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This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This book offers full, comprehensive coverage of PowerPoint. Move students beyond the point-and-click. The goal of the Exploring series is to move students beyond the point and click, to understanding the 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, any time. Students go to college now 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 faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know. NOTE: Before purchasing, check with your instructor to ensure you select the correct ISBN. Several versions of Pearson's MyLab & Mastering products exist for each title, and registrations are not transferable. To register for and use Pearson's MyLab & Mastering products, you may also need a Course ID, which your instructor will provide. Used books, rentals, and purchases made outside of Pearson If purchasing or renting from companies other than Pearson, the access codes for Pearson's MyLab & Mastering products may not be included, may be incorrect, or may be previously redeemed. Check with the seller before completing your purchase. This book covers introductory Microsoft Word, Excel, Access, and

PowerPoint, with an additional Windows 10 chapter. Beyond point-and-click The goal of the Exploring series is to move students beyond the point-and-click, to understanding the 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, 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 MyITLab® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, which engages students and improves results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, helping students learn more quickly and effectively. Digital badges lets students showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. MyITLab builds the critical skills needed for college and career success. 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 your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

One of the few books that addresses financial and managerial accounting within the three major areas of the public sector--government, health, and not-for-profit--the Second Edition provides the fundamentals of financial management for those pursuing careers within these fields. KEY TOPICS: " With a unique presentation that explains the rules specific to the public sector, this book outlines the framework for readers to access and apply financial information more effectively. Employing an engaging and user-friendly ap-

proach, this book clearly defines essential vocabulary, concepts, methods, and basic tools of financial management and financial analysis that are imperative to achieving success in the field. This book is intended for financial managers and general managers who are required to obtain, understand, and use accounting information to improve the financial results of their organizations, specifically within the areas of government or public policy and management, not-for-profit management, and health policy and management.

For courses in Microsoft(R) Office applications. Designed for a new generation of learners Trusted for over 15 years, Skills for Success with Microsoft Office 365, 2019 Edition, Introductory , teaches students software the way they prefer to learn it -- by seeing and doing, rather than reading blocks of text. Each skill is presented in a highly visual two-page spread with step-by-step instructions so students can easily follow along. Real-world projects build critical thinking, problem-solving, and collaborative skills, while meeting MOS objectives. The 2019 edition includes new Skills 1-10 Instructional Grader projects requiring students to read the book and complete projects in tandem. It also has a wealth of new Mac OS-(R) tips and best practices to ensure all students can learn and apply the skills effectively. Also available with MyLab IT By combining trusted author content with digital tools and a flexible platform, MyLab personalizes the learning experience and improves results for each student. MyLab IT 2019 delivers trusted content and resources through an expansive course materials library, including new easy-to-use Prebuilt Learning Modules that promote student success. Through an authentic learning experience, students become sharp critical thinkers and proficient in Microsoft Office, developing essential skills employers seek. Note: You are purchasing a standalone product; MyLab IT does not come packaged with this content. Students, if interested in purchasing this ti-

tle with MyLab IT, ask your instructor to confirm the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. If you would like to purchase both the physical text and MyLab IT, search for: 0135768918 / 9780135768914 Skills for Success with Office 2019 Introductory, 1/e + MyLab IT w/ Pearson eText, 1/e Package consists of: 013536647X / 9780135366479 Skills for Success with Microsoft Office 2019 Introductory, 1/e 0135366585 / 9780135366585 MyLab IT with Pearson eText -- Access Card -- for Skills for Success with Office 365, 2019 Edition, 1/e

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This book covers introductory Word, Excel, Access, and PowerPoint, with additional sections on integrating those applications, as well as a Windows 8 workshop. Ideal for business courses. Real world problem 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 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 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 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 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 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 your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

Designed for a new generation of learners "Skills for Success" teaches students the way they prefer to learn software instead of reading big blocks of text, they'd rather see and do. Using the hallmark visual layout, 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 new skill. No matter what device they are using desktop or tablet or their current skill level, students will learn what they need to get started quickly. Note: You are purchasing a standalone product; MyMathLab does not come packaged with this content. Students, if interested in purchasing this title with MyMathLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. "

For a first-year graduate-level course on nonlinear systems. It may also be used for self-study or reference by engineers and applied mathematicians. The text is written to build the level of mathematical sophistication from chapter to chapter. It has been reorganized into four parts: Basic analysis, Analysis of feedback systems, Advanced analysis, and Nonlinear feedback control.

