



Office 365 & 2016

Products from Cengage Learning



Reduce your workload and improve learning outcomes with our digital solutions for Microsoft Office!

What separates simple memorisation from true understanding? **Engagement.**

Built on principles of learning design and created hand-in-hand with educators, Cengage Learning solutions focus on engagement, taking students through the levels of application, analysis, and critical thinking with depth and context unmatched in the market.

MindTap for Office 365/2016 with Office Mix

Let your students learn by doing! Using our new MindTap for Office 365/2016 Introductory with Office Mix, students can complete engaging, interactive lessons while learning real-world application and understanding how Microsoft skills will impact their future careers. With MindTap for Office, instructors can engage and transform today's students into critical thinkers. Instead of textbook chapters or lengthy narrative, computing topics are presented in engaging videos powered by Microsoft® Office Mix allowing students to learn how real Office Skills are applied in various jobs.

MindTap®

SAM: Premier training for Microsoft Office

Get your students workplace-ready with SAM (Skills Assessment Manager), the market-leading proficiency-based assessment and training solution for Microsoft Office and Computer Concepts. SAM helps students master Microsoft Office and Computer Concepts essential to academic and career success. Students observe, practice, and train, then apply their skills live in the application. SAM's auto-graded assignments and flexible reporting tools save you time and energy.

sam

MindTap with SAM

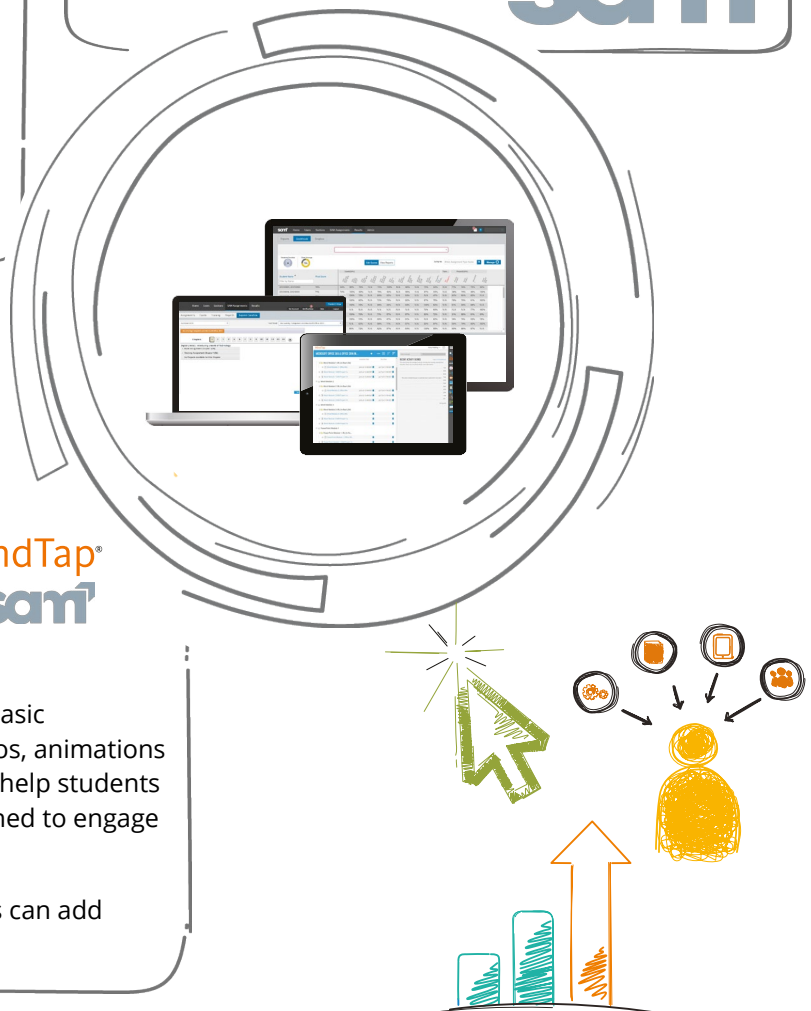
The MindTap platform is built specifically to engage students and move them through basic learning to higher level thinking – driving better critical thinking and problem solving skills.

