

## Go With Microsoft Office Volume 1

Features This is a project based text with comprehensive end of chapter material and easy to follow steps The "Go System" is a comprehensive system of text, Annotated Instructors Edition and Unique Supplements all designed to work together to save instructors time. One of a kind supplements package and text designed from the ground-up addresses today's diverse audience/diverse delivery Typical Competitors Shelly Cashman (Course Technology) O'Leary (McGraw Hill) Learning Series (McGraw Hill) Illustrated Series (Course Technology) Benchmark Series (Paradigm)

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. Teach the Windows 10 content YOU want in LESS TIME! This book provides a solid introduction to Windows 10. 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 for students and a one-of-a-kind supplements package. The GO! series is the right solution for you and your students in today's fast-moving, mobile environment. GO! focuses on today's mobile worker wherever, whenever, and from whatever device. It covers Office Online, Office 365 collaboration, and touch devices, so students are prepared to work in any environment. Windows 10 is a new approach to operating systems for the more mobile world we live in. With Windows 10, apps, services, and content move across devices seamlessly, and updates will be delivered regularly. There are a variety of enhancements from Windows 10, and there are significant changes from Windows 7. To guide both new and experienced users of earlier versions, the GO! series takes project-based approach, which allows students to explore the core functionality of Windows 10, while learning how to use it effectively.

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Written for a diverse population of readers (all ages, different educational backgrounds, varying educational goals), this book allows for self or online instruction. The primary goal of the book is to teach Microsoft Office 2003, with an approach that is based on clearly-defined projects. A key feature of the book is the use of Microsoft procedural syntax: steps begin with where the action is to take place, followed by the action itself. The instruction is error-free, clearly written, and logically arranged. This series provides users with the skills to solve business problems using the computer as a tool. This book effectively covers: the use of Word , including formatting, special utilities, research papers, clip art and tables, creating newsletters with multiple columns and special formats, charts, tables, and text effects, and group projects; the use of Excel , including creating a workbook with formulas, advanced formulas, functions, and charting, customizing a workbook, adding logic, and checking work; the use of Access , including databases and tables, forms and reports, queries, access pages and database conversion, relational databases, and forms and subforms; and the use of PowerPoint, including presentation creation and formatting, enhancing presentations with graphic elements, advanced graphic techniques, and delivering a presentation. For anyone wishing to learn to effectively use the different components of Microsoft Office 2003.

"Raymond Chen is the original raconteur of Windows." --Scott Hanselman, ComputerZen.com "Raymond has been at Microsoft for many years and has seen many nuances of Windows that others could only ever hope to get a glimpse of. With this book, Raymond shares his knowledge, experience, and anecdotal stories, allowing all of us to get a better understanding of the operating system that affects millions of people every day. This book has something for everyone, is a casual read, and I highly recommend it!" --Jeffrey Richter, Author/Consultant, Cofounder of Wintellect "Very interesting read. Raymond tells the inside story of why Windows is the way it is." --Eric Gunnerson, Program Manager, Microsoft Corporation "Absolutely essential reading for understanding the history of Windows, its intricacies and quirks, and why they came about." --Matt Pietrek, MSDN Magazine's Under the Hood Columnist "Raymond Chen has become something of a legend in the software industry, and in this book you'll discover why. From his high-level reminiscences on the design of the Windows Start button to his low-level discussions of GlobalAlloc that only your inner-geek could love, The Old New Thing is a captivating collection of anecdotes that will help you to truly appreciate the difficulty inherent in designing and writing quality software." --Stephen Toub, Technical Editor, MSDN Magazine Why does Windows work the way it does? Why is Shut Down on the Start menu? (And why is there a Start button, anyway?) How can I tap into the dialog loop? Why does the GetWindowText function behave so strangely? Why are registry files called "hives"? Many of Windows' quirks have perfectly logical explanations, rooted in history. Understand them, and you'll be more productive and a lot less frustrated. Raymond Chen--who's spent more than a decade on Microsoft's Windows development team--reveals the "hidden Windows" you need to know. Chen's engaging style, deep insight, and thoughtful humor have made him one of the world's premier technology bloggers. Here he brings together behind-the-scenes explanations, invaluable technical advice, and illuminating anecdotes that bring Windows to life--and help you make the most of it. A few of the things you'll find inside: What vending machines can teach you about effective user interfaces A deeper understanding of window and dialog management Why performance optimization can be so counterintuitive A peek at the underbelly of COM objects and the Visual C++ compiler Key details about backwards compatibility--what Windows does and why Windows program security holes most developers don't know about How to make your program a better Windows citizen

