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Shelly Cashman Series Microsoft Windows 10: Introductory Steven M. Freund 2015-12-22 No matter what your depth or range of experience, the practical, user-friendly MICROSOFT WINDOWS 10: INTRODUCTORY can equip you with the skills and knowledge to effectively navigate and utilize Microsoft Windows 10. Part of the acclaimed Shelly Cashman Series, this book offers a trademark step-by-step, screen-by-screen approach that encourages you to expand your understanding of the Microsoft Windows 10 operating system through experimentation, exploration, and planning ahead. You'll find proven, hands-on features and accompanying online resources specifically designed to keep your attention and prepare you for future success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Series Microsoft Office 365 & Excel 2016: Intermediate Steven M. Freund 2016-04-15 Discover the latest advancements in Microsoft Excel 2016 with MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE -- the new edition in today's generation of Shelly Cashman Series books. For more than three decades, the Shelly Cashman Series has effectively introduced computer skills to millions. MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE continues the Series' history of innovation with a proven learning approach enhanced to address the learning styles of today's readers. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of Microsoft Excel 2016 through experimentation, critical thought, and personalization. This new edition delivers effective educational materials specifically designed to engage readers, improve retention, and prepare future and current professional for future success with basic and advanced Microsoft Excel 2016 skills. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Series Microsoft Office 365 & Office 2019 Introductory Sandra Cable 2019-03-05 Introduce your students to the important new features that the latest version of Microsoft Office has to offer with the focused approach found in Cable/Freund/Monk/Sebok/Starks/Vermaat's MICROSOFT Office 365 & OFFICE 2019 INTRODUCTORY. Part of the acclaimed Shelly Cashman Series, this edition continues the series' strong history of innovation with an enhanced learning approach designed to engage students, improve retention and prepare learners for success with Microsoft Office. A

trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought and personalization while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Shelly Cashman Series Microsoft Office 365 & PowerPoint 2021 Comprehensive Susan L. Sebok 2022-05-30 Helping you quickly get up to speed, THE SHELLY CASHMAN SERIES MICROSOFT OFFICE 365 & POWERPOINT 2021 COMPREHENSIVE includes the latest on Microsoft Office 365 2021 features along with enhanced support for Mac users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. In addition, Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Excel 2013: Complete Steven M. Freund 2013-08-21 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Excel 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Excel 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Microsoft Office 2016 Misty E Vermaat 2016-03-04

Technology for Success and The Shelly Cashman Series Microsoft 365 & Office 2021 Sandra Cable 2022-05-30 Helping you quickly get up to speed, TECHNOLOGY FOR SUCCESS AND THE SHELLY CASHMAN SERIES MICROSOFT 365 & OFFICE 2021, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. In addition, Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Series Microsoft Office 365 & Outlook 2016: Introductory Corinne Hoisington 2016-01-28 Discover the latest advancements that Microsoft Outlook 2016 has to offer with MICROSOFT OFFICE 365 & OUTLOOK 2016: INTRODUCTORY -- the new edition in today's generation of acclaimed Shelly Cashman Series books. For more than three decades, the Shelly Cashman Series has effectively introduced advanced computer skills to millions. MICROSOFT OFFICE 365 & OUTLOOK 2016: INTRODUCTORY continues the Series' strong history of innovation with a proven learning approach enhanced to address the varied learning styles of today's learners. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of Microsoft Outlook 2016 through experimentation, critical thought, and personalization. This new edition delivers effective educational materials specifically designed to introduce key features, improve retention, and prepare readers for future success with the latest Microsoft Outlook 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Shelly Cashman Series Microsoft 365 & Office 2021 Introductory Sandra Cable 2022-07-01 Helping you quickly get up to speed, THE SHELLY CASHMAN SERIES MICROSOFT 365 & OFFICE 2021 INTRODUCTORY, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. In addition, Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Series Microsoft Office 365 & Excel 2019 Comprehensive Steven M. Freund 2019-07-11 Introduce your students to the latest advancements that Microsoft Office and Excel have to offer with MICROSOFT OFFICE 365 & EXCEL 2019 -- new to the acclaimed Shelly Cashman Series. MICROSOFT OFFICE 365 & EXCEL 2019 continues the series' strong history of innovation with a hallmark learning approach enhanced to address the varied learning styles of today's students. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought, and personalization. This new edition and accompanying resources are designed to engage readers and improve retention while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Technology for Success: Computer Concepts Jennifer T. Campbell 2019-07-30 Gain a thorough understanding of today's ever-changing world of technology as you learn how to apply technology to your academic, professional and personal life with TECHNOLOGY FOR SUCCESS: COMPUTER CONCEPTS. Written by a team of best-selling technology authors and based on extensive research and feedback from learners and subject matter experts, this edition breaks

