

Introductory



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Microsoft® Office 365®

2019 Edition

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This book is dedicated to my husband Fred, and to my students, who inspire me every day.



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This book is dedicated with all my love to my husband Vic, who makes everything possible; and to my children Victor, Phil, and Emmy, who are an unending source of inspiration and who make everything worthwhile.



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This book is dedicated to my colleagues and students at Bucks County Community College: for your suggestions and encouragement throughout this process. You inspire me every day. And most importantly—my family. My husband and sons for your patience, help, and love—I couldn't have done this without your love and support.



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This book is dedicated to my husband, Dave, and my children, Matthew and Andrea. I cannot thank my family enough for the love and support they share everyday.

Prepare Students to Succeed!


GO! with Microsoft Office 365, 2019 Edition

Introducing seamless digital instruction, practice, and assessment

Using GO! with MyLab IT has never been better! With the integrated etext and pre-built learning modules, instructors can assign learning easily and students can get started quickly.

- **Proven content and pedagogical approach of *guided instruction, guided practice, and mastery*** is effective for all types of learners and all types of course delivery—face-to-face in the classroom, online, and hybrid.
- **Students learn Microsoft Office skills by creating practical projects** they will see in their academic and professional lives.
- **With GO! MyLab IT students can learn, practice, and assess live or in authentic simulations of Microsoft Office.**
 - **Microsoft Office autograded Grader** projects for the instructional, mastery, and assessment projects allow students to work live in Excel, Word, Access, or PPT so that during each step of the learning process, they can receive immediate, autograded feedback!
 - **Microsoft Office authentic simulations** allow students to practice what they are learning in a safe environment with learning aids for instant help—*Read, Watch, or Practice*. Authentic simulations can also be used for assessment without learning aids.

What's New?

- The **book (print or etext) is the student's guide** to completing all autograded Grader projects for instruction, practice, and assessment.
- The **GO! Learn How videos**, integrated in the etext, give students an instructor-led, step-by-step guide through the A & B projects.
- **Improved business case connection** throughout the instruction so students always understand the *what* and *why*.
- **Mac tips**  are woven into the instruction for each project so Mac students can proceed successfully.
 - All text and Grader projects created and tested by the authors on both a Mac and a PC.
 - Content not limited by Mac compatibility! Everything students need to know for MOS exams, Excel, and Access that are not possible on the Mac are still covered!
- **MyLab IT Prebuilt Learning modules** make course setup a snap. The modules are based on research and customer use, and can be easily customized to meet your course requirements.
- **Critical Thinking assessments and badges** expand coverage of Employability Skills.
- **New combined Office Features and Windows chapter** with Grader projects and autograded Windows projects for a fast and concise overview of these important features. Shorter and easier to assign.

- **Regular content updates to stay current with Office 365** updates and new features:
 - New *Semester Updates* for the etext and Grader projects through MyLab IT
 - New *Lessons on the GO!* to help you teach new features

What's New for Grader Projects

- **Autograded *Integrated Projects*** covering Word, Excel, Access, and PPT.
- Projects **A & B Grader reports now include *Learning Aids*** for immediate remediation.
- Autograded Critical Thinking Quizzes and Badges
 - Critical Thinking Modules include a Capstone and Quiz that enable students to earn a Critical Thinking Badge
 - Critical Thinking quizzes for the A & B instructional projects
- A **final output image** is provided so students can visualize what their solution should look like.
- **Mac Compatibility:** All Grader projects are built for PC and Mac users, excluding Access. Only projects that have features not supported on the Mac are not 100% compatible.

What's New for Simulations

- Simulations are updated by the authors for improved reinforcement of the software navigation in each instructional project—as always, they are matched one-to-one with the text Activities.
- *Student Action Visualization* provides an immediate playback for review by students and instructors when there's a question about why an action is marked as incorrect.

The Program

The GO! series has been used for over 17 years to teach students Microsoft Office successfully because of the *Quality of Instruction*, *Ease of Implementation*, and *Excellence in Assessment*. Using the hallmark Microsoft Procedural Syntax and Teachable Moment approach, students understand how to navigate the Microsoft Office ribbon so they don't get lost, and they get additional instruction and tips *when* they need them. Learning by doing is a great approach for skill-based learning, and creating a real-world document, spreadsheet, presentation, or database puts the skills in context for effective learning!