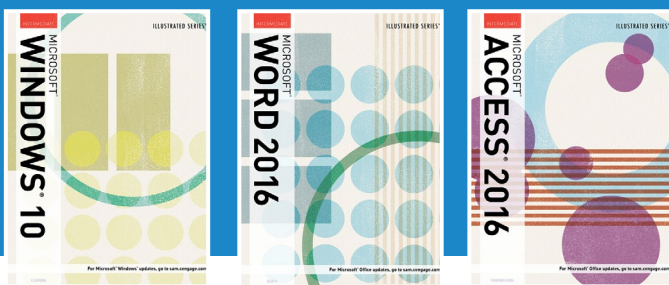
Lecturers have the ability to personalise and rearrange content to suit the needs of their students.

Activities within the learning path move students from basic understanding, leveraging media elements such as videos, animations and readings. Guided practice sections are designed to help students think critically and apply concepts. Questions are designed to engage students with illustrations, interactive demos and more.

SAM powers the assessment in MindTap and Instructors can add additional assignments from a range of products.

MindTap®
+sam





Illustrated Series

Our **Series** texts are some of the best respected and student friendly textbooks available, ensuring that you have the opportunity to choose a textbook that is right for you and your students.

Praised for its concise, focused approach and user-friendly format, the **Illustrated Series** incorporates a hallmark two-page layout that allows students to see an entire task in one view.

Each presentation is easy to follow with Learning Outcomes that outline skills covered in each lesson. Larger full-color screen images reflect exactly what students should see on their own computers. Each module begins with a brief overview of the lesson's principles and introduces an updated case study for further application.



Computer Concepts	9781305879041 © 2017 Paperback	Illustrated Computer Concepts and Microsoft Office 365 & Office 2016 Parsons Beskeen Cram Duffy Friedrichsen Reding	Available Now	*	*
Microsoft Access	9781305878006 © 2017 Paperback	Illustrated Computer Concepts and Microsoft Office 365 & Access 2016 : Comprehensive Friedrichsen	Available Now	*	*
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Microsoft Office	9781305878945 © 2017 Paperback	Illustrated Computer Concepts and Microsoft Office 365 & Office 2016 : Fundamentals Hunt Clemens	Available Now	*	*
Microsoft PowerPoint	9781305878181 © 2017 Paperback	Illustrated Computer Concepts and Microsoft Office 365 & PowerPoint 2016 : Comprehensive Beskeen	Available Now	*	*
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Why choose SAM?

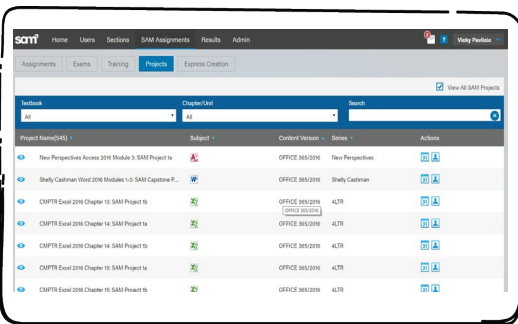
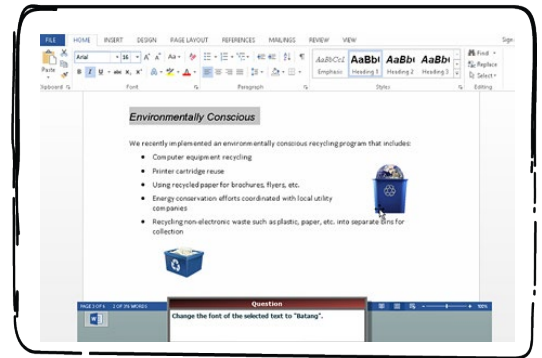


SAM Assessment & Training helps evaluate and improve students' proficiency of specific Microsoft Office tasks. Instructors can build custom exams & Training to map to the learning objectives and aims of your course.

SAM Projects is an online, live-in-the-application productivity tool that assesses a students' ability to use Microsoft Office effectively. SAM Projects evaluates proficiency in Word, Excel, Access, or PowerPoint projects to communicate, solve a problem, or make a decision.

o SAM prepares students for the real world

SAM's simulated environment accommodates multiple learning styles to help students learn computer concepts and Microsoft Office. After mastering these skill sets, students complete a project live in the application and submit it in SAM for automatic feedback on the actual work they completed in the Office application.

