



**Microsoft® Office 365®
Excel™ 2019 Comprehensive**

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Dedications

I dedicate this series to my Kinser Boyz for their unwavering love, support, and patience; to my parents and sister for their love; to my students for inspiring me; to Sam for believing in me; and to the instructors I hope this series will inspire!

Amy S. Kinser

I dedicate this book to the three most imaginative, exciting, and encouraging pages in my book of life; Paige, Emma, and Jerra!

Kristyn A. Jacobson

For my wife, Amy, and our two boys, Matt and Aidan. I cannot thank them enough for their support, love, and endless inspiration.

J. Eric Kinser

I dedicate this book to my beautiful and amazing wife, April. Without her support and understanding, this would not have been possible. Also, to my wonderful son, Patton, whose strength to overcome so many obstacles in his life inspires me to continue to do my best work.

Brant Moriarity

To my parents, who always believed in and encouraged me and have given me unconditional support, patience, and love. To my brother and my hero—may you be watching from Heaven with joy in your heart.

Jennifer Paige Nightingale

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Preface



The Your Office Series and You

Your Office is Pearson's business-focused Office applications series that teaches problem solving for business and beyond. In this edition, the *Your Office* experience focuses even more on critical thinking to help you learn to use Microsoft Office to solve problems and make decisions in the real world. With an emphasis on improving the connection with MyLab IT Grader, Mac compatibility, critical thinking, and continual updates to stay in sync with the changing Microsoft Office 365, the *Your Office* series offers you the most usable, current, and beneficial learning experience ever.

The goal of *Your Office* is to illustrate how different parts of a realistic business utilize Office applications to approach business problems and respond to business needs. You will become skilled and efficient—a master of Microsoft Excel and Access, learning how to utilize these applications as tools to help you succeed now and in the future. Through using the resources in this series, you will learn how to make Microsoft Office **Your Office**.

New to This Edition

Continual eText Updates: This edition of *Your Office* is written to Microsoft Office 365®, which has regular updates. To stay current with the software, we are committed to twice-annual updates of the eText and Content Updates document available as an instructor resource for text users.

Improved Grader Experience: Students and instructors have the best experience with *Your Office* by using the Grader projects along with the text. Our authors made it a point to improve the one-to-one nature of the Graders and cases within the book, even including a Grader Heads Up feature to alert students to potential differences between the two.

Focus on Mac: Mac usage is growing, and even outstripping PC usage at some four-year institutions. In response, new features such as Mac Troubleshooting and the new Mac appendix help ensure Mac users have a flawless experience using *Your Office*.

Prebuilt Learning Modules: Prebuilt inside MyLab IT, these make course setup a snap. The modules are based on research and instructor best practices, and can be easily customized to meet your course requirements.

Critical Thinking Modules: Prebuilt inside MyLab IT, these pair a Grader project with a Critical Thinking quiz that requires students to first complete a hands-on project, then reflect on what they did and the data or information they interacted with, to answer a series of objective Critical Thinking questions. These are offered at the chapter and business unit level for regular practice, as well as at the application level where students can earn a Critical Thinking badge.

What's New for MyLab IT Graders

Graders with WHY: All Grader project instructions now incorporate the scenario and the WHY to help students critically think and understand why they're performing the steps in the project.

Prepare Case Graders: These existing Prepare Case Graders are built to be more instructional and feature Learning Aids such as Read (eText) and Watch (video) in the Grader report to help students learn, remediate, and resubmit.

Auto-graded Critical Thinking Quizzes:

- Application Capstones that allow students to earn a Critical Thinking badge
- Chapter-level quizzes for each Problem Solve Assessment Grader project
- Business Unit-level quizzes for one Problem Solve Assessment Grader

Improved Mac Compatibility in Graders: All Graders are tested for Mac compatibility and any that can be made 100 percent Mac compatible are identified in the course. This excludes Access projects as well as any that use functionality not available in Mac Office.

Autograded Integrated Grader Projects: Based on discipline-specific integrated projects, covering Word, Excel, PowerPoint, and Access in various combinations.

Final Solution Image: Included with Grader student downloads, a final output image allows students to visualize what their solution should look like.

