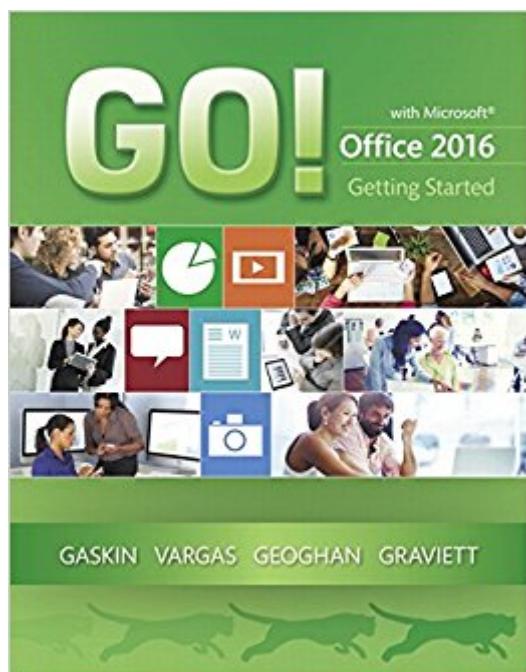The book was found

GO! With Microsoft Office 2016 Getting Started (GO! For Office 2016 Series)

Synopsis

NOTE: This is the standalone book, 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 StartedALERT: 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.   GO! with Office 2016 Getting Started is anÃ Â 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.Ã Â Using the scenario-based instructional projects students learn the basics and then apply them through mastery, problem-solving, and critical thinking projects.Ã Â Ã Â 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 Offic into context, students learn the how and why at the moment they need to know, all in the appropriate Microsoft procedural syntax. Ã Â 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. Ã Â MyITLab for this text provides students and instructors with access to the eText, chapter quizzes, testbanks, and other instructor resources. Ã Â

Book Information

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Average Customer Review: 2.0 out of 5 stars   1 customer review

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Customer Reviews

Ã Â 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 Ã Â 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. Ã Â Nancy Graviett is a professor in the Business and Computer Science department at St. Charles Community College in Cottleville, Missouri, where she is the program coordinator for the Business Administrative Systems program and teaches within the program. Nancy is also very active with distance learning and teaches in face-to-face, hybrid, and online formats. She holds a masterÃ¢â ¬â„¢s degree from University of Missouri. Nancy holds MicrosoftÃ Â® Certified Application Specialist certification in multiple applications and provides training both on and off campus. In her free time, Nancy enjoys quilting and spending time with family and friends. Ã Â 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 Ã¢â ¬Å"gadget ladyÃ¢â ¬Â•. Ã Â 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. Ã Â

The product shows wear and tear, which is probably due to its poor packaging. For full price, I could have bought this directly from Pearson and received a better product. Not to mention, there's no access code in the book to start with. Wow. Not something I would purchase again.

GO! with Microsoft Office 2016 Getting Started (GO! for Office 2016 Series) Microsoft Office Productivity Pack: Microsoft Excel, Microsoft Word, and Microsoft PowerPoint Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Microsoft Office 365 Home and Business | iPhone Microsoft Office 365 , Excel, Word, PowerPoint, OneNote, Outlook, Access, Project, Visio.: Desktop And iPhone Using Full Course Enhanced Microsoft Office 2013: Introductory (Microsoft Office 2013 Enhanced Editions) Enhanced Microsoft Office 2013: Introductory, Spiral-bound Version (Microsoft Office 2013 Enhanced Editions) Getting Started Knitting Socks (Getting Started series) Exploring Microsoft Office Excel 2016 Comprehensive (Exploring for Office 2016 Series) Exploring Microsoft Office Access 2016 Comprehensive (Exploring for Office 2016 Series) GO! with Microsoft Office 2016 Integrated Projects (GO! for Office 2016 Series) GO! with Microsoft Office 2016 Discipline Specific Projects (GO! for Office 2016 Series) Exploring Microsoft Office 2016 Volume 1 (Exploring for Office 2016 Series) Bundle: New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card Shelly Cashman Series Microsoft Office 365 & Office 2016: Advanced Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory Illustrated Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version (Illustrated Series) MyITLab with Pearson eText -- Access Card -- for Your Office: Microsoft Office 2016 New Perspectives Microsoft Office 365 & Office 2016: Introductory, Spiral bound Version

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