each topic into brief, inviting lessons that address the “what, why and how” behind technology to ensure deep understanding and application to today's real world. You learn to become both a consumer and effective user of the most current technology. You also discover how to read the latest technology news and understand its impact on your daily life, the economy and society. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Series Microsoft Office 365 Advanced Sandra Cable 2022-07-06

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Web Design with HTML & CSS3: Comprehensive Jessica Minnick 2016-02-17 Readers discover the latest, industry-leading, website development practices with this new book in the popular Shelly Cashman Series. For more than three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of learners. Now, Minnick’s HTML5 AND CSS3: COMPREHENSIVE, 8E brings today’s best practices in website development into focus with meaningful applications. The webpage development process starts with a semantic wireframe and weaves proven principles of responsive design into each chapter. A raft of fresh new projects logically build in complexity to ensure understanding. This edition strives to not only teach valid HTML and CSS, but also to reveal deeper conceptual issues essential to today’s field of web development. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Series Microsoft Office 365 & PowerPoint 2016: Intermediate Susan L. Sebok 2016-01-15 Readers discover the important new features that the latest versions of Microsoft PowerPoint© 2016 have to offer with the focused approach found in MICROSOFT OFFICE 365 & POWERPOINT 2016: INTERMEDIATE. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions. MICROSOFT OFFICE 365 & POWERPOINT 2016: INTERMEDIATE continues the Series’ strong history of innovation with an enhanced learning approach that addresses readers’ needs, no matter what their learning styles. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of basic and more advanced Microsoft PowerPoint 2016 skills through experimentation, critical thought, and personalization. This edition delivers the most effective educational materials specifically designed to engage, improve retention, and prepare readers for success with Microsoft PowerPoint 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Shelly Cashman Series Microsoft Office 365 & Excel 2021 Comprehensive Steven M. Freund 2022-05-30 Helping you quickly get up to speed, THE SHELLY CASHMAN SERIES MICROSOFT OFFICE 365 & EXCEL 2021 COMPREHENSIVE, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. In addition, Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft

Office tools. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Series Microsoft Office 365 & Publisher 2016: Comprehensive, Loose-leaf Version Joy L. Starks 2016-01-15 Discover the latest advancements in Microsoft Publisher 2016 with MICROSOFT OFFICE 365 & PUBLISHER 2016: COMPREHENSIVE -- the new edition in the leading Shelly Cashman Series. For more than three decades, the Shelly Cashman Series has effectively introduced computer skills to millions. MICROSOFT OFFICE 365 & PUBLISHER 2016: COMPREHENSIVE continues the Series' strong history of innovation with a proven learning approach enhanced to address the varied learning styles of today's learners. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of Microsoft Publisher 2016 through experimentation, critical thought, and personalization. This new edition delivers educational materials specifically designed to introduce more advanced and key features, improve retention, and prepare readers for success with the latest Microsoft Publisher 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Series Microsoft® Office 365 and Office 2019 Introductory, Loose-Leaf Version Course Technology 2019-03-15

Shelly Cashman Series Microsoft Windows 10: Intermediate Steven M. Freund 2016-02-16 Discover the latest advantages that Microsoft Office has to offer with most recent book in the acclaimed Shelly Cashman Series: MICROSOFT WINDOWS 10: INTERMEDIATE. For more than three decades, the Shelly Cashman Series has effectively introduced computer skills to millions. MICROSOFT WINDOWS 10: INTERMEDIATE continues the Series' strong history of innovation with a hallmark learning approach specifically designed to address the learning styles of today's learners. Effective features engage readers, improve retention, and prepare learners for success in working with MS Windows 10. The book's trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of the Microsoft Windows 10 operating system through experimentation, exploration, and learning by doing. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Series Microsoft Office 365 & PowerPoint 2016: Introductory Susan L. Sebok 2016-03-04 Discover the most important new features that the latest version of Microsoft PowerPoint 2016 has to offer with the focused approach found in MICROSOFT OFFICE 365 & POWERPOINT 2016: INTRODUCTORY. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions. MICROSOFT OFFICE 365 & POWERPOINT 2016: INTRODUCTORY continues the Series' strong history of innovation with an enhanced learning approach to address the varied learning styles of today's readers. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of Microsoft PowerPoint 2016 through experimentation, critical thought, and personalization. This new edition promises to engage, improve retention, and prepare readers for success with Microsoft PowerPoint 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Office 2007 Gary B. Shelly 2007-03 Microsoft Office 2007: Introductory Concepts and Techniques Windows Vista Edition provides a project-based, step-by-step approach to teaching

the Office 2007 applications.