The *Your Office* Series and MyLab IT

The *Your Office* series has offered instructors a real-world, problem-solving approach to teaching Microsoft Office since 2011. With a hallmark realistic global business scenario that introduces students to the Painted Paradise Resort & Spa throughout multiple applications, students get a real-world sense of how Office is used in an organization. With an emphasis on critical thinking and problem solving, students learn valuable skills about not just how to use Microsoft Office tools, but also when and how best to apply them to solving business problems. In this edition, the pairing of the text with MyLab IT Graders, Critical Thinking modules, and Resources as a fully complementary program allows students and instructors to get the very most out of their use of the *Your Office* series.

To maximize student results, we recommend pairing the text content with MyLab IT, which is the teaching and learning platform that empowers you to reach every student. By combining trusted author content with digital tools and a flexible platform, MyLab IT personalizes the learning experience and improves results for each student. MyLab IT delivers trusted content through easy-to-use prebuilt Learning modules that promote effective learning. Through an authentic learning experience, students become proficient in Microsoft Office and become sharp critical thinkers, developing essential skills employers seek.

Solving Teaching and Learning Challenges

Practice and feedback: What do I do when I get stuck or need more practice?

MyLab IT features **Integrated Learning Aids** within the Grader reports, allowing students to choose to Read (via the eText), Watch (via an author-created hands-on video), or Practice (via a guided simulation) whenever they get stuck. MyLab IT offers **Grader project reports** for coaching, remediation, and defensible grading. Score Card Detail allows you to easily see where students were scored correctly or incorrectly, pointing out how many points were deducted on each step. The Live Comments report allows you and the students to see the actual files the student submitted with markups/comments on what they missed.

Application, motivation, and employability skills: Why am I taking this course and will this help me get a job?

Students want to know that what they're doing in this class is setting them up for their ultimate goal—to get a job. With an emphasis on **employability skills** like critical thinking and other soft skills, **digital badges** to prove student proficiency in Microsoft skills as well as critical thinking, and **MOS certification practice materials** in MyLab IT, the *Your Office* series is putting students on the path to differentiate themselves in the job market, find a job that values their skills, and land that job when they leave school.

Application: How do I get students to apply what they've learned in a meaningful way?

The *Your Office* series and MyLab IT offer instructors the ability to provide students with authentic formative and summative assessments. The **Grader projects** allow students to gain real-world context as they work live in the application, applying both an understanding of how and why to perform certain skills to complete a project. New **Critical Thinking quizzes** require students to demonstrate their understanding of why, by answering questions that force them to analyze and interpret the project they worked on to answer a series of objective questions. The hallmark **Global Business scenario** woven through all chapters and applications requires students to apply their knowledge in a realistic way to a series of cases focused on the same company.

Ease of use: I need a course solution that is easy to use for both myself and my students.

MyLab IT 2019 is the easiest and most accessible in its history. With new **prebuilt learning modules** and **Critical Thinking modules**, course setup is simple! The inclusion of new features such as a helpful **AI chatbot** and **in-product Appcues** that walk both students and instructors through key workflows helps ensure everyone gets up to speed quickly. **LMS integration capabilities** allow users to seamless access to MyLab IT with single sign-on, grade sync, and asset-level deep linking. Continuing a focus on accessibility, MyLab IT includes an **integrated accessibility toolbar** with translation feature for students with disabilities, as well as a **virtual keyboard** that allows students to complete keyboard actions entirely on screen for those who choose to use simulations. And with an enhanced focus on **Mac compatibility** with even more Mac compatible Grader projects, the *Your Office* series makes it easy to deliver a course to students using both PCs and Macs.

Developing Employability Skills

High-demand Office skills are taught to help students gain these skills and prepare for the Microsoft Office Certification exams (MOS). The MOS objectives are covered throughout the content, and an MOS Objective appendix provides clear mapping of where to find each objective. Practice exams in the form of Graders and simulations are available in MyLab IT.

Digital badges are available for students in introductory and advanced Microsoft Excel and Access. This digital credential is issued to students upon successful completion (90%+ score) of an Application Capstone Badging Grader project. MyLab IT badges provide verified evidence that learners have demonstrated specific skills and competencies using Microsoft Office tools in a real project and help distinguish students within the job pool. Badges are issued through the Acclaim system and can be placed into a

LinkedIn ePortfolio, posted on social media (Facebook, Twitter), and/or included in a resume. Badges include relevant tags that allow students to be discoverable by potential employers, as well as search for jobs for which they are qualified.

“The badge is a way for employers to actually verify that a potential employee is actually somewhat fluent with Excel.