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 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-centered design (UCD) and user experience design (UXD) processes. UXD and UCD Approaches for Accessible Education is an academic research publication that explores thoughts and experiences on accessible and equitable education from perspectives on human-computer interaction, user research, and design thinking. It seeks to improve the understanding on how technology should be designed to truly contribute to and support accessibility and equity in education. Featuring a wide range of topics such as online courses, inclusive education, and virtual reality, this publication is essential for academicians, curriculum designers, researchers, instructional designers, educational software developers, IT consultants, policymakers, administrators, and students.

"For over 17 years, instructors have relied upon the GO! series to teach Microsoft Office successfully. The 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 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® Office 365®, Excel 2019 Comprehensive adds tips for Mac users, revised instructional projects, and improved coverage of the what, why, and how of skills application."--Publisher's web page.

"Perfect for Excel Newbies" "Great Beginner Resource" Microsoft Excel is an incredibly powerful tool both for personal use and business use. But learning to use Excel can be overwhelming when you're confronted with a thousand-page guide that's talking about anything and everything under the sun. In Excel for Beginners, M.L. Humphrey walks you through the basics of using Excel by focusing on what you'll really need for day-to-day use. Topics covered include navigating Excel, inputting your data, formatting it, manipulating it, and printing your results. This is not a comprehensive guide, but when you're done you should know 98% of what you'll need to know to work in Excel and 100% of what you'll need on a daily basis. So what are you waiting for? Get started today. keywords: microsoft excel, ms excell, novice, beginner, introduction to excel, formatting, printing, excel basics

This three-chapter book provides an overview of VBA and then a full chapter each on VBA in Excel and VBA in Access. It is an ideal complement to the Excel or Access Comprehensive textbook for those looking for more VBA coverage. Beyond point-and-click The goal of the Exploring series is to move students beyond the point-and-click, to understanding the 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, 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 MyITLab® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, which engages students and improves results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, helping students learn more quickly and effectively. Digital badges lets students showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. MyITLab builds the critical skills needed for college and career suc-

cess. 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 your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

This book covers introductory Word, Excel, Access, and PowerPoint, with additional sections on integrating those applications, as well as a Windows 8 workshop. Ideal for business courses. Real world problem 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 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 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 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 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 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 your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

Start mastering the tool that finance professionals depend upon every day. FINANCIAL ANALYSIS WITH MICROSOFT EXCEL covers all the topics you'll see in a corporate finance course: financial statements, budgets, the Market Security Line, pro forma statements, cost of capital, equities, and debt. Plus, it's easy-to-read and full of study tools that will help you succeed in class.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This book is the perfect complement to the Excel or Access Comprehensive texts, particularly for instructors looking for more complex, real world cases for students to work through. Included are 15 total cases (6 Excel, 6 Ac-

cess, and 3 integrated). Real world problem 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 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 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 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 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 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 your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

Introduce the latest version of the fundamental SQL language used in all relational databases today with Casteel's ORACLE 12C: SQL, 3E. Much more than a study guide, this edition helps those who have only a basic knowledge of databases master the latest SQL and Oracle concepts and techniques. Learners gain a strong understanding of how to use Oracle 12c SQL most effectively as they prepare for the first exam in the Oracle Database Administrator or Oracle Developer Certification Exam paths. This edition initially focuses on creating database objects, including tables, constraints, indexes, sequences, and more. The author then explores data query techniques, such as row filtering, joins, single-row functions, aggregate functions, subqueries, and views, as well as advanced query topics. ORACLE 12C: SQL, 3E introduces the latest features and enhancements in 12c, from enhanced data types and invisible columns to new CROSS and OUTER APPLY methods for joins. To help readers transition to further studies, appendixes introduce SQL tuning, compare Oracle's SQL syntax with other databases, and overview Oracle connection interface tools: SQL Developer and SQL Plus. Readers can trust ORACLE 12C: SQL, 3E

to provide the knowledge for Oracle certification testing and the solid foundation for pursuing a career as a successful database administrator or developer. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. For use in the Office Applications course. This book is also suitable for students and individuals seeking an introduction to 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 and Learning Experience This program will provide a better teaching and learning experience—for you and your students. Here's how: Personalize Learning: MyITLab delivers proven 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. 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 Time: The GO! series' one-of-a-kind instructional system provides you with everything you need to prepare for class, teach the material, and assess your students. This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This book offers full, comprehensive coverage of Excel. Ideal for business courses. Real world problem 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 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 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 to complete via hands-on steps that are easily identified

