

Myitlab Access Chapter 3 Assessment

Note: If you are purchasing an electronic version, MyMISLab does not come automatically packaged with it. To purchase MyMISLab, please visit www.MyMISLab.com or you can purchase a package of the physical text and MyMISLab by searching for ISBN 10: 0133768872 / ISBN 13: 9780133768879.

In today's technological age, computer literacy is important for everyone, and now learning the basics is easier than ever. This title engages students by combining a unique teaching approach with rich companion media.

NEW YORK TIMES BESTSELLER • A powerful collection of the influential columnist's most important works—featuring rare speeches, a major essay about today's populist movements and the future of global democracy, and a new preface by the author's son, Daniel Krauthammer “Charles will be remembered as one of the greatest public intellectuals of his generation.”—John McCain In his decades of work as America's preeminent political commentator, whether writing about statecraft and foreign policy or reflecting on more esoteric topics such as baseball, spaceflight and medical ethics, Charles Krauthammer elevated the opinion column to a form of art. This collection features the columns, speeches and unpublished writings that showcase the best of his original thought and his last, enduring words on the state of American politics, the nature of liberal democracy and the course of world history. The book also includes a deeply personal section offering insight into Krauthammer's beliefs about what mattered most to him: friendship, family and the principles he lived by. *The Point of It All* is a timely demonstration of what made Charles Krauthammer the most celebrated American columnist and political thinker of his generation, a revealing look at the man behind the words and a lasting testament to his belief that anyone with an open and honest mind can grapple deeply with the most urgent questions in politics and in life.

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.

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&>NOTE: You are purchasing a standalone product; MyProgrammingLab does not come packaged with this content. If you would like to purchase both the physical text and MyProgrammingLab search for ISBN-10: 0132989921/ISBN-13: 9780132989923. That package includes ISBN-10: 013283071X/ISBN-13: 9780132830713 and ISBN-10: 0132846578/ISBN-13: 9780132846578.

MyProgrammingLab should only be purchased when required by an instructor. Praised for providing an engaging balance of thoughtful examples and explanatory discussion, best-selling author Walter Savitch explains concepts and techniques in a straightforward style using understandable language and code enhanced by a suite of pedagogical tools. *Absolute C++* is appropriate for both introductory and intermediate C++ programmers. This edition is available with MyProgrammingLab, an innovative online homework and assessment tool. Through the power of practice and immediate personalized feedback, MyProgrammingLab helps students fully grasp the logic, semantics, and syntax of programming.

ExploringMicrosoft Excel 2013, ComprehensivePearson Higher Ed

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.

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. 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. Access codes Access codes that are purchased from sellers other than Pearson carry a higher risk of being either the wrong ISBN or a previously redeemed code. Check with the seller prior to purchase. -- Michael Sullivan's *Statistics: Informed Decisions Using Data*, Fourth Edition, connects statistical concepts to students' lives, helping them to think critically, become informed consumers, and make better decisions. Throughout the book, "Putting It Together" features help students visualize the relationships among various statistical concepts. This feature

extends to the exercises, providing a consistent vision of the bigger picture of statistics. This book follows the Guidelines for Assessment and Instruction in Statistics Education (GAISE), as recommended by the American Statistical Association, and emphasizes statistical literacy, use of real data and technology, conceptual understanding, and active learning.

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 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 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.

In today's technological age, computer literacy is important for everyone, and now learning the basics is easier than ever. A Computer Concepts Text Focused on Today's Student! Technology in Action engages students by combining a unique teaching approach with rich companion media. The sixth edition has been updated to reflect the latest developments in computer technology. New interactive learning tools have also been added to enhance student engagement. Why Computers Matter to You: Becoming Computer Literate; The History of the PC; Looking at Computers: Understanding the Parts; Using the Internet; Ethics; Application Software: Programs That Let You Work and Play; Using System Software: The Operating System, Utility Programs, and File Management; Understanding and Assessing Hardware; Networking and Security: Hackers and Viruses; Protecting Your Computer and Backing Up Your Data; Mobile Computing; Digital Entertainment; System Hardware With an array of fun and engaging learning tools, Technology in Action teaches students computer fundamentals, from learning Microsoft Office to setting up their own home network.

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.

