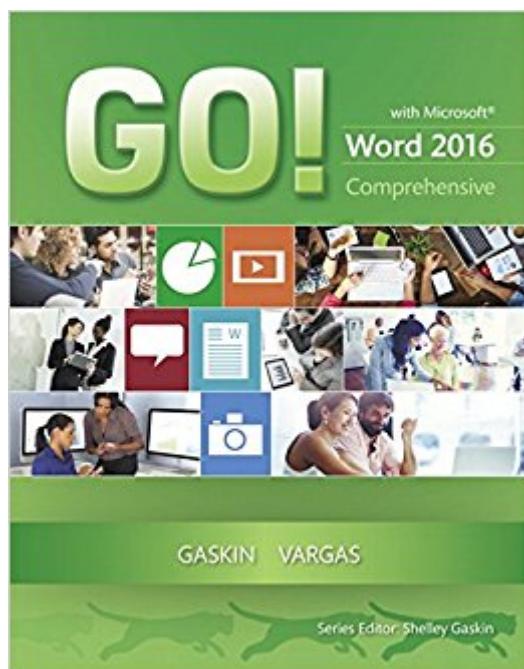


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# GO! With Microsoft Word 2016 Comprehensive (GO! For Office 2016 Series)



## Synopsis

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.

## Book Information

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## Customer Reviews

Shelley Gaskin, Series Editor for the GO! Series, is a professor of business and computer technology at Pasadena City College in Pasadena, California. She holds a master's degree in business education from Northern Illinois University and a doctorate in adult and community education from Ball State University. Dr. Gaskin has 15 years of experience in the computer industry with several Fortune 500 companies and has developed and written training materials for custom systems applications in both the public and private sector. She is also the author of books on Microsoft Outlook and word processing.

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Debra Geoghan is currently an associate professor of computer and information science at Bucks County Community College, teaching computer classes ranging from basic computer literacy to cybercrime, computer forensics, and networking. She has earned certifications from Microsoft, CompTIA, Apple, and others. Deb has taught at the college level since 1996 and also spent 11 years in the high school classroom. She holds a B.S. in Secondary Science Education from Temple University and an M.A. in Computer Science Education from Arcadia University. Throughout her teaching career, Deb has worked with other educators to integrate technology across the curriculum. At BCCC, she serves on many technology committees, presents technology workshops for BCCC faculty, and runs a summer workshop for K-12 teachers interested in using technology in their classrooms. Deb is an avid user of technology which has earned her the nickname "gadget lady".

Alicia Vargas is a faculty member in Business

Information Technology at Pasadena City College. She holds a master's and a bachelor's degree in business education from California State University, Los Angeles, and has authored several textbooks and training manuals on Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. ☺ ☺

The book gives you the link to access the required Student Data Files necessary to complete the projects in the book but these files are not available. I repeatedly contacted Pearson customer support who were not very knowledgeable about this situation but after some lengthy online chat help conversations they confirmed that the files are not available but could not provide a reason for this or give me a date when they will become available. You cannot do any of the projects in this book without the data files so don't bother with this book until Pearson updates their websites - if they ever do.

This textbook is so helpful and easy to understand!

meet or exceeded my expectations.

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