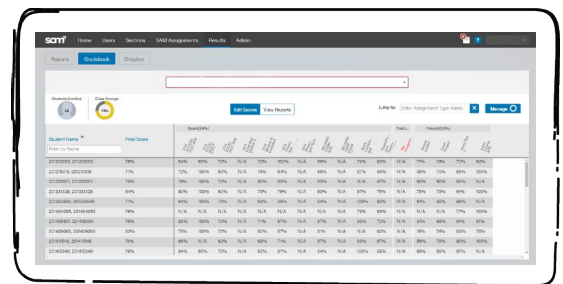


o SAM tracks and details student progress

In addition to the gradebook, SAM reporting options analyse performance at the student or section level. An exam playback feature — a video of students' click path on assessment questions they got incorrect — shows you where they went wrong.

o SAM streamlines the class creation process

SAM's easy-to-use interface gets instructors and students up and running. Express Assignment Creation delivers a streamlined course set-up through customised assignments that map to the learning objectives of the book in use. You can also copy sections from one term to the next, and roll out a master course to other instructors.

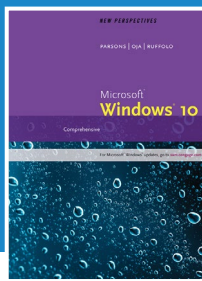
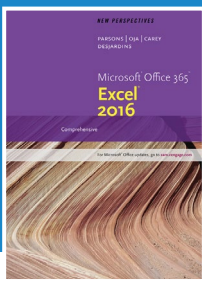


SAM offers instructors a choice of the way they want to use our content. Students are continually engaged in their learning and focusing on outcomes is a key factor to using SAM successfully.



Interested in adopting SAM for your classes? Contact your local Cengage Learning EMEA Representative for access to a SAM trial.

Find them at edu.cengage.co.uk/contact or email us emea.edureply@cengage.com



New Perspectives Series

Develop the complete skills you need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in our **New Perspectives** series.

This series demonstrates the importance of all of the skills you're learning while strengthening your outcomes and helping you transfer your thorough understanding of Office 365 & Office 2016 to other applications and disciplines for further success.

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MindTap®

Computer Concepts	9781305656284 © 2017 Paperback	New Perspectives Computer Concepts 2016 Enhanced : Comprehensive Parsons	Available Now	*	*
Computer Concepts	9781305656291 © 2017 Paperback	New Perspectives Computer Concepts 2016 Enhanced : Introductory Parsons Oja	Available Now	*	*
Microsoft Office	9781305879171 © 2017 Spiralbound	New Perspectives Microsoft Office 365 & Office 2016 : Introductory Carey Desjardins Oja Parsons Pinard Romer Ruffolo Shaffer Shellman Vodnik	Available Now	*	*
Microsoft Office	9781305879195 © 2017 Paperback	New Perspectives on Microsoft Office 365 & Office 2016 : Intermediate Shaffer Carey Parsons Oja	Available Now	*	*
Microsoft Office	9781305879188 © 2017 Paperback	New Perspectives Microsoft Office 365 & Office 2016 : Brief Carey Desjardins Oja Parsons Pinard Romer Ruffolo Shaffer Shellman Vodnik	Available Now	*	*
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Shelly Cashman Series®



The acclaimed **Shelly Cashman Series®** has effectively introduced computer skills to millions of students. These new releases continue the Series' innovation, quality and reliability with an enhanced learning approach designed to address student's needs, no matter what learning style.

The **Shelly Cashman Series®** delivers some of today's most effective educational materials, preparing you for success in working with Microsoft® Office 2016.



Computer Concepts	9781305657458 © 2017 Paperback	Enhanced Discovering Computers 2017 Vermaat Sebok Freund Frydenberg Campbell	Available Now	*	*
Computer Concepts	9781305657465 © 2017 Paperback	Enhanced Discovering Computers 2017 : Essentials Vermaat Sebok Freund Frydenberg Campbell	Available Now	*	*
Computer Concepts + Applications	9781305871809 © 2017 Paperback	Discovering Computers & Microsoft Office 365 & Office 2016 : A Fundamental Combined Approach Campbell Freund Frydenberg Last Pratt Sebok Campbell	Available Now	*	*
Microsoft Office	9781305870017 © 2017 Spiralbound	Microsoft Office 365 & Office 2016 : Introductory Freund Last Pratt Vermaat Sebok Hoisington Starks Schmieder	Available Now	*	*
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Microsoft Windows	9781305656741 © 2017 Paperback	Microsoft Windows 10 : Comprehensive Freund	Available Now		
Microsoft Word	9781305870994 © 2017 Paperback	Microsoft Office 365 & Word 2016 : Introductory Vermaat	Available Now	*	*
Microsoft Word	9781305871007 © 2017 Paperback	Microsoft Office 365 & Word 2016 : Intermediate Vermaat	Available Now	*	*
Microsoft Word	9781305871014 © 2017 Paperback	Microsoft Office 365 & Word 2016 : Comprehensive Vermaat	September 2016	*	*