—*Bunker Hill Community College Student*

The new **Critical Thinking badge** in MyLab IT for 2019 provides verified evidence that learners have demonstrated the ability to not only complete a real project, but also analyze and problem solve using Microsoft Office applications. Students prove this by completing an objective quiz that requires them to critically think about the project, interpret data, and explain why they performed the actions they did in the project. Critical Thinking is a hot button issue at many institutions and is highly sought after in job candidates, allowing students with the Critical Thinking badge to stand out and prove their skills.

Soft Skills videos are included in MyLab IT for educators who want to emphasize key employability skills such as accepting criticism and being coachable, customer service, and resume and cover letter best practices.

Key Features



The **Outcomes focus** allows students and instructors to focus on higher-level learning goals and how those can be achieved through particular objectives and skills.

- **Outcomes** are written at the course level and the business unit level.
- **Chapter Objectives list** identifies the learning objectives to be achieved as students work through the chapter. Page numbers are included for easy reference. These are revisited in the Concepts Check at the end of the chapter.
- **MOS Certification Guide** for instructors and students directs anyone interested in prepping for the MOS exam to the specific series resources to find all content required for the test.

Business Application Icons



Customer Service



Finance & Accounting



General Business



Human Resources



Information Technology



Production & Operations



Sales & Marketing



Research & Development



Real World Interview Video



Blue Box Videos



Soft Skills

The **real-world focus** reminds students that what they are learning is practical and useful the minute they leave the classroom.

- **Real World Success** features in the chapter opener share anecdotes from real former students, describing how knowledge of Office has helped them be successful in their lives.
- **Real World Advice boxes** offer notes on best practices for general use of important Office skills. The goal is to advise students as a manager might in a future job.
- **Business Application icons** appear with every case in the text and clearly identify which business application students are being exposed to (finance, marketing, operations, and so on).
- **Real World Interview Video icons** appear with the Real World Success story in the business unit. Each interview features a real businessperson discussing how he or she actually uses the skills in the chapter on a day-to-day basis.

Features for active learning help students learn by doing and immerse them in the business world using Microsoft Office.

- **Blue boxes** represent the hands-on portion of the chapter and help students quickly identify what steps they need to take to complete the chapter Prepare Case. This material is easily distinguishable from explanatory text by the blue-shaded background.
- **Starting and ending files** appear before every case in the text. Starting files identify exactly which student data files are needed to complete each case. Ending files are provided to show students the naming conventions they should use when saving their files. Each file icon is color coded by application.
- **Side Note** conveys a brief tip or piece of information aligned visually with a step in the chapter, quickly providing key information to students completing that particular step.
- **Consider This** offers critical thinking questions and topics for discussion, set apart as a boxed feature, allowing students to step back from the project and think about the application of what they are learning and how these concepts might be used in the future.
- **Soft Skills icons** appear with other boxed features and identify specific places where students are being exposed to lessons on soft skills.

Study aids help students review and retain the material so they can recall it at a moment's notice.

- **Quick Reference boxes** summarize generic or alternative instructions on how to accomplish a task. This feature enables students to quickly find important skills.
- **Concept Check** review questions, which appear at the end of the chapter, require students to demonstrate their understanding of the objectives.
- **Visual Summary** offers a review of the objectives learned in the chapter using images from the completed solution file, mapped to the chapter objectives with callouts and page references, so students can easily find the section of text to refer to for a refresher.
- **MyLab IT™ icons** identify which cases from the book match those in MyLab IT.™
- **Blue Box Video icons** appear with each Active Text box and identify the brief video, demonstrating how students should complete that portion of the Prepare Case.

Extensive cases allow students to progress from a basic understanding of Office through to proficiency.

- **Chapters all conclude with Practice, Problem Solve, and Perform Cases** to allow full mastery at the chapter level. Alternative versions of these cases are available in Instructor Resources.
- **Business Unit Capstones all include More Practice, Problem Solve, and Perform Cases** that require students to synthesize objectives from the two previous chapters to extend their mastery of the content. Alternative versions of these cases are available in Instructor Resources.
- **More Grader Projects** are offered with this edition, including Prepare cases as well as Problem Solve cases at both the chapter and business unit capstone levels.