Office Skills on Demand! Microsoft® Office 2013: A Skills Approach provides a unique approach to learning Office skills by isolating skills for customized learning. Created from the learning side from SIMnet Online, McGraw-Hill's online training and assessment program, this textbook has 1:1 content with SIMnet. As a result, students have access to specific, isolated skills which creates the customized learning and makes Microsoft® Office 2013: A Skills Approach the most flexible book on the market. Additionally, the book's approach uses consolidated instruction with fewer steps to explain each skill, resulting in easier learning for today's students! Microsoft® Office 2013: A Skills Approach also offers projects to allow students to practice their skills and receive immediate feedback via autograding in the SIMgrader component. This integration with SIMnet helps meet the diverse needs of students and accommodate individual learning styles.

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)

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Overview Microsoft® Office Skills on Demand! Microsoft® Office 365/2019: A Skills Approach provides a unique approach to learning Office Suite by isolating skills for customized learning. Authored by the platform developers of SIMnet, McGraw-Hill Education's online training and

assessment program, this textbook has 1:1 content with SIMnet activities and content. As a result, students have access to specific, isolated skills which promotes customized learning and makes Microsoft®Office 365/2019: A Skills Approach the most flexible book on the market. Additionally, the approach uses consolidated instruction with fewer steps to explain each skill, resulting in agile learning for today's busy students! Microsoft® Office 365/2019: A Skills Approach also offers projects to allow students to practice their skills and receive immediate feedback via auto-grading within SIMnet, serving the diverse needs of students and accommodating individual learning styles.

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. 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.

With over 10,000 questions, Elsevier Adaptive Quizzing for the NCLEX-RN® Exam is the fun and engaging way to prepare for course exams, HESI exams, and ultimately the NCLEX exam. Elsevier Adaptive Quizzing allows you to advance at your own pace - based on your performance - through multiple mastery levels for each chapter, concept, or topic. A comprehensive dashboard lets you view your progress and stay motivated. UNIQUE! Elsevier's trusted, market-leading content serves as the foundation for all questions, which are written, reviewed, and leveled by experienced nursing educators, item writers, and authors. UNIQUE! Unfolding questions become progressively more complex as you advance to higher levels, incorporating concepts such as delegation, multi-system disease, or complicating conditions to help strengthen your critical thinking and clinical reasoning skills. UNIQUE! Essential test-taking tips and strategies help you learn how to successfully dissect and tackle different question types and improve test-taking skills for both course exams and the NCLEX examination. Confidence level indicators allow you to indicate your confidence when submitting answers, providing valuable insight into areas where you might require further study. UNIQUE! Practice in Study Mode, which provides immediate feedback, or in Exam Mode where the quiz is timed and results are summarized at the end. UNIQUE! In addition to detailed rationales for each question, select questions include interactive, multimedia resources such as illustrations, animations, videos, audio clips, and study tips to help you master challenging material. The engaging, easy-to-use interface ensures that you'll be able to navigate through the program with ease. Three mastery levels for each chapter, topic, or concept allow you to progress from one level to the next based on your performance. Alternate item format questions - including multiple-response, fill-in-the-blank, prioritizing, graphic item options, chart/exhibit, video, audio, and hot spot - provide valuable NCLEX exam preparation. The comprehensive dashboard allows you to view your personal learning progress with summaries of your strengths, weaknesses, mastery levels, and normative data.

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 most comprehensive teaching tool for learning and mastering draping techniques. The illustrations and the text for each drape are clear and explicit." Laura K. Kidd, Southern Illinois University, USA Learn to drape fabric on a dress form to create your own patterns. The step-by-step instructions are organized from basic to advanced projects using both imperial and metric measurements, so you don't have to convert measurements. The book includes a wide variety of fashion styles, from bodices to bias-cut gowns. Intermediate and advanced design variations include an off-shoulder sleeve design and a peplum design. More than 1,000 two-color line drawings show you each draping step. - Checklists to evaluate and analyze designs - Cross-referencing of techniques across chapters - Online STUDIO includes video tutorials explaining key draping skills and techniques - Lay-flat binding makes the book easy to use while draping garments PLEASE NOTE: Purchasing or renting this ISBN does not include access to the STUDIO resources that accompany this text. To receive free access to the STUDIO content with new copies of this book, please refer to the book + STUDIO access card bundle ISBN 9781501330292.

Although Kelsey has fallen in love with her best friend, David, she cuts ties with him before moving from Connecticut to Rhode Island, believing they need a fresh start, but David moves nearby at the start of senior year, threatening Kelsey's relationship with Ryan.