To improve 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 personalizes the learning experience and will help your students learn and retain key course concepts while developing skills that future employers are seeking in their candidates.

Solving Teaching and Learning Challenges

The GO! series continues to evolve based on author interaction and experience with real students. GO! is written to ensure students know where they are going, how to get there, and why. Today's software is cloud based and changes frequently, so students need to know how the software functions so they can adapt quickly.

Each chapter is written with two instructional projects organized around **student learning outcomes** and **numbered objectives**, so that students understand what they will learn and be able to do when they finish the chapter. The **project approach** clusters the learning objectives around the projects rather than around the software features. This tested pedagogical approach teaches students to solve real problems as they practice and learn the software features. By using the textbook (print or digital), students can complete the A & B instructional projects as autograded Grader projects in MyLab IT. The *Learn How* videos, integrated in the etext

or learning modules, give students an instructor-led, step-by-step guide through the project. This unique approach enhances learning and engages students because they receive immediate feedback. Additionally, students can practice the skills they are learning in the MyLab IT simulations, where they also get immediate feedback and help when needed! Both *Graders* and *Simulations* are available in assessment form so that students can demonstrate mastery.

The **Clear Instruction** in the project steps is written following *Microsoft Procedural Syntax* to guide students where to go and *then* what to do, so they never get lost! With the **Teachable Moment** approach, students learn important concepts when they need to as they work through the instructional projects. No long paragraphs of text. And with the integrated etext in MyLab IT, students can access their book anywhere, anytime.

The page design drives effective learning; textbook pages are clean and uncluttered, with screenshots that validate the student's actions and engage visual learners. Important information is boxed within the text so that students won't miss or skip the *Mac Tips*, *Another Way*, *By Touch*, *Note*, *Alert*, or *More Knowledge* details. **Color-Coded Steps** guide students through the projects with colors coded by project and the **End-of-Project Icon** helps students know when they have completed the project, which is especially useful in self-paced or online environments.

Students can engage in a wide variety of end-of-chapter projects where they apply what they learned in outcomes-based, problem-solving, and critical thinking projects—many of which require students to create a complete project from scratch.

Within the GO! etext and MyLab IT, students also have access to the *GO! Learn How* training videos, the *GO! to Work* videos (which demonstrate how Microsoft Office is used in a variety of jobs), the *GO! for Job Success* videos (which teach essential employability skills), and the *Where We're Going* videos, which provide a clear and concise overview of the instructional projects to ensure student success!

This complete, highly effective offering ensures students can learn the skills they need to succeed!

Developing Employability Skills

For students to succeed in a rapidly changing job market, they should be aware of their career options and how to go about developing a variety of skills. With MyLab IT and GO! we focus on developing these skills in the following ways:

High-Demand Office Skills are taught to help students gain these skills and prepare for the Microsoft Office Specialist (MOS) certification exams. The MOS objectives are covered throughout the content and highlighted with the MOS icons.

Essential Employability Skills are taught throughout the chapters using GO! for Job Success Videos and discussions, along with the new Critical Thinking badge students can earn by successfully completing the Critical Thinking Modules.

Employability Skills Matrix (ESM)								
	Grader Projects	Project K	Project M	Project O Group Project	Critical Thinking Projects and Badge	GO! To Work and Job Success Videos	MOS Practice Exams	MOS Badges
Critical Thinking	X	X	X		X		X	X
Communication	X			X		X		
Collaboration				X		X		
Knowledge Application and Analysis	X	X	X		X		X	X
Social Responsibility						X		

Creating a Worksheet and Charting Data

EXCEL 2019

1

PROJECT 1A Outcomes
Create a sales report with an embedded column chart and sparklines.


Objectives

1. Create, Save, and Navigate an Excel Workbook
2. Enter Data in a Worksheet
3. Construct and Copy Formulas and Use the SUM Function
4. Format Cells with Merge & Center, Cell Styles, and Themes
5. Chart Data to Create a Column Chart and Insert Sparklines
6. Print a Worksheet, Display Formulas, and Close Excel

PROJECT 1B Outcomes
Calculate the value of an inventory.

