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*For use in the
Office Applications
course. This book
is also suitable for
students and
individuals seeking
an introduction to*

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*Microsoft Excel
2013. The primary
goal of the GO!
Series, aside from
teaching computer
applications, is
ease of
implementation,
with an approach
that is based on
clearly defined
projects. Teaching*

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results in helping students succeed, provides engaging experiences that personalize learning, and comes from a trusted partner with educational expertise and a deep commitment to helping students

and instructors achieve their goals. Engage Students with a Project-Based Approach: GO!'s project-based approach teaches students to solve real problems as they practice and learn the features.

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*Motivate Students
with Clear*

*Instruction: Based
on professor and
student feedback,
this text has been
designed to offer
clear instruction for
full student
comprehension.*

*Teach the Course
You Want in Less*

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series' one-of-a
kind instructional
system provides
you with everything
you need to
prepare for class,
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texts, particularly for instructors looking for more complex, real world cases for students to work through. Included are 15 total cases (6 Excel, 6 Access, and 3 integrated). Real world problem

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*solving for
business and
beyond The Your
Office series
prepares students
to use both
technical and soft
skills in the real
world. Hands-on
technical content is
woven into realistic
business scenarios*

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and focuses on using Microsoft Office® as a decision-making tool. The series features a unique running business scenario that connects all of the cases together and exposes students to using Office to

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solve problems relating to business areas like finance and accounting, production and operations, sales and marketing. Each chapter introduces a realistic business case for students

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to complete via hands-on steps that are easily identified in blue shaded boxes. Each blue box teaches a skill and comes complete with video and interactive support. Chapters are grouped into

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Business Units, which collectively illustrate a specific set of business concepts to achieve AACSB-related outcomes. Each Business Unit ends with a Capstone section, testing students' ability to apply

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concepts and skills beyond a single chapter. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask

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*For introductory
courses in*

Microsoft(R)

Office. Seamless

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digital instruction, practice, and assessment For over 17 years, instructors have relied upon the GO! series to teach Microsoft Office successfully. The series uses a project-based approach that

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clusters learning objectives around projects, rather than software features, so students can practice solving real business problems. Gaskin uses easy-to-follow Microsoft Procedural Syntax

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so students always know where to go on the ribbon; she combines this with a Teachable Moment approach that offers learners tips and instructions at the precise moment they're needed.

Updated to Office

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*365, GO! with
Microsoft(R) Office
365(R), 2019
Edition, Getting
Started adds tips
for Mac users,
revised
instructional
projects, and
improved coverage
of the what, why,
and how of skills*

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success. Through an authentic learning experience, students become sharp critical thinkers and proficient in Microsoft Office, developing essential skills employers seek.

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Overview

*Microsoft® Office
Skills on Demand!*

*Microsoft® Office
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Approach provides*

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a unique approach to learning Office Suite by isolating skills for customized learning. Authored by the platform developers of SIMnet, McGraw-Hill Education's online training and assessment

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*program, this
textbook has 1:1
content with
SIMnet activities
and content. As a
result, students
have access to
specific, isolated
skills which
promotes
customized
learning and*

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makes

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Approach the most
flexible book on
the market.*

*Additionally, the
approach uses
consolidated
instruction with
fewer steps to
explain each skill,*

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*resulting in agile
learning for today's
busy students!*

*Microsoft® Office
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Approach also
offers projects to
allow students to
practice their skills
and receive
immediate
feedback via auto-*

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diverse needs of
students and
accommodating
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styles.*

*Getting Started
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Exploring Microsoft

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why and how behind each skill. And because so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, anytime. Students go to college now with a different set of skills than they did years ago. With this in mind,

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the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know. Also available with MyITLab

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Getting Started is an
Introductory text that

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offers a chapter on core Office 2016 features, and then one chapter for each of the four primary applications that introduces students to the basic features of each. Using the scenario-based instructional projects students learn the basics and then apply them through

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mastery, problem-solving, and critical thinking projects. In today's fast-moving, mobile environment, the GO! with Office 2016 series focuses on the job skills needed to succeed in the workforce. With job-related projects that put Microsoft Office® into context, students learn the

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how and why at the moment they need to know, all in the appropriate Microsoft procedural syntax.

For Office 2016, the hallmark guided-practice to skill-mastery pathway is better than ever.

Students have many opportunities to work live in Microsoft office to apply the skills

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they've learned. In addition, these learning objectives are presented in project-based scenarios that prompt students to prove mastery in the context of real-world application. NOTE: This is the standalone book(spiral bound), if you want the book/access card

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Provides a practical,

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project-based book for students with a basic understanding of Microsoft Office. Using the integrated projects and capstones, students can master the true potential of Office 2016 by learning how to work with multiple applications together, as in a real-world business

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environment. Each chapter provides instruction in the A & B projects using multiple applications, followed by an objective quiz, 2 review projects, and 2 critical thinking projects that apply the objectives of the chapter. In addition, there are 7 capstones that will challenge

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students to demonstrate mastery of the applications. In today's fast-moving, mobile environment, the GO! with Office 2016 series focuses on the job skills needed to succeed in the workforce. With job-related projects that put Microsoft Office® into context, students learn the

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they've learned. In addition, these learning objectives are presented in project-based scenarios that prompt students to prove mastery in the context of real-world application. MyITLab for this text provides students and instructors with access to the eText,

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chapter quizzes, testbanks, and other instructor resources. It is widely agreed throughout the world that education and access to education are human rights. In order to accommodate the educational needs of people globally, technology will be required that supports

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inclusion and promotes equity for both learning processes and governance in educational institutions. In order to achieve this, technological resources must be designed to be accessible and usable for all individuals by implementing user-

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centered design
(UCD) and user
experience design
(UXD) processes.

