

# Go Excel Gaskin

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Go! With Office 2016 Shelley Gaskin 2016-01-31 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.

Sweating Bullets Robert Gaskins 2012-04-20 PowerPoint was the first presentation software designed for Macintosh and Windows, received the first venture capital investment ever made by Apple, then became the first significant acquisition ever made by Microsoft, who set up a new Graphics Business Unit in Silicon Valley to develop it further. Now, twenty-five years later, PowerPoint is installed on more than one billion computers, worldwide. In this book, Robert Gaskins (who invented the idea, managed its design and development, and then headed the new Microsoft group) tells the story of its first years, recounting the perils and disasters narrowly evaded as a startup, dissecting the complexities of being the first distant development group in Microsoft, and explaining decisions and insights that enabled PowerPoint to become a lasting success well beyond its original business uses.

**Strengthening Forensic Science in the United States** National Research Council 2009-07-29

Scores of talented and dedicated people serve the forensic science community, performing vitally important work. However, they are often constrained by lack of adequate resources, sound policies, and national support. It is clear that change and advancements, both systematic and scientific, are needed in a number of forensic science disciplines to ensure the reliability of work, establish enforceable standards, and promote best practices with consistent application. *Strengthening Forensic Science in the United States: A Path Forward* provides a detailed plan for addressing these needs and suggests the creation of a new government entity, the National Institute of Forensic Science, to establish and enforce standards within the forensic science community. The benefits of improving and regulating the forensic science disciplines are clear: assisting law enforcement officials, enhancing homeland security, and reducing the risk of wrongful conviction and exoneration. *Strengthening Forensic Science in the United States* gives a full account of what is needed to advance the forensic science disciplines, including upgrading of systems and organizational structures, better training, widespread adoption of uniform and enforceable best practices, and mandatory certification and accreditation programs. While this book provides an essential call-to-action for congress and policy makers, it also serves as a vital tool for law enforcement agencies, criminal prosecutors and attorneys, and forensic science educators.

*The Administrative Professional: Technology & Procedures* Patsy Fulton-Calkins 2010-07-13 The new 14E focuses on preparing students for employment in an increasingly dynamic, digital, and global environment. Increased emphasis is given to helping students understand employers' expectations, build confidence, and develop into strong, competent employees and leaders. *Administrative Professional 14e*, has a brand new look, a great deal of new content, an abundance of practical applications, and a new website with new tools, activities and videos to engage students right from the start. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

*GO! All in One: Computer Concepts and Applications* Shelley Gaskin 2019 For introductory courses in computer concepts and Microsoft(R) Office. Seamless Microsoft Office instruction, practice, and assessment - coupled with computer concepts With *GO! All in One: Computer Concepts and Applications*, you can teach computer concepts and applications together - the way they're meant to be used. Engage students with jobs-related projects that teach Microsoft Office in the context of a real workplace. Put concepts into action using a jobs-focused, unit-based approach, or take an IC3-based approach to prepare students for IC3 exams. Throughout projects, 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. 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: 0135833183 / 9780135833186 *GO! All in One: Computer Concepts and Applications + MyLab IT w/ Pearson eText, 4/e* Package consists of: 0135191769 / 9780135191767 *GO! All in One: Computer Concepts and Applications, 4/e* 0135438764 / 9780135438763 MyLab IT with Pearson eText -- Access Card -- for *GO! All in One: Computer Concepts and Applications, 4/e*

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*GO! with Microsoft Office 365, PowerPoint 2019 Comprehensive* Shelley Gaskin 2019-03 For introductory courses in Microsoft (R) PowerPoint (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), PowerPoint 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: 0135825008 / 9780135825006 *GO! with Microsoft PowerPoint 2019 Comprehensive, 1/e + MyLab IT w/ Pearson eText, 1e* Package consists of: 0135441056 / 9780135441053 *GO! with Microsoft Office 365, PowerPoint 2019 Comprehensive, 1/e* 0135651263 / 9780135651261 MyLab IT with Pearson eText -- Access Card -- for *GO! with Microsoft Office 365, 2019 Edition Introductory, 1/e*

**The World of Customer Service** Pattie Odgers 2004 With global markets more crowded than ever, it is a major challenge for organizations to attract and retain customers due to the competition they are faced with. This text is designed to teach exemplary customer service thinking in public or private, domestic or international organizations and is written in a practical, common sense manner reflecting current customer service concepts and hints.

**Go! with Microsoft Office 2013** Shelley Gaskin 2013-02-26 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)

*Microsoft Office Powerpoint 2003* Alicia Vargas 2004 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 Brief 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. The Brief edition covers the following topics: getting started with PowerPoint; creating a presentation; and formatting a presentation. An efficient and handy guide for anyone who would like a good working introduction to PowerPoint 2003.