Objectives

7. Check Spelling in a Worksheet
8. Enter Data by Range
9. Construct Formulas for Mathematical Operations
10. Edit Values in a Worksheet
11. Format a Worksheet



In This Chapter In this chapter, you will use Microsoft Excel to create and analyze data organized into columns and rows. After entering data in a worksheet, you can perform complex calculations, analyze the data to make logical decisions, and create attractive charts that help readers visualize your data in a way they can understand and that is meaningful. In this chapter, you will create and modify Excel workbooks. You will practice the basics of worksheet design, create a footer, enter and edit data in a worksheet, and chart data. You will save, preview, and print workbooks, and you will construct formulas for mathematical operations.

The projects in this chapter relate to Pro Fit Marietta, a distributor of fitness equipment and apparel to private gyms, personal trainers, health clubs, corporate wellness centers, hotels, college athletic facilities, physical therapy practices, and multi-unit residential properties. The company's mission is to find, test, and distribute the highest quality fitness products in the world to its customers for the benefit of consumers. The company's blog provides useful tips on how to use the latest workout and fitness equipment. The company is in Marietta, Georgia, which is metropolitan Atlanta's largest suburb.

Real-World Projects and GO! to Work Videos

The projects in GO! help you learn skills you'll need in the workforce and everyday life. And the GO! to Work videos give you insight into how people in a variety of jobs put Microsoft Office into action every day.

- Projects in GO! are real-world projects you create from start to finish, so that you are using the software features and skills as you will on the job and in everyday life.

GO! to Work videos feature people from a variety of real jobs explaining how they use Microsoft Office every day to help you see the relevance of learning these programs.

GO! with Office 365

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»» GO! To Work

Microsoft Office Specialist (MOS) Skills in This Chapter

Project 1A	Project 1B
<ul style="list-style-type: none"> 1.2.2 Navigate to named cells, ranges, or workbook elements 1.3.1 Modify page setup 1.3.2 Adjust row height and column width 1.3.3 Customize headers and footers 1.4.8 Modify basic workbook properties 1.4.6 Display formulas 1.5.1 Set a print area 1.5.3 Configure print settings 2.1.2 Fill cells by using Auto Fill 2.2.1 Merge and Unmerge cells 2.2.5 Apply number format 2.2.7 Apply cell styles 2.4.1 Insert Sparklines 4.1.1 Insert relative, absolute, and mixed references 4.2.1 Perform calculations by using the SUM function 5.1.1 Create charts 5.2.2 Switch between rows and columns in source data 5.2.3 Add and modify chart elements 5.3.1 Apply chart layouts 	<ul style="list-style-type: none"> 2.2.2 Modify cell alignment, orientation, and indentation 2.2.4 Wrap text within cells 2.2.5 Apply number format 2.2.7 Apply cell styles 4.1.1 Insert relative, absolute, and mixed references

Build Your E-Portfolio
 An E-Portfolio is a collection of evidence, stored electronically, that showcases what you have accomplished while completing your education. Collecting and then sharing your work products with potential employers reflects your academic and career goals. Your completed documents from the following projects are good examples to show what you have learned: 1G, 1K, and 1L.

GO! for Job Success
Video: How to Succeed in an Interview
 Your instructor may assign this video to your class, and then ask you to think about, or discuss with your classmates, these questions:

Can you think of two or three behaviors that Lee might want to change before he interviews with another company?

If you were going on an interview, which of Connie's behaviors would you imitate?

If you were the interviewer, Maria, would you have handled anything differently with either candidate?

GO! To Work | Excel 365

◀ GO! for Job Success Videos and Discussions

Important professional skills you need to succeed in a work environment, such as Accepting Criticism, Customer Service, and Interview Skills, are covered in a video with discussion questions or an overall discussion topic. These are must-have skills.



◀ Skills Badging

Within MyLab IT 2019, you can earn digital badges that demonstrate mastery of specific skills related to Office 2019 or Critical Thinking. These badges can be easily shared across social networks, such as LinkedIn, leading to real opportunities to connect with potential employers.

Applied Learning Opportunities

Throughout the chapters there are two projects for instruction, two for review, and a variety of Outcomes-based projects to demonstrate mastery, critical thinking, and problem solving. In addition, within MyLab IT, GO! Learn How videos walk students through the A & B instructional project objectives. Grader projects and simulations provide hands-on instruction, training, and assessment.