Resources



Instructor Teaching Resources

Supplements available to instructors at www.pearsonhighered.com	Features of the Supplement
Instructor's Manual	<p>Available for each chapter and includes:</p> <ul style="list-style-type: none"> • List of all Chapter Resources, File Names, and Where to Find • Chapter Overview • Class Run-Down • Key Terms • Discussion Questions • Teaching Notes • Additional Web Resources • Cases with File Names • Solutions to Concepts Check Questions
AACSB and Business Application Mapping	<p>A mapping spreadsheet to help you identify content to emphasize key AACSB requirements or focus on key business applications. The spreadsheet lists all features and cases in every chapter that:</p> <ul style="list-style-type: none"> • Demonstrate AACSB Learning Standards including: <ul style="list-style-type: none"> • Multicultural and diversity understanding • Reflective thinking skills • Communication abilities • Use of information technology • Analytical thinking skills • Ethical understanding and reasoning • Identifies the business area/application used, including: <ul style="list-style-type: none"> • Sales & Marketing • Information Technology • General Business • Human Resources • Finance & Accounting • Production & Operations
Solutions Files, Annotated Solution Files, Scorecards	<ul style="list-style-type: none"> • Available for all cases with definitive solutions • Annotated Solution Files in PDF feature callouts to enable easy grading • Scorecards to allow for easy scoring for hand-grading all cases with definitive solutions, with all adding up to 100 points and points being divided by step
Rubrics	<p>For Perform Cases without a definitive solution. Available in Microsoft Word format, enabling instructors to customize the assignments for their classes</p>
Test Bank	<p>Approximately 75–100 total questions per chapter, made up of multiple-choice, true/false, and matching.</p> <p>Questions include these annotations:</p> <ul style="list-style-type: none"> • Correct Answer • Difficulty level • Learning objective <p>Alternative versions of the Test Bank are available for the following LMS: Blackboard CE/Vista, Blackboard, Desire2Learn, Moodle, Sakai, and Canvas</p>

Supplements available to instructors at www.pearsonhighered.com	Features of the Supplement
Computerized TestGen	TestGen allows instructors to: <ul style="list-style-type: none"> • Customize, save, and generate classroom tests • Edit, add, or delete questions from the Test Item Files • Analyze test results • Organize a database of tests and student results
PowerPoint Presentations	PowerPoints for each chapter cover key topics, feature key images from the text, and include detailed speaker notes in addition to the slide content. PowerPoints meet accessibility standards for students with disabilities. Features include, but are not limited to: <ul style="list-style-type: none"> • Keyboard and Screen Reader access • Alternative text for images • High-color contrast between background and foreground colors
Scripted Lectures	<ul style="list-style-type: none"> • A lecture guide that provides the actions and language to help demonstrate skills from the chapter • Follows the activity similar to the Prepare Case but with an alternative scenario and data files
Prepared Exams	<ul style="list-style-type: none"> • An optional hands-on project that can be used to assess students' ability to perform the skills from each chapter, each business unit, or across all chapters in an application • Each Prepared Exam folder includes the needed data files, instruction file, solution, annotated solution, and scorecard
Additional Problem Solve Cases	<ul style="list-style-type: none"> • Additional Problem Solve cases that allow instructors to swap out cases from semester to semester, available at the chapter and business unit level • Each additional case folder includes the needed data files, instruction file, solution, annotated solution, and scorecard
Outcome & Objective Maps	<ul style="list-style-type: none"> • Available for each chapter to help you determine what to assign • Includes every case and identifies which outcomes, objectives, and skills are included from the chapter
MOS Mapping, MOS Online Appendix	<ul style="list-style-type: none"> • Based on the Office 2019 MOS Objectives • Includes a full mapping of where each objective is covered in the materials • For any content not covered in the textbook, additional material is available in the online appendix document
Transition Guide	A detailed spreadsheet that provides a clear mapping of content from <i>Your Office Microsoft Office 2016</i> to <i>Your Office Microsoft Office 365, 2019 Edition</i>
Content Updates Guide	A living document that features any changes in content based on Microsoft Office 365 changes as well as any errata
Sample Syllabus	Syllabus templates set up for 8-week, 12-week, and 16-week courses
Answer Keys for Concept Checks	Answer keys for each objective question type from each chapter
Answer Keys and Guide for Critical Thinking Quizzes	Answer keys for each Critical Thinking objective quiz from each chapter, business unit, and application

