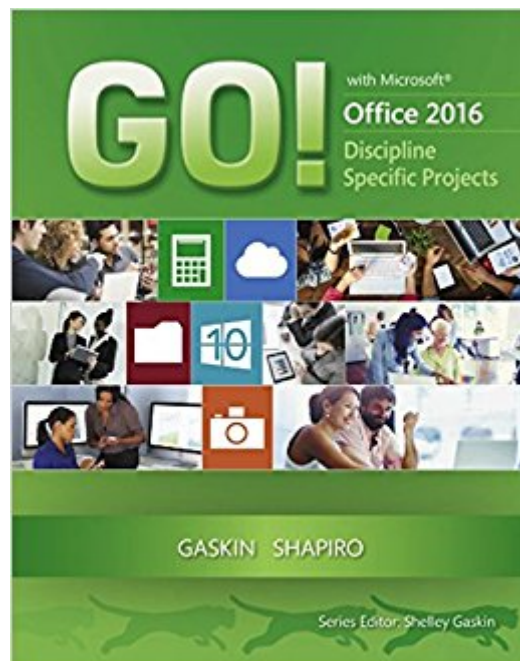




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GO! With Microsoft Office 2016 Discipline Specific Projects (GO! For Office 2016 Series)



Synopsis

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. GO! with Microsoft Office 2016 Discipline Specific: This text allows instructors to tailor learning to specific careers, including Culinary Arts, Healthcare, and Administration of Justice. Each discipline is covered through scenario-based instructional projects using Word, followed by problem-solving and critical thinking projects using Excel, PPT, and Access for each discipline. The book assumes some knowledge of Office Applications. Appendixes cover Proper Business Letter Format; Basic Paper Formatting Using MLA with Word; and How to Track Changes in Word 2016. 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, these learning objectives are presented in project-based scenarios that prompt students to prove mastery in the context of real-world application. MyITLab for this text provides students and instructors with access to the eText, chapter quizzes, testbanks, and other instructor resources.

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