



# OFFICE 365<sup>®</sup> & 2019

Learning Solutions from Cengage

[cengage.co.uk](http://cengage.co.uk)

# Courseware

## THE CHOICE IS YOURS

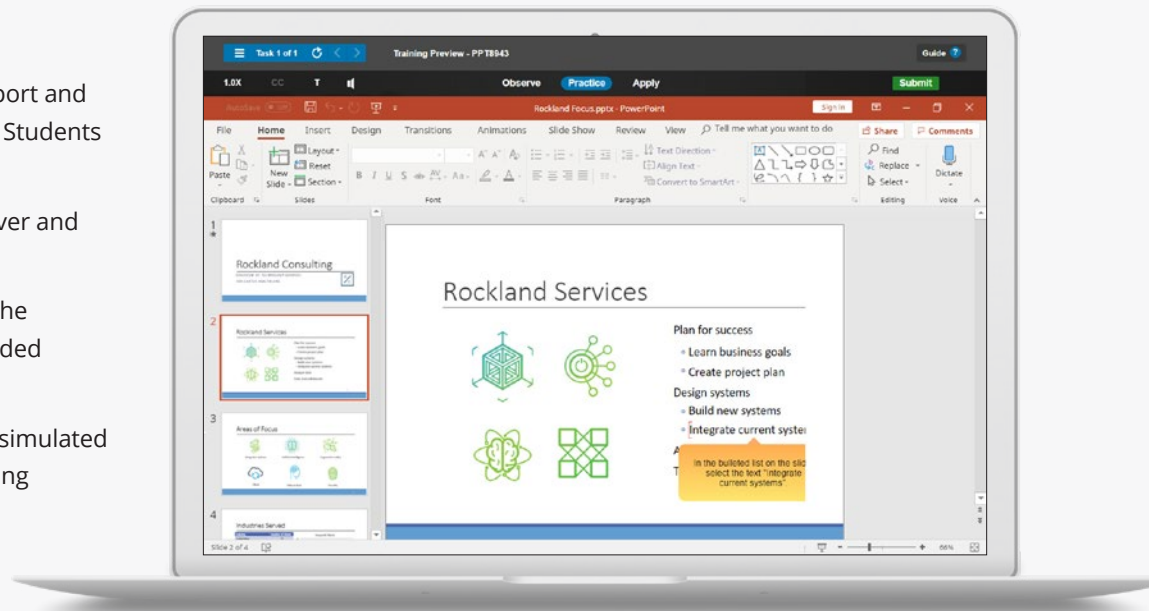
With a choice of two digital platforms, **MindTap** or **SAM**, which can be used alone or paired with a supporting narrative, our digital platforms will integrate seamlessly with your Learning Management System, giving you more time to prioritise what's important. Using SAM, start with a blank slate and design and build your course, exactly how you want it. Or, take advantage of MindTap's pre-built content and quickly customize to your unique requirements.

# MINDTAP | SAM

## TRAININGS

SAM Training Assignments support and engage as students build skills. Students will:

- **Observe** the skill with voiceover and on-screen callouts
- **Practice** where they control the keyboard and mouse in a guided walk-through
- **Apply** their skill unaided in a simulated Microsoft Office and computing environment



## PROJECTS

SAM Projects provide students with the hands-on practice they need to develop professional skills—then effectively apply them in real-world settings—live in the Office application. Boost students' academic and professional success with:

- Completely revised Project scenarios driven by Burning Glass market analytics data
- **NEW** Textbook Projects and End-of-Module Projects throughout the advanced modules
- Detailed feedback reports providing students with remediation in the textbook and SAM trainings.

## EXAMS

Empower students to show what they know. With SAM Exams, students master skills step-by-step. Plus, the amount of attempts, time limit, exportability options, assignment contents – and more – are all in your control.

To request a SAM demo, visit [cengage.co.uk/sam](https://cengage.co.uk/sam)



**Prepare students with the skills they need for academic and professional success by providing content that increases proficiency and boosts job eligibility.**

Cengage has market-leading Microsoft Office 2019 & 365 content with supporting narrative from three pedagogies to best match your teaching approach.