Go beyond the jigsaw approach of just using blocks of code you don't understand and become a programmer who really understands how your code works. Starting with the fundamentals on C programming, this book walks you through where the C language fits with microcontrollers. Next, you'll see how to use the industrial IDE, create and simulate a project, and download your program to an actual PIC microcontroller. You'll then advance into the main process of a C program and explore in depth the most common commands applied to a PIC microcontroller and see how to use the range of control registers inside the PIC. With C Programming for the PIC Microcontroller as your guide, you'll become a better programmer who can truly say they have written and understand the code they use. What You'll Learn Use the freely available MPLAB software Build a project and write a program using inputs from switches Create a variable delay with the oscillator source Measure real-world signals using pressure, temperature, and speed inputs Incorporate LCD screens into your projects Apply what you've learned into a simple embedded program Who This Book Is For Hobbyists who

want to move into the challenging world of embedded programming or students on an engineering course. 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.

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 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.

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Business Driven Information Systems 2nd edition takes a contemporary approach by discussing how business initiatives should ultimately drive technology choices. This edition offers an impressive variety of new case studies - real world examples of MIS in action- including coverage of Wikileaks, Myki and Apple innovations. Integrated coverage of mobile technologies, cloud computing and social networking reflects the emerging business environments that await today's business graduate. Business Driven Information Systems provides the foundation that will enable students to achieve excellence in business, whether they major in operations management, manufacturing, sales, marketing, finance, human resources, accounting, or virtually any other business discipline.

This is the first edition of a textbook written for a community college introductory course in spreadsheets utilizing Microsoft Excel; second edition available: <https://openoregon.pressbooks.pub/beginningexcel19/>. While the figures shown utilize Excel 2016, the textbook was written to be applicable to other versions of Excel as well. The book introduces new users to the basics of spreadsheets and is appropriate for students in any major who have not used Excel before.

"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.

Charles Hill's Global Business Today, 3e (GBT) has become an established text in the International Business market for its excellent, but concise coverage of the key global issues including the cultural context for global business, cross-border trade and investment, the global

monetary system and competition in the global environment. GBT's concise chapters give a general introduction to international business - emphasizing the environmental factors, with less coverage of operations. Charles Hill is renowned for his attention to research trends and that is evident in *Global Business Today*, 3e through a variety of real world examples and cases from small, medium, and large companies throughout the world.

For Undergraduate Courses in Management Information Systems MIS Essentials provides instructors with a brief text that will cover the basics of how information systems are used to solve business problems. In the 21st Century, every business professional must be able to effectively use information systems, and MIS Essentials prepares students to do just that. Based on the author's successful *Experiencing MIS*, this text presents the core concepts and relevant outside topics of MIS for professors to cover in a one-semester course.

This book has an unusual table of contents and is perfect for courses that cover more Excel and Access and less Word and 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 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.

This title provides learning tools that students can access anywhere, anytime. With this in mind, it 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.

GO! with Microsoft Office 2016 Discipline Specific: This text allows instructors to tailor learning to specific careers, including Culinary Arts, Healthcare, and Administration of Justice. Each discipline is covered through scenario-based instructional projects using Word, followed by problem-solving and critical thinking projects using Excel, PPT, and Access for each discipline. The book assumes some knowledge of Office Applications. Appendixes cover Proper Business Letter Format; Basic Paper Formatting Using MLA with Word; and How to Track Changes in Word 2016. In today's fast-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. MyITLab for this text provides students and instructors with access to the eText, chapter quizzes, testbanks, and other instructor resources. For courses covering Microsoft(R) Excel(TM). Ideal for business courses. Real-world problem-solving for business and beyond Your Office: Microsoft Office 365, Excel 2019 Comprehensive prepares students to apply both technical and soft skills in real business settings.

Hands-on technical content together with realistic business cases help students use Microsoft Excel as a decision-making tool for business areas such as finance and accounting, production and operations, and sales and marketing. Chapters are grouped by business units to align the text with AACSB requirements. Updated for Office 365, the 2019 edition includes 2019 MOS objectives, new resources for Mac users, and improved links between cases within the text and MyLab IT Grader projects. 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: 0135825938 / 9780135825938 Your Office: Microsoft Excel 2019 Comprehensive, 1/e + MyLab IT w/ Pearson eText, 1/e Package consists of: 0135394724 / 9780135394724 Your Office: Microsoft Office 365, Excel 2019 Comprehensive, 1/e 0135440343 / 9780135440346 MyLab IT with Pearson eText -- Access Card -- for Your Office: Microsoft 2019 Comprehensive, 1/e

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