Microsoft Office 365: In Practice, 2019 Edition

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Microsoft Office365/2019: In Practice offers a fresh approach to teaching today's students Microsoft Officeskills by clearly introducing skills in logical order: 1) Topic 2) Instructionand 3) Practice.
Nordell's TIP approach builds a foundation for success by helpingstudents apply what they learn, and provides transferable skills that allowstudents to grasp critical thinking beyond the textbook assignments.

In Practice seamlessly integrates with SIMnet,McGraw-Hill Education's learning and assessment solution, which houses contentto help students practice and master computing concepts and Microsoft Officeskills. In Practice auto-graded projects allow students to practicetheir skills in a live Office application, and upon completion receiveimmediate feedback and insights.

The integration of the In Practice textbook series with SIMnet,helps meet the diverse needs of students and accommodate individual learningstyles.

Randy Nordell is a Professor of Business Technology at American River College in Sacramento, California. He has been an educator for over 20 years and has taught at the high school, community college, and university levels. He holds a bachelor's degree in Business Administration from California State University, Stanislaus, a single subject teaching credential from Fresno State University, a master's degree in Education from Fresno Pacific University, and a doctorate in Education from Argosy University. Randy is the author of Microsoft Office 2013: In Practice and Microsoft Outlook 2010, and he speaks regularly at conferences on the integration of technology into the curriculum. When he is not teaching, he enjoys spending time with his family, cycling, skiing, swimming, and enjoying the California weather and terrain.

Other Books
Exploring Microsoft Office 2019 Introductory, For courses covering introductory Microsoft(R) Office(TM). Beyond point-and-click The Exploring Microsoft(R) Office 365(R) series moves students beyond rote tasks to a deeper comprehension of how, when, and why to apply Office skills. A market leader for over 20 years, the collection helps students achieve high-level learning outcomes by engaging them in the way they learn best -- through hands-on practice. A dozen exercises in each chapter range from multiple-choice questions to open-ended projects. Revised to reflect Microsoft Office 365, the 2019 edition is Mac compatible and adds new critical thinking assignments to help students build fundamental 21st-century skills. 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: 013576890X / 9780135768907 Exploring Microsoft Office 2019 Introductory, 1/e + MyLab IT w/ Pearson eText, 1/e Package consists of: 0135402468 / 9780135402467 MyLab IT with Pearson eText -- Access Card -- for Exploring Microsoft Office 2019, 1/e 0135402549 / 9780135402542 Exploring Microsoft Office 2019 Introductory, 1/e

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