Additional computing titles

Computer Concepts	9781305656314 © 2017 Paperback	Understanding Computers: Today and Tomorrow : Comprehensive Parker Morley	Available Now	*	*
Computer Concepts	9781305862876 © 2017 Paperback	CMPTR 3 Pinnard Romer Morley	Available Now	*	

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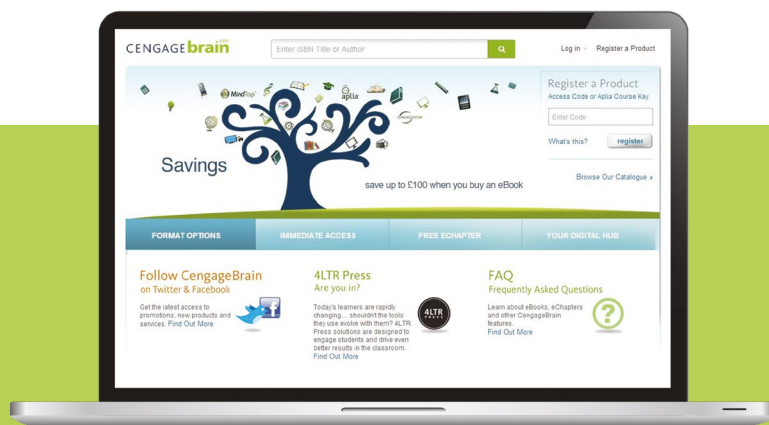
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Introducing

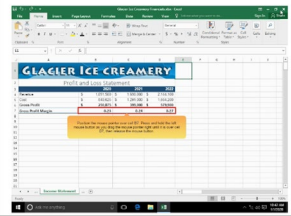
MindTap



for 

Office Mix

Excel 2016: Apply the Percentage number format.



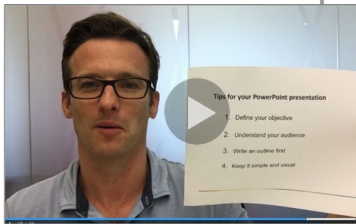
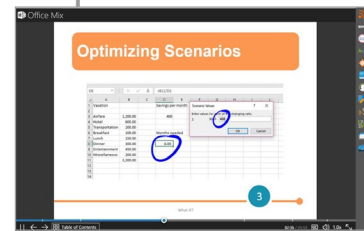
LEARN BY DOING

Each module starts with a pre-assessment that allows students to practice skills before instruction! This approach helps identify strengths and weaknesses on each topic and better matches the student learning workflow. The skill assessment in MindTap is powered by SAM.

sam

ENGAGING, INTERACTIVE LESSONS

Instead of textbook chapters or lengthy narrative, Computing topics are presented in engaging videos powered by Microsoft® Office Mix. This reflects how today's students prefer to learn—through short, visual lessons that provide realistic examples and helpful tips along the way.

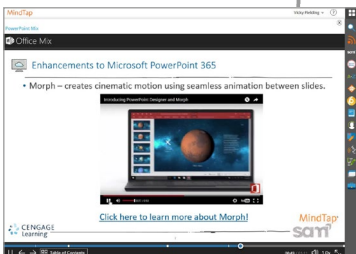
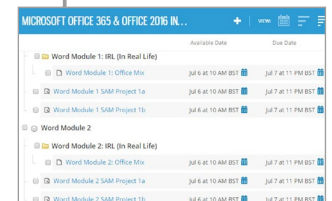


CAREER APPLICATION

Students learn how real Office skills are applied in various jobs. In every module, professionals share how they use each application to be successful in their career and offer advice for making the most out of these tools.

DYNAMIC PATHS OF CONTENT

MindTap provides pre-built learning paths of various content mapped to each module. Use out-of-the-box or customise to fit your course! Edit, rearrange, and add content like videos, links, RSS feeds, and more!



OFFICE MIX INTEGRATION

Microsoft® Office Mix powers the lessons in MindTap for Office 365/2016 Introductory. Office Mix is a free add-on for PowerPoint that makes slides more engaging through audio and video narration, real-time digital inking, and more!



Tap into more info at: cengage.com/mindtap