Microsoft Publisher 2013: Illustrated Elizabeth Eisner Reding 2013-11-01 Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series engages both computer rookies and hot shots in mastering Microsoft Publisher 2013 quickly and efficiently. Skills are accessible and easy-to-follow thanks to the Illustrated Series' hallmark 2-page layout, which allows students to see an entire task in one view. New Learning Outcomes outline the skills covered in each lesson, and larger full-color screens represent exactly what students should see on their own computers. Each unit begins with a brief overview of the principles of the lesson, and introduces a case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Series Microsoft Office 365 & Office 2016: Intermediate Steven M. Freund 2016-05-13 Discover how to best utilize the latest version of Microsoft Office with Shelly Cashman Series MICROSOFT OFFICE 365 & OFFICE 2016: INTERMEDIATE. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions. Shelly Cashman Series MICROSOFT OFFICE 365 & OFFICE 2016: INTERMEDIATE continues the Series' strong history of innovation with an enhanced learning approach designed to address the varied learning styles of today's readers. A trademark step-by-step, screen-by-screen approach helps readers expand their understanding of Microsoft Office 2016 through experimentation, critical thought, and personalization. This new edition promises to capture and hold readers' attention, improve retention, and prepare readers for success in working with Microsoft Office 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Series Microsoft Office 365 & Outlook 2016: Intermediate Corinne Hoisington 2016-02-16 Discover the latest advancements that Microsoft Outlook 2016 has to offer with MICROSOFT OFFICE 365 & OUTLOOK 2016: INTERMEDIATE -- the new edition in today's generation of acclaimed Shelly Cashman Series books. For more than three decades, the Shelly Cashman Series has effectively introduced advanced computer skills to millions. MICROSOFT OFFICE 365 & OUTLOOK 2016: INTERMEDIATE continues the Series' strong history of innovation with a proven learning approach enhanced to address the varied learning styles of today's learners. A trademark step-by-step, screen-by-screen approach encourages readers to take their understanding of Microsoft Outlook 2016 to the next level through experimentation, critical thought, and personalization. This new edition delivers effective educational materials specifically designed to capture attention, improve retention, and prepare readers for future success with Microsoft Outlook 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Series Microsoft Office 365 & Word 2016: Introductory Misty E. Vermaat 2016-02-12 Discover the most important new features that the latest version of Microsoft Word 2016 has to offer with the focused approach found in MICROSOFT OFFICE 365 & WORD 2016: INTRODUCTORY. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions. MICROSOFT OFFICE 365 & WORD 2016: INTRODUCTORY continues the Series' strong history of innovation with an enhanced learning approach to address the varied learning styles of today's readers. A trademark step-by-step,

screen-by-screen approach encourages readers to expand their understanding of Microsoft Word 2016 through experimentation, critical thought, and personalization. This new edition promises to engage, improve retention, and prepare readers for success with Microsoft Word 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Series Microsoft Office 365 & Office 2016: Advanced Steven M. Freund 2018-06-18 Discover how to utilize the most advanced features within the latest version of Microsoft Office with Shelly Cashman Series MICROSOFT OFFICE 365 & OFFICE 2016: ADVANCED. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions. Shelly Cashman Series MICROSOFT OFFICE 365 & OFFICE 2016: ADVANCED continues the Series' strong history of innovation with an enhanced learning approach designed to address the varied learning styles of today's readers. A trademark step-by-step, screen-by-screen approach helps readers expand their understanding of higher-level Microsoft Office 2016 skills through experimentation, critical thought, and personalization. This new edition promises to capture and hold readers' attention, improve retention, and prepare readers for success in working with the most advanced aspects of Microsoft Office 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Series Microsoft Office 365 & Word 2016: Intermediate Misty E. Vermaat 2016-01-15 Readers discover how to maximize the advantages that the latest version of Microsoft Word has to offer with Shelly Cashman Series MICROSOFT OFFICE 365 & WORD 2016: INTERMEDIATE. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions. Shelly Cashman Series MICROSOFT OFFICE 365 & WORD 2016: INTERMEDIATE continues the Series' strong history of innovation with an enhanced learning approach that addresses the varied learning styles of today's readers. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of both basic and advanced Microsoft Word 2016 skills through experimentation, critical thought, and personalization. This new edition promises to engage, improve retention, and prepare readers for success with Microsoft Word 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Review Pack for Microsoft Office 2013 Misty E. Vermaat 2013-07-10 CD containing all Microsoft Office 2013 student data files.