▼ Live-in-the-Application Grader Projects

The MyLab IT Grader projects are autograded so students receive immediate feedback on their work. By completing these projects, students gain real-world context as they work live in the application, to learn and demonstrate an understanding of how to perform specific skills to complete a project.

PROJECT 1A Sales Report with Embedded Column Chart and Sparklines

Project Activities
In Activities 1.01 through 1.17, you will create an Excel worksheet for Michelle Barry, the President of Pro Fit Marietta. The worksheet displays the second quarter sales of canoe equipment for the current year and includes a chart to visually represent the data. Your completed worksheet will look similar to Figure 1.1.

Project Files for MyLab IT Grader
1. In your storage location, create a folder named Excel Chapter 1.
2. In your MyLab IT course, locate and click Excel 1A Quarterly Sales. Download Materials, and then Download All Files.
3. Extract the zipped folder to your Excel Chapter 1 folder. Close the Grader download screens.
4. Take a moment to open the downloaded Excel_1A_Quarterly_Sales_Instructions, note any recent updates to the book.

Project Results

Figure 1.1 Project 1A Quarterly Sales

For Non-MyLab Submissions
For Project 1A, you will need:
New Blank Excel workbook

In your Excel Chapter 1 folder, save your workbook as:
Lastname_Firstname_1A_Quarterly_Sales
If your instructor requires a workbook with formulas, save as:
Lastname_Firstname_1A_Quarterly_Sales_Formulas

After you have named and saved your workbook, on the next page begin with step 2.

Excel Ch 1 Project A Quarterly Sales

1 **Download Starting Materials**
You must download the starting files available below. The file for this assignment will be unique to you, so make sure to save it where you know you can retrieve it easily.

2 **Work Assignment on your Computer**
Follow the instructional steps to finish the project (point values can also be seen using the link below).

3 **Upload Completed Assignment**
All done? Now select your project file in preparation for our automatic grading and reporting process. After you've chosen your file, click "Upload." Your file will not be graded until you select "Submit for Grading" in the next step.
No File Selected.

4 **Submit Assignment for Grading**
Detailed feedback and grades on the submitted project are added to your submission and will be made available via the MyITLab gradebook and submission report screen.

Download Materials | Preview Steps | Choose File... | Submit for Grading

▼ Microsoft Office Simulations

The realistic and hi-fidelity simulations help students feel like they are working in the real Microsoft applications and enable them to explore, use 96% of Microsoft methods, and do so without penalty.

PROJECT 1B Inventory Valuation

Project Activities
In Activities 1.18 through 1.27 you will create a workbook for Josh Feingold, Operations Manager, which calculates the retail value of an inventory of plyometric training products. Your completed worksheet will look similar to Figure 1.38.

Project Files for MyLab IT Grader
1. In your MyLab IT course, locate and click Excel 1B Plyo Products. Download Materials, and then Download All Files.
2. Extract the zipped folder to your Excel Chapter 1 folder. Close the Grader download screens.
3. Take a moment to open the downloaded Excel_1B_Plyo_Products_Instructions, note any recent updates to the book.

Project Results

Figure 1.38 Project 1B Plyo Products

For Non-MyLab Submissions
For Project 1B, you will need:
New Blank Excel workbook

In your Excel Chapter 1 folder, save your workbook as:
Lastname_Firstname_1B_Plyo_Products
If your instructor requires a workbook with formulas, save as:
Lastname_Firstname_1B_Plyo_Products_Formulas

After you have named and saved your workbook, on the next page begin with step 2.

18_Plyo_Products - Excel

1 Pro Fit Marietta
2 Plyometric Products Inventory
3 Quantity Average Retail Price Total Retail Value Percent of Total Retail Value
4 Power Hurdle
5 Speed Hurdle
6 Stackable Steps
7 Pro Jump Rope
8 Plyometric Box Set
9 Plyometric Mat
10 Total Retail Value for All Products

1.00 Print: XL Activity 1.18 Checking Spelling in a Worksheet
Merge & Center the range A1:F1. With the range A1:F1 selected, apply the Title cell style. Merge & Center the range A2:F2. With the range A2:F2 selected, apply the Heading 1 cell style. Click cell A1, and then check the spelling of the worksheet. Change the misspelling Power to Power.