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This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Why should you consider GO! All In One: Computer Concepts and Applications? Because it teaches computer concepts and applications together - the way it is in the real world! It engages students right away by focusing on jobs and incorporating Web 2.0 apps in a logical way. Take a look at GO! All In One and learn how you can put concepts into action through this unique, jobs-focused approach that integrates computer concepts and applications into practical combinations of concepts and skills in the context of a job. With this approach students learn how to work in the real world where they will solve problems using computer concepts and skills related to the Internet, Microsoft Office applications, collaboration, social media, and cloud computing. Break through to improved results with MyITLab® MyITLab for GO! All in One is an online homework, tutorial, and assessment program that truly engages students in learning. It helps students better prepare for class, quizzes, and exams—resulting in better performance in the course—and provides educators a dynamic set of tools for gauging individual and class progress. And, MyITLab comes from Pearson, your partner in providing the best digital learning experiences. This fully integrated learning system includes application Grader projects for Word, Excel and PowerPoint, allowing your students to complete projects in a live application environment and submit their work for immediate grading and detailed feedback. Automated grading provides instant feedback on defined application projects, while open-ended projects encourage exploration and creativity. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. If you would like to purchase both the

physical text and MyITLab, contact your Pearson representative. MyITLab is not a self-paced technology and should only be purchased when required by an instructor.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This two-workshop book provides an overview of key project management topics and 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 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 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 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 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 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 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 your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

This book is the perfect complement to the Excel or Access Comprehensive 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 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 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 solve problems relating to business areas like finance and accounting, production and operations, sales and

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The Exploring Microsoft® Office 365® series moves students beyond rote tasks to a deeper comprehension of how, when, and why to apply Office skills. A market leader for over 20 years, the collection helps students achieve 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 questions to open-ended projects. Revised to reflect Microsoft Office 365, the 2019 edition is Mac compatible and adds new critical thinking assignments to help students build fundamental 21st-century skills.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Teach the course YOU want 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 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 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 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-graded feedback. These high-fidelity simulations match the text and provide an effective pathway for learning, practicing, and assessing their abilities. After completing the instructional projects, students can apply their skills with a variety of progressively challenging projects that require them to solve

problems, think 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. Integrated Microsoft Office Specialist (MOS) objectives make GO! your one resource for learning Office, gaining critical productivity skills, and prepare for MOS certification. Also available with MyITLab MyITLab® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, to engage students and improve results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant 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 their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. 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 your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. GO! with Office 2016 Getting Started is an Introductory text that 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 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 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 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 order the ISBN below; 0134582152 /

9780134582153 GO! with Microsoft Office 2016 Getting Started & MyITLab with Pearson eText -- Access Card -- for GO! 2016 with Technology In Action Package Package consists of: 0134444957 / 9780134444956 MyITLab with Pearson eText -- Access Card -- for GO! 2016 with Technology In Action 0134497066 / 9780134497068 GO! with Microsoft Office 2016 Getting Started ALERT: Before you purchase, check with your instructor or review your course syllabus to ensure that you select the correct ISBN. Several versions of Pearson's MyLab & Mastering products exist for each title, including customized versions for individual schools, and registrations are not transferable. In addition, you may need a CourseID, provided by your instructor, to register for and use Pearson's MyLab & Mastering products.

"This book offers full, comprehensive coverage of Excel. Ideal for business courses." Real world problem 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 and focuses on using Microsoft Office(r) 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 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 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 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 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 your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. "

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Gaskin uses easy-to-follow Microsoft Procedural Syntax 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 365, GO! with Microsoft(R) Office 365(R), 2019 Edition, Introductory 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, MyLab personalizes the learning experience and improves results for each student. MyLab IT 2019 delivers trusted content and resources through an expansive course materials library, including new easy-to-use Prebuilt Learning Modules that promote student success. Through an authentic learning experience, students become sharp critical thinkers and proficient in Microsoft Office, developing essential skills employers seek. Note: You are purchasing a standalone product; MyLab IT does not come packaged with this content. Students, if interested in purchasing this title with MyLab IT, ask your instructor to confirm the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. If you would like to purchase both the physical text and MyLab IT, search for: 013576887X / 9780135768877 GO! with Office 2019 Introductory, 1 /e + MyLab IT w/ Pearson eText, 1/e Package consists of: 0135417813 / 9780135417812 GO! with Microsoft Office 365, 2019 Edition Introductory, 1/e 0135651263 / 9780135651261 MyLab IT with Pearson eText -- Access Card -- for GO! with Microsoft Office 365, 2019 Edition, 1/e For introductory courses in Microsoft(R) Office. Seamless 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 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 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), 2019 Edition, Getting Started 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, MyLab personalizes the learning experience and improves results for each student. MyLab IT 2019 delivers trusted content and resources through an expansive course materials library, including new easy-to-use Prebuilt Learning Modules that promote student success. Through an authentic learning experience, students become sharp critical thinkers and proficient in Microsoft Office, developing essential skills employers seek. Note: You are purchasing a standalone product; MyLab IT does not come packaged with this content. Students, if interested in purchasing this title with MyLab IT, ask your instructor to confirm the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

