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the book offers full comprehensive coverage of microsoft word 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 r 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

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 r 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 r 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

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