UXD and UCD

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that explores thoughts
and experiences on
accessible and
equitable education
from perspectives on

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software as a tool to accomplish business goals, and coverage of the core Office skills needed in business.

The second edition includes several new features that reinforce the primary mission of the series, which is to illustrate how

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both personal and professional business objectives. Microsoft Office skills are essential for anyone working in a business environment. Whether you need Word skills for Marketing or Excel skills for Accounting, Microsoft Office 2007 In Business Core ensures

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series uses a project-based approach that clusters learning objectives around projects, rather than software features, so students can practice solving real business problems. Gaskin uses easy-to-follow Microsoft Procedural Syntax so students

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always know where to go on the ribbon; she combines this with a Teachable Moment approach that offers learners tips and instructions at the precise moment they're needed.

Updated to Office 365, GO! with Microsoft(R) Office 365(R), Word 2019

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Comprehensive adds tips for Mac users, revised instructional projects, and improved coverage of the what, why, and how of skills application. Also available with MyLab IT By combining trusted author content with digital tools and a flexible platform,

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**in Computer
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departments. A
basic
understanding of
algebraic
expressions and
laws, logic, basic
data structure,
OOP concepts,
and
programming**

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environments is implied. Written by well-known computer scientists, this introduction to database systems offers a comprehensive approach, focusing on database design,

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and
implementation
of database
applications and
database
management
systems. The
first half of the
book provides in-
depth coverage
of databases**

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from the point of view of the database designer, user, and application programmer. It covers the latest database standards SQL:1999, SQL/PSM, SQL/CLI, JDBC,

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with broader
coverage of SQL
than most other
texts. The
second half of
the book
provides in-depth
coverage of
databases from
the point of view
of the DBMS**

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implementor. It focuses on storage structures, query processing, and transaction management. The book covers the main techniques in these areas with broader

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**coverage of
query
optimization than
most other texts,
along with
advanced topics
including
multidimensional
and bitmap
indexes,
distributed
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techniques.
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instruction,
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over 17 years,**

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relied upon the
GO! series to
teach Microsoft
Office
successfully. The
series uses a
project-based
approach that
clusters learning
objectives
around projects,**

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rather than software features, so students can practice solving real business problems. Gaskin uses easy-to-follow Microsoft Procedural Syntax so students always

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**know where to
go on the ribbon;
she combines
this with a
Teachable
Moment
approach that
offers learners
tips and
instructions at
the precise
moment they're**

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Office 365(R),
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Introductory
adds tips for Mac
users, revised
instructional
projects, and
improved
coverage of the**

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for each student.**

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learning
experience,
students become
sharp critical
thinkers and**

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developing
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of how, when,

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collection helps

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**high-level
learning
outcomes by
engaging them in
the way they
learn best --
through hands-
on practice. A
dozen exercises
in each chapter
range from
multiple-choice**

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open-ended
projects. Revised
to reflect
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365, the 2019
edition is Mac
compatible and
adds new critical
thinking
assignments to
help students**

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experience and
improves results
for each student.
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Modules that
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success.**

**Through an
authentic
learning
experience,
students become
sharp critical**

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**thinkers and
proficient in
Microsoft Office,
developing
essential skills
employers seek.**

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Word, Excel,
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goal of the**

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outside of the
classroom,
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provides
learning tools
that students
can access
anywhere,
anytime.
Students go to
college now**

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**with a
different set
of skills than
they did years
ago. With this
in mind, the
Exploring
series seeks to
move students
beyond the
basics of the
software at a**

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without
sacrificing
coverage of
the
fundamental
skills that
everyone
needs to
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statistical,
etc.) reports,
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forms,
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challenges.
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efficient and
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grading saving
time for other
important
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as executives
and managers,
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ructors/trainer
s, program/pro
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and sales**

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success skills
students need
to succeed in
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students right
away by
focusing on
jobs and
incorporating
cloud
computing and
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**way. And, put
concepts into
action using a
unique,
integrated,
jobs-focused,
unit approach,
or take an IC3
approach to
help prepare
students to
take the IC3**

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why at the
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each skill. The Exploring series for Office 2010 also enables students to extend the learning beyond the classroom. Students go to college now

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different set
of skills than
they did five
years ago.
With this in
mind, the
Exploring
series seeks to
move students
beyond the
basics of the**