## **SAM PATHS\***

### Chart a Path Toward Student Success

How do you address the varying skill levels in your course?

With *SAM Paths*, you can create a personalized student experience that adapts to students' needs by providing training & assessment on the skills and concepts they need to learn.

*SAM Paths* can include a mix of simulated activities and objective style questions from Microsoft Office Applications and Computing Concepts. *SAM* offers three flexible options for creating your Path:

- Pre-Exam > Training > Post Exam (Most Frequently Assigned)
- Pre-Exam > Training
- Training > Post-Exam

Instructors who use *SAM Paths* report increased student engagement and improved learning outcomes – while students feel their time is well-spent with course materials personalized to their needs and abilities.

\*only available via the SAM platform

## **REPORTS**

Flexible Reports help you easily identify at-risk students and areas of weakness, while informing class time and remediation needs.

Reports can be viewed by:

- Skills
- Assignment
- Section
- Individual student

## **MICROSOFT OFFICE SPECIALIST (MOS) SIMULATIONS**

*SAM* includes prebuilt MOS exam simulations for Excel, Word, Outlook, Access and PowerPoint – designed to acclimate your students to both the certification objectives and testing environment.



## **DOWNLOAD THE CENGAGE MOBILE APP**

Cengage Mobile enables students to study, read, and revise on their smartphone or tablet, and with 24/7 course access, students stay focused and ready to learn anytime, anywhere.

- The Reader provides convenience
- Flashcards, assessments and gradebook cultivate confidence
- Attendance and mobile polling increases engagement
- Notifications keep students connected

**Join your students in downloading the Cengage Mobile app to provide anytime, anywhere learning and teaching.**

Download from



To find out more about our Digital Solutions visit [cengage.co.uk/learning-solutions](https://cengage.co.uk/learning-solutions)



Praised for its concise, focused approach and user-friendly format, the Illustrated Series incorporates a proven two-page layout that allows students to work through an entire task without turning the page. Clear Learning Outcomes outline the skills for each lesson, while large full-color screen images reflect exactly what students see on their own computers. Each module begins with a brief overview of the principles covered in the lesson and introduces a real-world case scenario to engage students and reinforce critical skills.



**Illustrated Series™  
Microsoft® Office 365®  
& Office 2019 Introductory**

David Beskeen, Carol M. Cram, Jennifer Duffy,  
Lisa Friedrichsen, Lynn Wermers

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**Illustrated Series™  
Microsoft® Office 365® & Office  
2019 Intermediate**

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**Illustrated Series™  
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**Illustrated Series™  
Microsoft® Office 365® Word® 2019  
Comprehensive**

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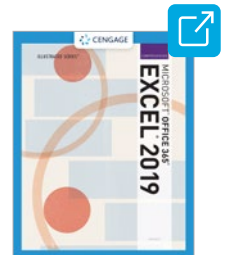
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**Illustrated Series™  
Microsoft® Office 365® Excel® 2019  
Comprehensive**

Lynn Wermers

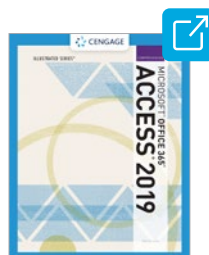
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Lisa Friedrichsen

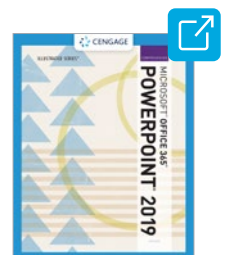
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**Illustrated Series™  
Microsoft® Office 365® PowerPoint®  
2019 Comprehensive**

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**Technology for Success  
and Illustrated Series Microsoft  
Office 365 & Office 2019**

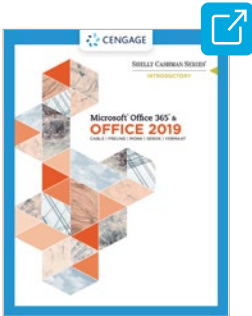
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The acclaimed Shelly Cashman Series has effectively introduced computer skills to millions of students. These editions continues the series' strong history of innovation with an enhanced learning approach designed to engage students, improve retention and prepare learners for success with Microsoft Office. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought and personalization.