Written for a diverse audience (all ages, different educational backgrounds, varying educational goals), this book allows for self-paced or online learning. The primary goal of the GO! Series: Microsoft Excel 2003 Brief is to teach Microsoft Excel 2003 quickly and easily, with an approach that is based on clearly-defined projects. A key feature of the book is the use of Microsoft procedural syntax: steps begin with

where the action is to take place, followed by the action itself. The instruction is error-free, clearly written, and logically arranged. This book provides users with the skills to solve business problems using the computer as a tool. The Brief edition covers the following topics: getting started with Excel; creating a workbook with formulas; and advanced formulas, functions, and charting. An efficient and handy guide for anyone interested in learning the ins and outs of Microsoft Excel 2003.

Experience learning made easy—and quickly teach yourself how to create impressive documents with Word 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Apply styles and themes to your document for a polished look Add graphics and text effects—and see a live preview Organize information with new SmartArt diagrams and charts Insert references, footnotes, indexes, a table of contents Send documents for review and manage revisions Turn your ideas into blogs, Web pages, and more Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eBook—plus more resources and extras on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

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, 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

Written for a diverse audience (all ages, different educational backgrounds, varying educational goals), this book allows for self-paced or online learning. The primary goal of the GO! Series: Microsoft Word 2003 Comprehensive is to teach Microsoft Word 2003 quickly and easily, with an approach that is based on clearly-defined projects. A key feature of the book is the use of Microsoft procedural syntax: steps begin with where the action is to take place, followed by the action itself. The instruction is error-free, clearly written, and logically arranged. This book provides users with the skills to solve business problems using the computer as a tool. Combining Volumes 1 and 2, the comprehensive edition covers the following topics relating to Word 2003: getting started; using special utilities and formatting tools; adding clip art and tables; creating newsletters with multiple columns and special formats; using charts and text effects to enhance documents; group projects; working with tables, graphics, and objects; creating styles and automating mass mailings; working with large documents; creating standardized forms and documents; working collaboratively; and customizing Word for particular needs. An efficient and handy guide for anyone interested in learning the ins and outs of Microsoft Word 2003.

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Learn Azure in a Month of Lunches, Second Edition, is a tutorial on writing, deploying, and running applications in Azure. In it, you'll work through 21 short lessons that give you real-world experience. Each lesson includes a hands-on lab so you can try out and lock in your new skills. Summary You can be incredibly productive with Azure without mastering every feature, function, and service. Learn Azure in a Month of Lunches, Second Edition gets you up and running quickly, teaching you the most important concepts and tasks in 21 practical bite-sized lessons. As you explore the examples, exercises, and labs, you'll pick up valuable skills immediately and take your first steps to Azure mastery! This fully revised new edition covers core changes to the Azure UI, new Azure features, Azure containers, and the upgraded Azure Kubernetes Service. Purchase of the print book includes a free eBook in PDF, Kindle, and ePub formats from Manning Publications. About the technology Microsoft Azure is vast and powerful, offering virtual servers, application templates, and prebuilt services for everything from data storage to AI. To navigate it all, you need a trustworthy guide. In this book, Microsoft engineer and Azure trainer Iain Foulds focuses on core skills for creating cloud-based applications. About the book Learn Azure in a Month of Lunches, Second Edition, is a tutorial on writing, deploying, and running applications in Azure. In it, you'll work through 21 short lessons that give you real-world experience. Each lesson includes a hands-on lab so you can try out and lock in your new skills. What's inside Understanding Azure beyond point-and-click Securing applications and data Automating your environment Azure services for machine learning, containers, and more About the reader This book is for readers who can write and deploy simple web or client/server applications. About the author Iain Foulds is an engineer and senior content developer with Microsoft. Table of Contents PART 1 - AZURE CORE SERVICES 1 Before you begin 2 Creating a virtual machine 3 Azure Web Apps 4 Introduction to Azure Storage 5 Azure Networking basics PART 2 - HIGH AVAILABILITY AND SCALE 6 Azure Resource Manager 7 High availability and redundancy 8 Load-balancing applications 9 Applications that scale 10 Global databases with Cosmos DB 11 Managing network traffic and routing 12 Monitoring and troubleshooting PART 3 - SECURE BY DEFAULT 13 Backup, recovery, and replication 14 Data encryption 15 Securing information with Azure Key Vault 16 Azure Security Center and updates PART 4 - THE COOL STUFF 17 Machine learning and artificial intelligence 18 Azure Automation 19 Azure containers 20 Azure and the Internet of Things 21 Serverless computing

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. The seven integrated projects cover the core applications: Word, Excel, PPT, and Access. There are also an additional 7 capstone projects. This title can be used for a course on integrated projects, or as a supplemental text to an introductory or advanced applications course. The projects for this book are manually graded and not included in MyITLab as

Grader projects. "

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.