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**software at a
faster pace,
without
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coverage of
the
fundamental
skills that
everybody
needs to know
Exam 77-420
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Excel 2013

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solve problems
relating to
business areas
like finance
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introduces a

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illustrate a
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concepts to
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rather than
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features, so
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solving real
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And, because so

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cover the core
applications: Word,
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to an introductory
or advanced
applications course.
The projects for
this book are
manually graded

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and not included in MyITLab as Grader projects. "

Get ready to learn about today's digital world with Essential Introduction to Computers. This concise text provides a visually-engaging introduction to the

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most current information on computers and technology. Students will gain an understanding of the essential computer concepts they need to know to help them be successful in today's computing world. Important

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Exploring Microsoft

Office Excel 2016

Comprehensive

Database Systems

GO! with Computer

Concepts Getting

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Started

Skills for Success
with Microsoft

Office 2016

For Profit Higher
Education

GO! with

Microsoft

Office 2016

Discipline

***Specific: This
text allows***

instructors to

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***tailor learning
to specific
careers,
including
Culinary Arts, H
ealthcare, and
Administration
of Justice.
Each discipline
is covered
through
scenario-based
instructional***

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***projects using
Word, followed
by problem-
solving and
critical
thinking***

***projects using
Excel, PPT, and
Access for each
discipline. The
book assumes
some knowledge
of Office***

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***Applications.
Appendixes
cover Proper
Business Letter
Format; Basic
Paper
Formatting
Using MLA with
Word; and How
to Track
Changes in Word
2016. In
today's fast-***

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moving, mobile environment, the GO! with Office 2016 series focuses on the job skills needed to succeed in the workforce. With job-related projects that put Microsoft

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***Office into
context,
students learn
the how and why
at the moment
they need to
know, all in
the appropriate
Microsoft
procedural
syntax. For
Office 2016,
the hallmark***

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***guided-practice
to skill-
mastery pathway
is better than
ever. Students
have many
opportunities
to work live in
Microsoft
office to apply
the skills
they've
learned. In***

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addition, these learning objectives are presented in project-based scenarios that prompt students to prove mastery in the context of real-world application.

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in LESS TIME!

In today's fast-moving, mobile environment, the GO! with Office 2016 series focuses on the job skills needed to succeed in the workforce. With job-related

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projects that put Microsoft Office® into context, students learn the how and why at the moment they need to know, all in the appropriate Microsoft procedural syntax. For

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***Office 2016,
the hallmark
guided-practice
to skill-
mastery pathway
is better than
ever. Students
have many
opportunities
to work live in
Microsoft
office to apply
the skills***

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***they've
learned. In
addition,
instructional
projects are
now available
as grader
projects in
MyITLab, so
students can
work live in
Office while
receiving auto-***

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graded

**feedback. These
high-fidelity
simulations
match the text
and provide an
effective
pathway for
learning,
practicing, and
assessing their
abilities.**

After

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completing the instructional projects, students can apply their skills with a variety of progressively challenging projects that require them to solve problems, think

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***critically, and
create on their
own. New GO!
Collaborate
with Google
projects allow
students to
apply their
skills to a new
environment
that is already
popular in many
workplaces.***

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***Integrated
Microsoft
Office
Specialist
(MOS)***

***objectives make
GO! your one
resource for
learning
Office, gaining
critical
productivity
skills, and***

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***prepare for MOS
certification.***

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and improve
results. HTML5
Simulation
exercises and L
ive-in-
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Grader projects
come with the
convenience of
auto-grading
and instant***

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feedback, so students learn more quickly and effectively, and build the critical skills needed for college and career success. Digital badges allow students to showcase

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This two-
workshop book
provides an
overview of key
project
management
topics and***

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**skills, using
Microsoft
Project 2013 to
give students
hands-on
learning. Real
world problem
solving for
business and
beyond The Your
Office series
prepares
students to use**

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***both technical
and soft skills
in the real
world. Hands-on
technical
content is
woven into
realistic
business
scenarios and
focuses on
using Microsoft
Office® as a***

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decision-making tool. The series features a unique running business scenario that connects all of the cases together and exposes students to using Office to

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solve problems relating to business areas like finance and accounting, production and operations, sales and marketing. Each chapter introduces a realistic business case

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for students to complete via hands-on steps that are easily identified in blue shaded boxes. Each blue box teaches a skill and comes complete with video and interactive

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support.

Chapters are grouped into Business Units, which collectively illustrate a specific set of business concepts to achieve AACSB-related outcomes. Each

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Business Unit ends with a Capstone section, testing students' ability to apply concepts and skills beyond a single chapter. Note: You are purchasing a

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students the
way they prefer
to learn
software
instead of
reading big
blocks of text,
they'd rather
see and do.
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hallmark visual
layout,***

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***students
complete an
entire skill in
just two pages.
Step-by-step
instructions
are aligned
with full size
screens image
to guide
students as
they progress
through each***

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2016***

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Microsoft
Office 2016
Integrated
Projects
Getting Started
with Project
Management
Using Microsoft
Project 2016
The Complete***

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