Instructor Teaching Resources

This program comes with the following teaching resources.

Resources available to instructors at www.pearsonhighered.com/go	Features of the Resources
Annotated Instructor Edition Tabs	Available for each chapter and include: <ul style="list-style-type: none"> • Suggested course implementation strategies and resources for the instructional portion of the chapter • Suggested strategies and resources for the Review, Practice, and Assessment portion of the chapter • Teaching tips
Annotated Solution Files	Annotated solution files in PDF feature callouts to enable easy grading.
Answer Keys for Chapter, MOS, and Critical Thinking Quizzes	Answer keys for each matching and multiple choice question in the chapter.
Application Capstones	Capstone projects for Word, Excel, Access, and PowerPoint that cover the objectives from all three chapters of each application. These are available as autograded Grader projects in MyLab IT, where students can also earn a proficiency badge if they score 90% or higher.
Collaborative Team Project	An optional exercise to assign to students to learn to work in groups.
Content Updates	A living document that features any changes in content based on Microsoft Office 365 changes as well as any errata.
Critical Thinking Quiz and Answers	Additional quiz and answers.
End-of-Chapter Online Projects H-J and M-O	Additional projects that can be assigned at instructor discretion.
Image Library	Every image in the book.
Instructor Manual	Available for each chapter and includes: <ul style="list-style-type: none"> • Suggested course implementation strategies and resources for the instructional portion of the chapter • Suggested strategies and resources for the Review, Practice, and Assessment portion of the chapter • Objectives • Teaching notes • Discussion questions
List of Objectives and Outcomes	Available for each chapter to help you determine what to assign <ul style="list-style-type: none"> • Includes every project and identifies which outcomes, objectives, and skills are included from the chapter
Lessons on the GO!	Projects created to teach new features added to Office 365. Available online only.
MOS Mapping and Additional Content	Based on the Office 2019 MOS Objectives <ul style="list-style-type: none"> • Includes a full guide of where each objective is covered in the textbook. • For any content not covered in the textbook, additional material is available in the Online Appendix document.
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 Audio PPTs contain spoken audio within traditional PowerPoint presentations.
Prepared Exams by Project, Chapter, and Application	An optional exercise that can be used to assess students' ability to perform the skills from each project, chapter, or across all chapters in an application <ul style="list-style-type: none"> • Each Prepared Exam folder includes the needed data files, instruction file, solution, annotated solution, and scorecard.

Resources available to instructors at www.pearsonhighered.com/go	Features of the Resources
Scorecards and Rubrics	Scorecards allow for easy scoring when hand-grading projects with definitive solutions. Rubrics are for projects without a definitive solution. These are available in Microsoft Word format, enabling instructors to customize the assignments for their classes.
Scripted Lectures	A lecture guide that provides the actions and language to help instructors demonstrate skills from the chapter.
Skills and Procedures Summary Charts	Concise list of key skills, including software icon and keyboard shortcut.
Solution Files, Solution File PDFs, and Solution Files with Formulas (Excel only)	Available for all exercises with definitive solutions.
Student Assignment Trackers	Document with a grid of suggested student deliverables per chapter that can be provided to students with columns for Due Date, Possible Points, and Actual Points.
Student Data Files	Files that students need to complete projects that are not delivered as Grader projects in MyLab IT.
Syllabus Template	Syllabus templates set up for 8-week, 12-week, and 16-week courses.
TestGen and Test Bank	<p>TestGen enables instructors to:</p> <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. <p>The Test Gen contains approximately 75–100 total questions per chapter, made up of multiple-choice, fill-in-the blank, true/false, and matching. 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>
Transition Guide	A detailed spreadsheet that provides a clear mapping of content from GO! Microsoft Office 2016 to GO! Microsoft Office 365, 2019 Edition.

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Anoka-Ramsey Community College
Arkansas State University
Augusta University
Baker College
Beal College
Bellevue College
Broward College
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Catawba Valley Community College
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Chattanooga State Community College
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Clarion University of Pennsylvania
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North Shore Community College
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