Teach the course YOU want in LESS TIME! 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 for students and a one of a kind supplements package.

This package contains the following components: -0132454467: GO! with Microsoft Office 2010 Volume 1 -0135088313: GO! with Windows 7 Getting Started -0132666529: myitlab -- Access Card -- for GO! Office 2010 Vol. 1

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 for students and a one of a kind supplements package.

Written for a diverse audience (all ages, different educational backgrounds, varying educational goals), this book allows for self-paced or online learning. The primary goal of the GO! Series: Microsoft Word 2003 Brief Edition is to teach Microsoft Word 2003 quickly and easily, with an approach that is based on clearly-defined projects. A key feature of the book is the use of Microsoft procedural syntax: steps begin with where the action is to take place, followed by the action itself. The instruction is error-free, clearly written, and logically arranged. This book provides users with the skills to solve business problems using the computer as a tool. Beginning with a comprehensive overview of Word 2003, the book covers getting started with Word, using special utilities and formatting tools, and adding clip art and tables. For anyone interested in learning the ins and outs of Microsoft Word 2003.

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 use in the Office Applications course or readers that need to get started with Microsoft Office 2013. Skills for Success is the Microsoft Office 2013 textbook that recognizes how readers learn today! The Office Skills text that was designed with today's students—and the way today's readers use an Office textbook—in mind. With Skills for Success , Microsoft Office 2013 is at your fingertips! With Office 2013, Microsoft is taking the office to the cloud. You can now open and save your files from any computer without a USB flash drive. The Skills for Success series shows students how to get the most out of Office 2013 no matter what device they are using—a traditional desktop or tablet. Whether you are tapping and sliding with your finger or clicking and dragging with the mouse, Skills for Success shows you the way. Teaching and Learning Experience This program will provide a better teaching and learning experience—for you and your students. Here's how: Break through to improved results with MyITLab® MyITLab for Skills for Success 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. 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. Designed for a New Generation of Learners: The Skills for Success series is specifically designed to enhance usability and fit the work style of today's students. Support for Students and Instructors: Supplements enhance the learning process for students, while instructor resources are designed to make your life easier.

Designed for full-semester courses on Microsoft Outlook or for computer concepts courses with an application lab component. Teach the course YOU want in LESS TIME. The primary goal of the GO! Series is ease of implementation, with an approach that is based on clearly-defined projects for students and a one of a kind supplements package.

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. NOTE: Make sure to use the dashes shown on the Access Card Code when entering the code. Student can use the URL and phone number below to help answer their questions: <http://247pearsoned.custhelp.com/app/home> 800-677-6337 Packages Access codes for Pearson's MyLab & Mastering products may not be included when purchasing or renting from companies other than Pearson; check with the seller before completing your purchase. Used or rental books If you rent or purchase a used book with an access code, the access code may have been redeemed previously and you may have to purchase a new access code. 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. 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.

0134526597 / 9780134526591 GO! with Office 2016 Volume 1 plus MyITLab with Pearson eText Access Card Package, 1/e Package consists of: 0134320778 / 9780134320779 GO! with Office 2016 Volume 1, 1/e 0134497910 / 9780134497914 MyITLab with Pearson eText -- Access Card -- for GO! with Office 2016, 1/e

Written for a diverse audience (all ages, different educational backgrounds, varying educational goals), this book allows for self-paced or online learning. The primary goal of GO! Series: Microsoft PowerPoint 2003 Comprehensive Edition is to teach Microsoft PowerPoint 2003 quickly and easily, with an approach that is based on clearly-defined projects. A key feature of the book is the use of Microsoft procedural syntax: steps begin with where the action is to take place, followed by the action itself. The instruction is error-free, clearly written, and logically arranged. This book provides users with the skills to solve business problems using the computer as a tool. Combining the information presented in Volumes 1 and 2, the Comprehensive edition covers the following topics: getting started with PowerPoint; creating a presentation; formatting a presentation; enhancing a presentation with graphic elements; advanced presentation graphic techniques; delivering a presentation; presenting information using tables, charts, and organization charts; and creating a custom presentation for publication on the web. An efficient and handy guide for anyone who needs a good working knowledge of Microsoft PowerPoint 2003.