Adobe Dreamweaver Creative Cloud: Comprehensive Corinne Hoisington 2014-10-01 ADOBE DREAMWEAVER CREATIVE CLOUD™: COMPREHENSIVE, 1st Edition has been fully revised to meet Adobe's most recent Creative Cloud updates. Coverage of the newest Dreamweaver functions and tools will help you maximize your potential with the Dreamweaver software and familiarize yourself with the Creative Cloud. ADOBE DREAMWEAVER CREATIVE CLOUD™: COMPREHENSIVE, 1st Edition follows the Shelly Cashman Series proven step-by-step, screen-by-screen approach to teaching the Adobe Dreamweaver software. The pedagogy of this text has been enhanced to reflect the learning styles of today's students. Readers will easily follow along with the chapters in the text to gain valuable and comprehensive software skills to build their own exciting and dynamic Web sites and develop Internet applications. Important Notice: Media content referenced within the product description or the product text

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GO! with Microsoft Word 2016 Comprehensive Shelley Gaskin 2016-03-18 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.

Shelly Cashman Series Gary B. Shelly 1999-06-01

Enhanced Microsoft Excel 2013: Comprehensive Steven M. Freund 2015-04-08 Readers discover the latest advantages that Microsoft Excel has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT EXCEL 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of Excel through experimentation, critical thought, and personalization. ENHANCED MICROSOFT EXCEL 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Microsoft Office 365 Office 2016

Shelly Cashman Series Microsoft Office 365 & Access 2019 Comprehensive Sandra Cable 2019-07-15 Introduce your students to the latest advancements that Microsoft Office and

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Access have to offer with MICROSOFT OFFICE 365 & ACCESS 2019: COMPREHENSIVE -- new to the acclaimed Shelly Cashman Series. MICROSOFT OFFICE 365 & ACCESS 2019: COMPREHENSIVE continues the series' strong history of innovation with a hallmark learning approach enhanced to address the varied learning styles of today's students. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought, and personalization. This new edition and accompanying resources are designed to engage readers and improve retention while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

Shelly Cashman Series Microsoft Office 365 & Office 2019 Advanced Sandra Cable 2019-08-15 Introduce your students to the important new features that the latest version of Microsoft Office has to offer with the focused approach found in Cable/Freund/Monk/Sebok/Starks/Vermaat's MICROSOFT Office 365 & OFFICE 2019 ADVANCED. Part of the acclaimed Shelly Cashman Series, this edition continues the series' strong history of innovation with an enhanced learning approach designed to engage students, improve retention and prepare learners for success with Microsoft Office. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought and personalization while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

Shelly Cashman Series Microsoft Office 365 & Access 2016: Introductory Philip J. Pratt 2016-02-03 Discover the latest advancements in Microsoft Office and Access 2016 with MICROSOFT OFFICE 365 & ACCESS 2016: INTRODUCTORY -- the new edition in today's generation of acclaimed Shelly Cashman Series books. For more than three decades, the Shelly Cashman Series has effectively introduced computer skills to millions. MICROSOFT OFFICE 365 & ACCESS 2016: INTRODUCTORY continues the Series' strong history of innovation with a proven learning approach enhanced to address the varied learning styles of today's learners. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of Microsoft Access 2016 through experimentation, critical thought, and personalization. This new edition delivers effective educational materials specifically designed to introduce key features, improve retention, and prepare readers for success with the latest MS Office and Access 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Series Microsoft Office 365 & Excel 2019 Comprehensive STEVEN M. FREUND 2019-07-15 Introduce your students to the latest advancements that Microsoft Office and Excel have to offer with MICROSOFT OFFICE 365 & EXCEL 2019 -- new to the acclaimed Shelly Cashman Series. MICROSOFT OFFICE 365 & EXCEL 2019 continues the series' strong history of innovation with a hallmark learning approach enhanced to address the varied learning styles of today's students. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought, and personalization. This new edition and accompanying resources are designed to

engage readers and improve retention while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