**Shelly Cashman Series®  
Microsoft® Office 365®  
& Office 2019 Introductory**

Sandra Cable, Steven M. Freund, Ellen Monk,  
Susan L. Sebok, Joy L. Starks, Misty E. Vermaat

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**Technology for Success  
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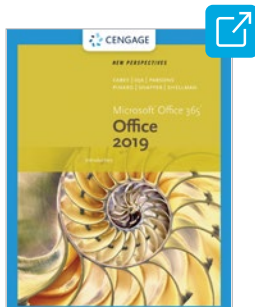
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Develop the Microsoft Office 365 and Office 2019 skills students need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in New Perspectives Microsoft Office 365 & Office 2019. Updated with all-new case scenarios, the New Perspectives series clearly applies the skills students are learning to real-world situations to make concepts even more relevant across the applications.



## New Perspectives Microsoft® Office 365® & Office 2019 Introductory

Patrick Carey, Katherine T. Pinard,  
Ann Shaffer, Mark Shellman, Sasha Vodnik

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## New Perspectives Microsoft® Office 365® & Office 2019 Intermediate

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## New Perspectives Microsoft® Office 365® & Office 2019 Advanced

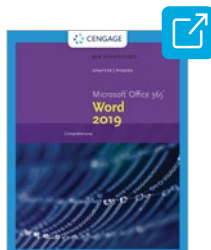
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## New Perspectives Microsoft® Office 365® Word 2019 Comprehensive

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## New Perspectives Microsoft® Office 365® Excel® 2019 Comprehensive

Patrick Carey

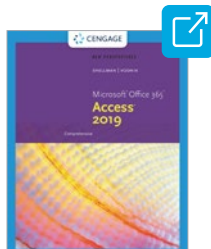
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## New Perspectives Microsoft® Office 365® Access® 2019 Comprehensive

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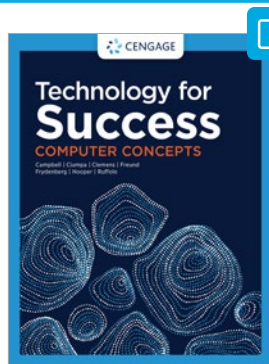
## New Perspectives Microsoft® Office 365® PowerPoint® 2019 Comprehensive

Katherine T. Pinard

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## NEW! COMPUTER CONCEPTS SOLUTION



### Technology for Success Computer Concepts

Jennifer T. Campbell, Mark Ciampa, Barbara Clemens, Steven M. Freund,  
Mark Frydenberg, Ralph Hooper, Lisa Ruffolo

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With focus on real-world application, including emerging technologies like cloud computing, mobile application and expanded coverage on security, you'll find:

- Critical thinking simulations that challenge learners to problem solve
- Hands-on computer training in the redesigned SAM content player

- Concept videos to reinforce difficult subject matter
- Newsfeeds that connect students and explain current tech events and happenings
- Assessments to help learners understand and master the subject matter

To request an inspection copy, please fill in the form and return to:

**HE Strategic Marketing, Cengage Learning EMEA, Cheriton House, North Way, Andover, SP10 5BE**

## Details

Title	Initials	Surname
Job title		
Institution		
Address		
Email		
Phone		
Course name/code	Expected number of students	

## Requested titles

Title	ISBN	Author	Print or eBook (tick one)	
			Print	eBook
1.			<input type="checkbox"/>	<input type="checkbox"/>
2.			<input type="checkbox"/>	<input type="checkbox"/>
3.			<input type="checkbox"/>	<input type="checkbox"/>

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Allocated Learning Consultant: \_\_\_\_\_





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