**Leviathan** Thomas Hobbes 2021-02-09 Written by one of the founders of modern political philosophy, Thomas Hobbes, during the English civil war, *Leviathan* is an influential work of nonfiction. Regarded as one of the earliest examples of the social contract theory, *Leviathan* has both historical and philosophical importance. Social contract theory prioritizes the state over the individual, claiming that individuals have consented to the surrender of some of their freedoms by participating in society. These surrendered freedoms help ensure that the government can be run easily. In exchange for their sacrifice, the individual is protected and given a place in a steady social order. Articulating this theory, Hobbes argues for a strong, undivided government ruled by an absolute sovereign. To support his argument, Hobbes includes topics of religion, human nature and taxation. Separated into four sections, Hobbes claims his theory to be the resolution of the civil war that raged on as he wrote, creating chaos and taking casualties. The first section, *Of Man* discusses the role human nature and instinct plays in the formation of government. The second section, *Of Commonwealth* explains the definition, implications, types, and rules of succession in a commonwealth government. *Of a Christian Commonwealth* imagines the religion's role government and societal moral standards. Finally, Hobbes closes his argument with *Of the Kingdom of Darkness*. Through the use of philosophical theory and historical study, Thomas Hobbes attempts to convince citizens to consider the cost and reward of being governed. Without an understanding of the sociopolitical theories that keep government bodies in power, subjects can easily become complicit or allow society to slip into anarchy. Created during a brutal civil war, Hobbes hoped to educate and persuade his peers. Though *Leviathan* was a work of controversy in its time, Hobbes' theories and prose has survived centuries, shaping the ideas of modern philosophy. This edition of *Leviathan* by Thomas Hobbes is now presented with a stunning new cover design and is printed in an easy-to-read font. With these accommodations, *Leviathan* is accessible and applicable to contemporary readers.

*Dialogues Concerning Natural Religion* David Hume 1779

*GO! with Microsoft Office 365, Word 2019 Comprehensive* Shelley Gaskin 2019-03-11 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

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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

GO! with Office 2019 Volume 1 Shelley Gaskin 2019-01-25 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

*GO! All in One* Shelley Gaskin 2016-03-16 GO! with Office 2016 is the right approach to learning for today's fast-moving, mobile environment. The GO! Series focuses on the job and success skills students need to succeed in the workforce. With GO! All in One, you can teach Computer Concepts and Applications together - the way it is in the real world! Engage your students right away by focusing on jobs and incorporating cloud computing and collaboration in a logical way. And, put concepts into action using a unique, integrated, jobs-focused, unit approach, or take an IC3 approach to help prepare students to take the IC3 exams. By using jobs-related projects, students learn Microsoft Office in the context of a real work environment. With these projects, students learn the how and why at the moment

they need to know, and they never get lost because the GO! Series using Microsoft procedural syntax. MyITLab @is designed with the learner in mind. It provides access to all of the resources, including the interactive eText with videos, IT Concepts simulations, and quick check quizzes built in, plus the Grader Projects and Simulations for Microsoft applications

**Go! with Microsoft Excel 2013** Shelley Gaskin 2013-05-15 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.

*GO! with Microsoft Office 2019 Getting Started* Shelley Gaskin 2019-02-18 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.

*Go! with Microsoft Office* Linda Foster-Turpen 2004

**Go! with Microsoft Office 2010** Shelley Gaskin 2012-01 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.

**Procedures & Theory for Administrative Professionals** Karin M. Stulz 2012-01-01 PROCEDURES AND THEORY FOR ADMINISTRATIVE PROFESSIONALS, 7TH EDITION prepares students seeking entry-level assistant positions or who are transitioning to a job with greater responsibility. Instruction

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and activities target new technology and build communication and human relation skills. Emphasis on critical thinking, creative problem solving, and professional development prepare students for challenges they will face in today's global market place. The seventh edition has been reorganized to offer more thorough coverage of key topics ranging from new technologies, the changing workplace, leadership, and personal finance. This text is packed with professional pointers, technology, and practical activities that prepare students for success in today's global workplace. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**GO! with Microsoft Windows 2000** John M. Preston 2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications. 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.

**Machine Transcription & Dictation** Mitsy Ballentine 2011-06-03 Preparing students for real-world practice, MACHINE TRANSCRIPTION AND DICTATION, 6E provides an abundance of practice for developing the listening, keying, and formatting skills required to transcribe business documents. It also helps students sharpen their business English proficiency. English Skills Reviews and Applications in each chapter emphasize grammar, capitalization, word usage, spelling, and proofreading skills inherent within the documents to be transcribed. Realistic documents represent various fields of employment. Packaged with the textbook, a Transcription CD includes all the dictation plus Express Scribe and Windows Media Player software, enabling students to use a foot pedal, mouse, or keypad to advance through the documents. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**GO! with Microsoft Office 2003** John M. Preston 2004

**Go! with Microsoft Office Excel 2003** John M. Preston 2003-12 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.

**Daniel Deronda** George Eliot 1876 We recognize George Eliot's distinctive excellences all through: we never detect a flat or trivial mood of mind: if anything, the style is more weighty and piquant than ever, we may even say loaded with thought. Nobody can resort to the time-honoured criticism that the work would have been better for more pains, for labour and care are conspicuous throughout, and labour and care which always produce suitable fruit. But the fact is that the reader never—or so rarely as not to affect his general posture of mind—feels at home. The author is ever driving at something foreign to his habits of thought. The leading persons—those with whom her sympathies lie—are guided by Interests and motives with which he has never come in contact, and seem to his perception to belong to the stage

once tersely described as peopled by such characters as were never seen, conversing in a language which was never heard, upon topics which will never arise in the commerce of mankind.' . . . 'Daniel Deronda' may be defined as a religious novel without a religion.