Student Resources

Supplements available to students at www.pearsonhighered.com/youroffice	Features of the Supplement
Student Data Files	All data files needed for the following cases, organized by chapter: <ul style="list-style-type: none"> • Prepare Case • Practice Case • Problem Solve Case • Perform Case
MOS Certification Material	<ul style="list-style-type: none"> • Based on the Office 2019 MOS Objectives • Includes a full mapping of where each objective is covered in the materials • For any content not covered in the textbook, additional material is available in the online appendix document
Video supplements available to students within MyLab IT for <i>Your Office</i>	Features of the Videos
Blue Box Videos	<ul style="list-style-type: none"> • Screen capture videos following the action in the blue boxes • Available both as one continuous video to cover the entire Prepare Case as well as in individual videos per blue box
Real World Interview Videos	<ul style="list-style-type: none"> • Live action videos interviewing real business professionals about how they use Microsoft Office to be successful in their careers. One per chapter • Complement the Real World Success feature in each Business Unit
Soft Skills Videos	A video library available in MyLab IT that focuses on a variety of soft skills topics such as interview skills, accepting criticism, and being coachable, resume tips, customer service, and so on

Painted Paradise

RESORT & SPA



Welcome to the Team!

Welcome to your new office at Painted Paradise Resort & Spa, where we specialize in painting perfect getaways. As the Chief Technology Officer, I am excited to have staff dedicated to the Microsoft Office integration between all the areas of the resort. Our team is passionate about our paradise, and I hope you find this to be your dream position here!

Painted Paradise is a resort and spa in New Mexico catering to business people, romantics, families, and anyone who just needs to get away. Inside our resort are many distinct areas. Many of these areas operate as businesses in their own right but must integrate with the other areas of the resort. The main areas of the resort are as follows.

- The **Hotel** is overseen by our Chief Executive Officer, William Mattingly, and is at the core of our business. The hotel offers a variety of accommodations, ranging from individual rooms to a grand villa suite. Further, the hotel offers packages including spa, golf, and special events.

Room rates vary according to size, season, demand, and discount. The hotel has discounts for typical groups, such as AARP. The hotel also has a loyalty program where guests can earn free nights based on frequency of visits. Guests may charge anything from the resort to the room.

- **Red Bluff Golf Course** is a private world-class golf course and pro shop. The golf course has services such as golf lessons from the famous golf pro John Schilling and playing packages. Also, the golf course attracts local residents. This requires variety in pricing schemes to accommodate both local and hotel guests. The pro shop sells many retail items online.

The golf course can also be reserved for special events and tournaments. These special events can be in conjunction with a wedding, conference, meetings, or other events covered by the event planning and catering area of the resort.

- **Turquoise Oasis Spa** is a full-service spa. Spa services include haircuts, pedicures, massages, facials, body wraps, waxing, and various other spa services—typical to exotic. Further, the spa offers private consultation, weight training (in the fitness center), a water bar, meditation areas, and steam rooms. Spa services are offered both in the spa and in the resort guest's room.

Turquoise Oasis Spa uses top-of-the-line products and some house-brand products. The retail side offers products ranging from candles to age-defying home treatments. These products can also be purchased online. Many of the hotel guests who fall in love with the house-brand soaps, lotions, candles, and other items appreciate being able to buy more at any time.

The spa offers a multitude of packages including special hotel room packages that include spa treatments. Local residents also use the spa. So, the spa guests are not limited to hotel guests. Thus, the packages also include pricing attractive to the local community.

3355 Hemmingway Circle • Santa Fe, New Mexico 89566

- **Painted Treasures Gift Shop** has an array of items available for purchase, from toiletries to clothes to presents for loved ones back home including a healthy section of kids' toys for traveling business people. The gift shop sells a small sampling from the spa, golf course pro shop, and local New Mexico culture. The gift shop also has a small section of snacks and drinks. The gift shop has numerous part-time employees including students from the local college.
- The **Event Planning & Catering** area is central to attracting customers to the resort. From weddings to conferences, the resort is a popular destination. The resort has a substantial number of staff dedicated to planning, coordinating, setting up, catering, and maintaining these events. The resort has several facilities that can accommodate large groups. Packages and prices vary by size, room, and other services such as catering. Further, the Event Planning & Catering team works closely with local vendors for floral decorations, photography, and other event or wedding typical needs. However, all catering must go through the resort (no outside catering permitted). Lastly, the resort stocks several choices of decorations, table arrangements, and centerpieces. These range from professional, simple, themed, and luxurious.
- **Indigo5** and the **Silver Moon Lounge**, a world-class restaurant and lounge that is overseen by the well-known Chef Robin Sanchez. The cuisine is balanced and modern. From steaks to pasta to local southwestern meals, Indigo5 attracts local patrons in addition to resort guests. While the catering function is separate from the restaurant—though menu items may be shared—the restaurant does support all room service for the resort. The resort also has smaller food venues onsite such as the Terra Cotta Brew coffee shop in the lobby.