File Management Made Simple, Windows Edition Joseph Moran 2015-11-24 Managing data is an essential skill that every PC user should have. Surprisingly though, a large number of users--even highly experienced users--exhibit poor file management skills, resulting in frustration and lost data. This brief but invaluable book, *File Management Made Simple* can resolve this by providing you with the skills and best practices needed for creating, managing and protecting your data. Do any of the following scenarios sound familiar to you? You've downloaded an attachment from your e-mail, but aren't sure where you downloaded it to. You spent an entire evening working on a document only to discover the next morning that you didn't save it to your flash drive like you thought you had? Maybe you had a guest visiting and wanted to share with them the pictures you took of your kids recital, yet when you went to get them you were unable to recall where you stored them on your PC. Or you scanned your receipts for your expense reports on day and came back the next day and scanned some for another report only to find that the new ones numbered Scan 1, Scan 2,... still exist. Unfortunately, for a vast number of PC users, scenarios like these are all too common. These situations are not only extremely frustrating for the user, but also tend to discourage them from ever wanting to touch a PC again! Why is that? What is the common factor? It's simple really. Each of these issues can be attributed to poor file management skills. In my experience, the people with the worst file management skills are simply the ones that lack an understanding of how to navigate the Windows operating system. However this situation can be easily rectified. And once you can successfully navigate your computer's drive and folder structure, you'll be hard pressed to misplace anything. Although this process can seem daunting to the uninitiated, this isn't black magic. In fact, it's actually quite simple. Keeping your files and folders organized on the computer is no more difficult than keeping them organized in real life. There is a place for everything and everything has its place. We will show you how to navigate Windows correctly and efficiently. Where specific types of files should be stored. We'll also show you how best to name and manage your files; such as using descriptive folders to identify files, implementing the best naming conventions for files and directories, and how to group various types of data together; ensuring that the data you need is always readily available. Finally we'll introduce you to some of the best options for transporting and protecting your data. We will show you the skills you need to easily manage your data, using clear and simple English, without the confusing technical jargon. All this and more can be accomplished with *File Management Made Simple* by your side.

The Shelly Cashman Series Microsoft Office 365 & Outlook 2021 Comprehensive

Corinne Hoisington 2022-06-22 Helping you quickly get up to speed, Hoisington's THE SHELLY CASHMAN SERIES MICROSOFT OFFICE 365 & OUTLOOK 2021 COMPREHENSIVE, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. In addition, Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft

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Shelly Cashman Series Microsoft Office 365 & Publisher 2016: Introductory, Loose-leaf Version
Joy L. Starks 2016-02-02 Discover the latest advancements in Microsoft Publisher 2016 with MICROSOFT OFFICE 365 & PUBLISHER 2016 INTRODUCTORY -- the new edition in today's generation of acclaimed Shelly Cashman Series books. For more than three decades, the Shelly Cashman Series has effectively introduced computer skills to millions. MICROSOFT OFFICE 365 & PUBLISHER 2016 INTRODUCTORY continues the Series' strong history of innovation with a proven learning approach enhanced to address the varied learning styles of today's learners. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of Microsoft Publisher 2016 through experimentation, critical thought, and personalization. This new edition delivers effective educational materials specifically designed to introduce key features, improve retention, and prepare readers for success with the latest Microsoft Publisher 2016. 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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2016-02-03 Discover the latest advancements in Microsoft Office and Excel 2016 with MICROSOFT OFFICE 365 & EXCEL 2016: INTRODUCTORY -- the new edition in today's generation of acclaimed Shelly Cashman Series books. For more than three decades, the Shelly Cashman Series has effectively introduced advanced computer skills to millions. MICROSOFT OFFICE 365 & EXCEL 2016: INTRODUCTORY continues the Series' strong history of innovation with a proven learning approach enhanced to address the varied learning styles of today's learners. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of Microsoft Excel 2016 through experimentation, critical thought, and personalization. This new edition delivers effective educational materials specifically designed to introduce key features, improve retention, and prepare readers for success with the latest MS Office and Excel 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.