This package contains: 0131392557: myitlab with Pearson eText -- Access Card -- for Skills for Success with Office 2010 0132840324: Skills for Success with Office 2010, Volume 1 Get to grips with the complete range of Office 2019 applications, explore solutions to common challenges, and discover best practices for working productively Key Features Explore MS Office to enhance productivity and boost your professional development Get up and running with the new and improved features in Microsoft Office 2019 Discover how to overcome common challenges when working with Office 2019 applications Book Description Learn Microsoft Office 2019 provides a comprehensive introduction to the latest versions of Microsoft Word, Excel, PowerPoint, Access, and Outlook. With the help of illustrated explanations, this Microsoft Office book will take you through the updated Office 2019 applications and guide you through implementing them using practical examples. You'll start by exploring the Word 2019 interface and creating professional Word documents using elements such as citations and cover pages, tracking changes, and performing mail merge. You'll then learn how to create impressive PowerPoint presentations and advance to performing calculations and setting up workbooks in Excel 2019, along with discovering its data analysis features. Later chapters will focus on Access 2019, assisting you in everything from organizing a database to constructing advanced queries. You'll then get up to speed with Outlook, covering how to create and manage tasks, as well as how to handle your mail and contacts effortlessly. Finally, you'll find solutions to commonly encountered issues and best practices for streamlining various workplace tasks. By the end of this book, you'll have learned the essentials of Office business apps and be ready to work with them to boost your productivity. What you will learn Use PowerPoint 2019 effectively to create engaging presentations Gain working knowledge of Excel formulas and functions Collaborate using Word 2019 tools, and create and format tables and professional documents Organize emails, calendars, meetings, contacts, and tasks with Outlook 2019 Store information for reference, reporting, and analysis using Access 2019 Discover new functionalities such as Translator, Read Aloud, Scalable Vector Graphics (SVG), and data analysis tools that are useful for working professionals Who this book is for Whether you're just getting started or have used Microsoft Office before and are looking to develop your MS Office skills further, this book will help you to make the most of the different Office applications. Familiarity with the Office 2019 suite will be useful, but not mandatory.

Package consists of: 0132318393 / 9780132318396 GO! with Microsoft Windows XP Getting Started 0132454467 / 9780132454469 GO! with Microsoft Office 2010 Volume 1 0132666529 / 9780132666527 myitlab -- Access Card -- for GO! Office 2010 Vol. 1 0135088313 / 9780135088319 GO! with Windows 7 Getting Started 0135088615 / 9780135088616 GO! with Internet Explorer 8 Getting 0135099013 / 9780135099018 GO! with Concepts Getting Started

For use in the Office Applications course Teach the course YOU want in LESS TIME! 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 for students and a one-of-a-kind supplements package. 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. NOTE: This is the standalone book, the access code that is found in this book gives you access to data files/student content that used to be on a CD that was bound into the book. This content was all moved online and the CD was discontinued. This is not the access card for MyITLab, that comes with the ISBN below. NOTE: If you want the book/access card order the ISBN below: 0133820769 / 9780133820768 GO! with Office 2013 Volume 1 & NEW MyITLab with Pearson eText -- Access Card -- for GO! Package consists of: 0133142663 / 9780133142662 GO! with Office 2013 Volume 1 0133775062 / 9780133775068 NEW MyITLab with Pearson eText -- Access Card -- for GO! with Office 2013 Volume 1 (Replacement Card)

GO! with Office 2013 is the right solution for students in today's fast-moving, mobile environment. The GO! Series content focuses on the real-world job skills students need to succeed in the workforce. They learn Office by working step-by-step through practical job-related projects that put the core functionality of Office in context. And, as has always been true of the GO! Series,

students learn the important concepts when they need them, and they never get lost in instruction, because the GO! Series uses Microsoft procedural syntax. Students learn how and learn why—at the teachable moment. After completing the instructional projects, students are ready to apply the skills in a wide variety of progressively challenging projects that require them to solve problems, think critically, and create projects on their own. And, for those who want to go beyond the classroom and become certified, GO! provides clear MOS preparation guidelines so students know what is needed to ace the Core exam! Teaching and Learning Experience This program will provide a better teaching and learning experience—for educators and 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 Learning with Clear Instruction: Based on professor and student feedback, this text has been designed to offer clear instruction for full student comprehension. 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. 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.

Package consists of 0132454467 / 9780132454469 GO! with Microsoft Office 2010 Volume 0132666529 / 9780132666527 myitlab -- Access Card -- for GO! Office 2010 Vol. 1 For introductory computer courses on Microsoft PowerPoint 2010 or courses in computer concepts with a lab component on PowerPoint. Teach the course YOU want in LESS TIME! The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation. This approach is based on clearly defined projects for students and a one-of-a-kind supplements package for instructors.

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 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.

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