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in Microsoft Office, developing essential skills employers seek. 0135825288 / 9780135825280 Exploring: Microsoft Excel 2019 Comprehensive, 1/e + MyLab IT w/ Pearson eText, 1/e Package consists of: 0135402468 / 9780135402467 MyLab IT with Pearson eText -- Access Card -- for Exploring Microsoft Office 2019, 1/e 0135452759 / 9780135452752 Exploring Microsoft Office Excel 2019 Comprehensive, 1/e

Microsoft Office is the industry standard in business software. Learn how to make Office 2007 work for you! As part of the In Business System, Microsoft Office 2007 In Business Core is the only Office 2007 book that prepares students expressly for core business courses such as Accounting, Economics, Marketing, Finance, and Business Statistics by providing exposure to real business files that meet professional standards, useful references that can be used in later courses, an understanding of how to use the 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 Microsoft Office is used to accomplish 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 that you can meet your business goals.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This book offers full, comprehensive coverage of Access. Ideal for business courses. Real world problem 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 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 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 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 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 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 your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

For introductory courses in Microsoft (R) Word (TM) . Seamless 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 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 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 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, MyLab personalizes the learning experience and improves results for each student. MyLab IT 2019 delivers trusted content and resources through an expansive course materials library, including new easy-to-use Prebuilt Learning Modules that promote student success. Through an authentic learning experience, students become sharp critical thinkers and proficient in Microsoft Office, developing essential skills employers seek. Note: You are purchasing a standalone product; MyLab IT does not come packaged with this content. Students, if interested in purchasing this title with MyLab IT, ask your instructor to confirm the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. If you would like to purchase both the physical text and MyLab IT, search for: 0135768942 / 9780135768945 GO! with Microsoft Word 2019 Comprehensive, 1/e + MyLab IT w/ Pearson eText, 1/e Package consists of: 0135442842 / 9780135442845 GO! with Microsoft Office 365, Word 2019 Comprehensive, 1/e 0135651263 / 9780135651261 MyLab IT with Pearson eText -- Access Card -- for GO! with Microsoft Office 365,

2019 Edition, 1/e

Designed for a new generation of learners Skills for Success teaches students the way they prefer to learn software-instead of reading big blocks of text, they'd rather see and do. Using the hallmark visual layout, 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 new skill. No matter what device they are using-desktop or tablet-or their current skill level, students will learn what they need to get started quickly. Note: You are purchasing a standalone product; MyMathLab does not come packaged with this content. Students, if interested in purchasing this title with MyMathLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This book offers full, comprehensive coverage of Microsoft Excel. Beyond point-and-click The goal of the Exploring series is to move students beyond the point-and-click, to understanding the 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, 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 everybody needs to know. Also available with MyITLab MyITLab® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, which engages students and improves results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, helping students learn more quickly and effectively. Digital badges lets students showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. MyITLab builds the critical skills needed for college and career suc-

cess. 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 your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

For introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 applications. The goal of the Exploring series has been to move students beyond the point and click, helping them understand the why and how behind each skill. The Exploring series for Office 2010 also enables students to extend the learning beyond the classroom. Students go to college now with a 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 software at a faster pace, without sacrificing coverage of the fundamental skills that everybody needs to know

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This is a compilation of projects for specific disciplines (Arts, Business, Education, Legal, and Science). For each discipline there is one project each for Microsoft Word, Excel, Access, and PowerPoint, along with one integrated project. Beyond point-and-click The goal of the Exploring series is to move students beyond the point-and-click, to understanding the 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, 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 MyITLab® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, which engages students and improves results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, helping students learn more quickly and effectively. Dig-

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This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This book covers introductory Microsoft Word, Excel, Access, and PowerPoint, with an additional Windows 10 chapter. Beyond point-and-click The goal of the Exploring series is to move students beyond the point-and-click, to understanding the 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, 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 MyITLab® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, which engages students and improves results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, helping students learn more quickly and effectively. Digital badges lets students showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. MyITLab builds the critical skills needed for college and career success. 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 your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.