. Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series incorporates a hallmark two-page layout that allows readers to see an entire task in one view. Skills are accessible and easy-to-follow with new Learning Outcomes that outline the skills covered in each lesson and larger full-color screen images that reflect exactly what readers should see on the computer screen.

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Each unit begins with a brief overview of the principles of the lesson and introduces a case study for further application. The Enhanced Edition includes a new Student Success Guide that not only helps students prepare for success in their class, but also guides them through the use of OneNote to facilitate that. The Enhanced Edition also features new and updated appendixes that offer a variety of opportunities to explore cloud computing and other developing applications in more depth. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Illustrated Computer Concepts and Microsoft Office 365 & Office 2016

June Jamrich Parsons
2016-02-25

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can master the computer concepts and Microsoft Office 2016 skills perfect for success in the classroom or workforce with the latest ILLUSTRATED COMPUTER CONCEPTS AND MICROSOFT OFFICE 365 & OFFICE 2016. This all-in-one book makes it simple to become proficient in both today's computer concepts and the MS Office skills most needed for professional success. Key application skills are clearly demonstrated using the user-friendly two-page spread found throughout this and all books in the popular Illustrated Microsoft Office 2016 Series. Today's most up-to-date technology developments and concepts are clarified using the distinctive step-by-step approach and material from COMPUTER CONCEPTS

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edition highlights updated Office 365 content with a new module that addresses Productivity Apps. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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Approach Misty E. Vermaat 2013-07-22
Combining computer concepts material from the best-selling Discovering Computers and step-by-step instruction on Office applications from Microsoft Office 2013, DISCOVERING COMPUTERS & MICROSOFT OFFICE 2013: A FUNDAMENTAL COMBINED APPROACH delivers the best of Shelly Cashman Series in one book for your Introduction to Computers course. For the past three decades from

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the Shelly Cashman Series has effectively introduced computer skills to millions of students. We're continuing our history of innovation by enhancing our proven pedagogy to engage students in more critical thought, personalization, and experimentation with Office 2013 software. In addition, computer concepts content has been fully updated and revised to reflect the evolving needs of Introductory Computing students, and focus solely on what they really need to know to be successful digital citizens in college and beyond. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important

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Microsoft Office 2013: Illustrated Introductory, First Course, Spiral bound Version David W. Beskeen
2013-04-05 Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series engages both computer rookies and hot shots in mastering MICROSOFT OFFICE 2013 applications quickly and efficiently. Skills are accessible and easy-to-follow thanks to the Illustrated Series' hallmark 2-page layout, which allows students to
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Marjorie S. Hunt
2013-05-15 Praised by
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Enhanced Computer Concepts and Microsoft Office 2013 Illustrated

June Jamrich Parsons
2015-02-27 Present the computer concepts and Microsoft Office 2013 skills perfect for your Introduction to Computing course with the latest ENHANCED COMPUTER CONCEPTS AND MICROSOFT OFFICE 2013 ILLUSTRATED. This all-in-one book makes the computer concepts and skills your students need to know easily accessible. Key application skills are clearly demonstrated using the user-friendly

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Elizabeth Eisner Reding
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training environment for
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and confidence with a
variety of real-life
simulations, and SAM
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prepare you to use
Office applications in
likely real-world

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Denise Seguin 2014

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Jamrich Parsons

2013-08-09 All data

files and data file

grids necessary to

complete chapter

projects are

conveniently located on

this CD for students who

do not have reliable

internet access.

Microsoft Office 2013

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Parsons 2014-03-11

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TRY IT! will be shrink-

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PERSPECTIVES ON COMPUTER

CONCEPTS 2014. MICROSOFT

OFFICE 2013 TRY IT! will

provide coverage on

Microsoft Word, Excel,

Access, and PowerPoint

2013 and extensive end-

of chapter projects on

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key topics in each application. There are

also Capstone Projects for Word, Excel and

PowerPoint: Word: 10

projects, including 1

capstone; Excel: 8

projects, including 1

capstone; Access: 10

projects; PowerPoint: 9

projects, including 1

capstone.

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2016. This all-in-one

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concepts and skills your

students need to know

easily accessible. The

user-friendly two-page

spread found throughout

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Microsoft Office 2013/365 and Beyond

Theodor Richardson
2015-02-24 Microsoft Office 2013/365 and

Beyond is divided into
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five sections with 16 chapters that progressively introduce you to computer concepts from the moment you hit the power button all the way through to using a variety of productivity software applications available in Microsoft Office 2013 and Microsoft Office for Mac 2011. The focus of this text is to provide readers with the skills needed to discuss essential computer concepts, navigate and conduct basic tasks using an operating system, and develop files using basic productivity applications. The companion disc includes all of the files needed to complete the chapter exercises within the text. You will also find video tutorials, a repository of high-resolution images from the chapters, and samples of completed

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projects for comparison. Features: * Designed to address the Windows operating system and the 2013 Microsoft Office application suite * Integrates the use of both MacOS and OpenOffice into the text to describe the respective concepts in Windows and Microsoft Office (MS Outlook, Word, PowerPoint & Excel) * Includes a dynamic 4-color design with supplementary video tutorials to enhance the learning process * Discusses common computer applications, including Adobe Reader (for reading PDF files) and Microsoft OneNote for Windows (for managing files). Additional productivity

tools like OpenOffice.org are presented * Includes a comprehensive DVD with sample tutorial videos, project files from the text, figures, Excel functions and formulas, and MS Office shortcuts * Numerous instructor supplements and companion Web site available upon adoption *Microsoft Office and Beyond* Theodor Richardson 2014 **Enhanced Computer Concepts and Microsoft Office 2013 Illustrated** Parsons 2015 **DVD for Beskeen/Cram/Duffy/Friedrichsen's Computer Concepts Brief and Microsoft Office 2010 Illustrated Introductory** June Jamrich Parsons 2012-07-18