





# Microsoft<sup>®</sup> Office 365<sup>®</sup>

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.

**About the Authors** 

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# 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.

xviii GO! with Office 365



- 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

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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!







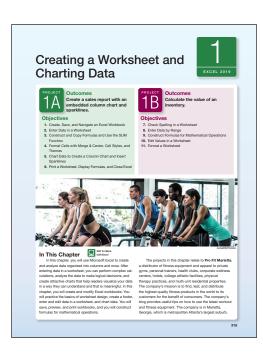
## **Developing Employability Skills**

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 Sucess Videos	MOS Practice Exams	MOS Badges
Critical Thinking	x	x	x		х		x	x
Communication	x			Х		х		
Collaboration				х		х		
Knowledge Application and Analysis	х	х	х		х		х	х
Social Responsibility						х		



#### Real-World Projects and GO! to Work Videos

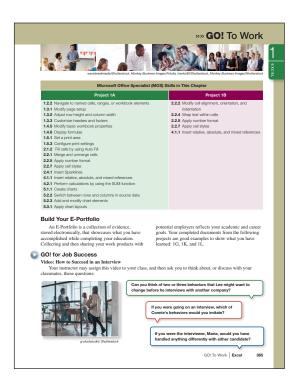
The projects in GO! help you learn skills you'll need in the workforce and everyday life. And the GO! to Work videos give you insight into how people in a variety of jobs put Microsoft Office into action every day.

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.

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#### **◀ 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.





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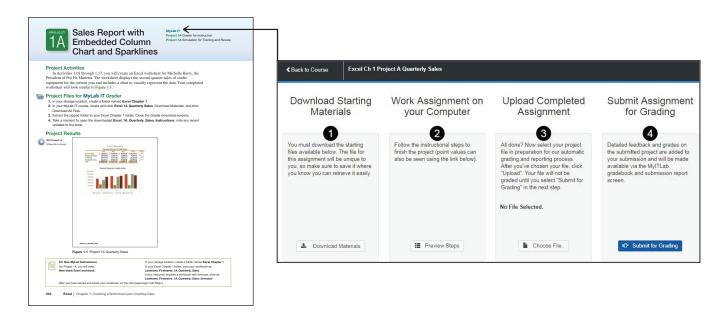


## Applied Learning Opportunities

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.

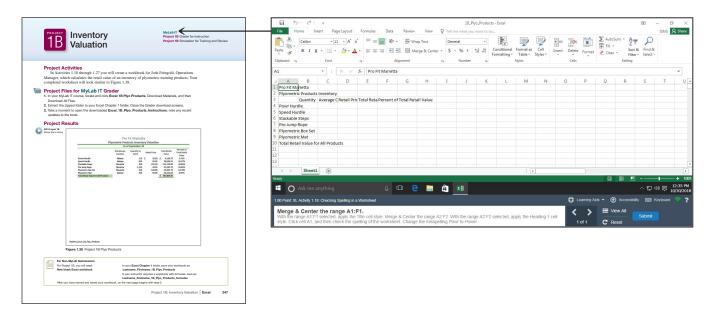
#### ▼ Live-in-the-Application Grader Projects

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.



#### 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.



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# 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:     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:  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     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  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.
Prepared Exams by Project, Chapter, and	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:  • 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.  An optional exercise that can be used to assess students' ability to perform the
Application	skills from each project, chapter, or across all chapters in an application  • Each Prepared Exam folder includes the needed data files, instruction file, solution, annotated solution, and scorecard.

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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	TestGen enables instructors to:  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.  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:  Correct answer  Difficulty level  Learning objective  Alternative versions of the Test Bank are available for the following LMS:  Blackboard CE/Vista, Blackboard, Desire2Learn, Moodle, Sakai, and Canvas.
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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