**Administrative Management: Setting People Up for Success** Susie VanHuss 2014-02-11 Master the skills you need for success in today's rapidly changing work environment with the useful, practical management tools and insights found only in ADMINISTRATIVE MANAGEMENT: SETTING PEOPLE UP FOR SUCCESS. Discover the keys to functioning at the highest level in today's professional work environment. This unique book helps you both navigate and respond effectively to contemporary work challenges. The authors use their extensive experience to emphasize practical, valuable tools that truly set you up for success. A concise, reader-friendly approach introduces basic, critical management concepts that help you fully understand the goals, functions, and responsibilities of managers. You learn how to identify opportunities to package your skills and sell your strengths for both immediate and long-term professional success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**GO! with Microsoft Office 365, Excel 2019 Comprehensive** Shelley Gaskin 2019-03 "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.

**Technology in Action, Complete** Alan Evans 2010-01-05 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.

**GO! with Microsoft PowerPoint 2013 Comprehensive** Shelley Gaskin 2013-06-25 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 PowerPoint 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.

**Go! All in One** Shelley Gaskin 2014-04-23 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. Intended primarily for courses in Computer Concepts and Office Applications, this text also provides practical content to current and aspiring industry professionals. One Book. Everything You Need. GO! All In One, Second Edition teaches computer concepts and applications together — the way it is in the real world! It engages students right away by using a 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 2013 applications, collaboration, social media, and cloud computing. Also available with MyITLab® This title is also available with MyITLab -a fully integrated learning system that includes Grader projects, training and assessment simulations, the Pearson eText, and all of the student and instructor resources in one place! MyITLab personalizes learning to help your students better prepare for class, quizzes, and exams—resulting in more dynamic experiences in the classroom and improved performance in the course. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN. Instructors, contact your Pearson representative for more information.

Proofreading and Editing Precision Ellis Jones 1994 This comprehensive, activity-oriented text is designed to sharpen proofreading and editing skills .It provides a thorough review of the rules governing language arts. Computerized exercises found on the data disk are integrated throughout to give the user additional practice in editing and formatting documents just as they would in everyday life.

**What Parish Are You From?** Eileen M. McMahon 1995-01-01 For Irish Americans, as for Chicago's other ethnic groups, the local parish once formed the nucleus of daily life. Focusing on the parish of St. Sabina's in southwest Chicago, Eileen McMahon takes a penetrating look at the response of Catholic ethnics to life in twentieth century America.

*Microsoft Project 2019 Step by Step* Cindy Lewis 2019-04-23 The quick way to learn Microsoft Project 2019! This is learning made easy. Get more done quickly with Microsoft Project 2019. Jump in wherever you need answers—brisk lessons and informative screenshots show you exactly what to do, step by step. Other Project users will want to grab this book as well. Quickly start new plans, build task lists, and assign resources View resource capacity and track progress Capture and fine-tune work and cost details Visualize schedules with Gantt charts and other views and reports Consolidate projects, and share resources across plans Manage modern Agile projects (James Mills, Jr., contributor) Customize Project to maximize your efficiency Leverage improvements to task linking, timelines, and accessibility Master PM best practices while you learn Project Look up just the tasks and lessons you need

**Go Series: Microsoft Excel 03 Volume 2 Package** Shelley Gaskin 2004-09-22

*Living on the Earth* Alicia Bay Laurel 2021-08-20 Living Naturally and Practically in the 21st Century Alicia Bay Laurel's iconic *Living on the Earth* is finally back in print in a 50th anniversary edition, revised and updated with new material. This book hit the homesteading, back-to-earth crowd like a whirlwind in the 1970s and its elemental wisdom and advice hasn't diminished over the decades since. Widely acclaimed in such publications as *The Village Voice* and *The Whole Earth Catalog*—which stated "this may be the best book in the catalog"—*Living on the Earth* gives guidance on such things as: ·Backpacking·Making soap·Canning and drying·Herbal medicine·Gardening·First aid·Weaving and homemade dyes·Musical instruments·Making dress patternsAnd so much more—the variety of topics covered is astounding. Readers will be educated, enlightened and entertained perusing this landmark

work. This book is also available from Echo Point Books in paperback (ISBN 1635619440).

**Digital Media: Concepts and Applications** Susan Lake 2012-10-30 DIGITAL MEDIA, CONCEPTS AND APPLICATIONS, 3E prepares students for the multimedia-rich workplace by teaching them multimedia concepts as well as business-standard software applications to complete projects and solve problems. The non-software-specific text approach gives students a strong foundation in the concepts and practices of digital multimedia and allows the text to focus on the more creative end of business technology. If needed, software-specific directions to assist in learning can be found on the website. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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*Congressional Record* United States. Congress 1967

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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.

Go! with Microsoft Excel 2013 Shelley Gaskin 2013-05-15 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.