Currently, these areas are using Office to various degrees. In some areas, paper and pencil are still used for most business functions. Others have been lucky enough to have some technology savvy team members start Microsoft Office Solutions.

Using your skills, I am confident that you can help us integrate and use Microsoft Office on a whole new level! I hope you are excited to call Painted Paradise Resort & Spa **Your Office**.

Looking forward to working with you more closely!

Aidan Matthews

Aidan Matthews

Chief Technology Officer



Dear Students,

If you want an edge over the competition, make it personal. Whether you love sports, travel, the stock market, or ballet, your passion is personal to you. Capitalizing on your passion leads to success. You live in a global marketplace, and your competition is global. The honors students in China exceed the total number of students in North America. Skills can help set you apart, but passion will make you stand above. *Your Office* is the tool to harness your passion's true potential.

In prior generations, personalization in a professional setting was discouraged. You had a “work” life and a “home” life. As the Series Editor, I write to you about the vision for *Your Office* from my laptop, on my couch, in the middle of the night when inspiration struck me. My classroom and living room are my office. Life has changed from generations before us.

So, let's get personal. My degrees are not in technology, but chemistry and law. I helped put myself through school by working full time in various jobs, including a successful technology consulting business that continues today. My generation did not grow up with computers, but I did. My father was a network administrator for the military. So, I was learning to program in Basic before anyone had played Nintendo's *Duck Hunt* or *Tetris*. Technology has always been one of my passions from a young age. In fact, I now tell my husband: Don't buy me jewelry for my birthday, buy me the latest gadget on the market!

In my first law position, I was known as the Office guru to the extent that no one gave me a law assignment for the first two months. Once I submitted the assignment, my supervisor remarked, “Wow, you don't just know how to leverage technology, but you really know the law, too.” I can tell you novel-sized stories from countless prior students in countless industries who gained an edge from using Office as a tool. Bringing technology to your passion makes you well rounded and a cut above the rest, no matter the industry or position.

I am most passionate about teaching, in particular teaching technology. I come from many generations of teachers, including my mother who is a kindergarten teacher. For more than 12 years, I have found my dream job passing on my passion for teaching, technology, law, science, music, and life in general at the Kelley School of Business at Indiana University. I have tried to pass on the key to engaging passion to my students. I have helped them see what differentiates them from all the other bright students vying for the same jobs.

Microsoft Office is a tool. All of your competition will have learned Microsoft Office to some degree or another. Some will have learned it to an advanced level. Knowing Microsoft Office is important, but it is also fundamental. Without it, you will not be considered for a position.

Today, you step into your first of many future roles bringing Microsoft Office to your dream job working for Painted Paradise Resort & Spa. You will delve into the business side of the resort and learn how to use *Your Office* to maximum benefit.

Don't let the context of a business fool you. If you don't think of yourself as a business person, you have no need to worry. Whether you realize it or not, everything is business. If you want to be a nurse, you are entering the health care industry. If you want to be a football player in the NFL, you are entering the business of sports as entertainment. In fact, if you want to be a stay-at-home parent, you are entering the business of a family household where *Your Office* still gives you an advantage. For example, you will be able to prepare a budget in Excel and analyze what you need to do to afford a trip to Disney World!

At Painted Paradise Resort & Spa, you will learn how to make Office yours through four learning levels designed to maximize your understanding. You will Prepare, Practice, and Problem Solve your tasks. Then, you will astound when you Perform your new talents. You will be challenged through Consider This questions and gain insight through Real World Advice.

There is something more. You want success in what you are passionate about in your life. It is personal for you. In this position at Painted Paradise Resort & Spa, you will gain your personal competitive advantage that will stay with you for the rest of your life—*Your Office*.

Sincerely,
Amy Kinser
Series Editor

