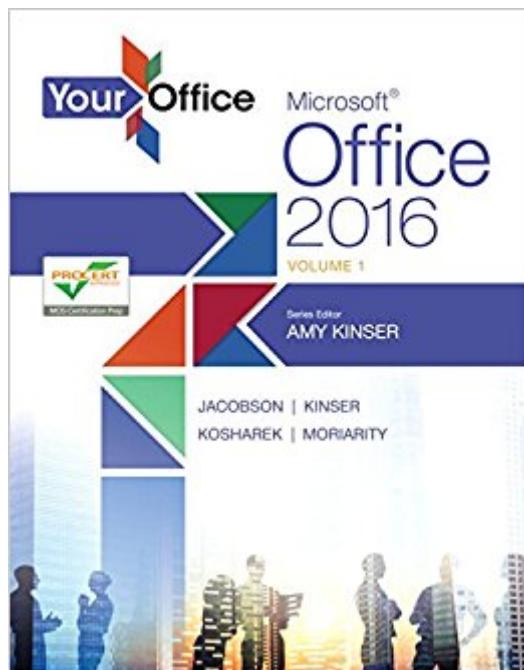


The book was found

Your Office: Microsoft Office 2016 Volume 1 (Your Office For Office 2016 Series)



Synopsis

This book covers introductory Word, Excel, Access, and PowerPoint, with additional sections on integrating those applications, as well as a Windows 8 workshop. Ideal for business courses. Real world problem solving for business and beyond The Your Office series prepares students to use both technical and soft skills in the real world. Hands-on technical content is woven into realistic business scenarios and focuses on using Microsoft Office® as a decision-making tool. The series features a unique running business scenario that connects all of the cases together and exposes students to using Office to solve problems relating to business areas like finance and accounting, production and operations, sales and marketing. Â Each chapter introduces a realistic business case for students to complete via hands-on steps that are easily identified in blue shaded boxes. Â Each blue box teaches a skill and comes complete with video and interactive support. Chapters are grouped into Business Units, which collectively illustrate a specific set of business concepts to achieve AACSB-related outcomes. Â Each Business Unit ends with a Capstone section, testing students' ability to apply concepts and skills beyond a single chapter. Â Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. Â

Book Information

Series: Your Office for Office 2016 Series

Spiral-bound: 1120 pages

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Language: English

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Product Dimensions: 8.2 x 1.5 x 10.8 inches

Shipping Weight: 1.1 pounds (View shipping rates and policies)

Average Customer Review: 5.0 out of 5 stars 1 customer review

Best Sellers Rank: #181,693 in Books (See Top 100 in Books) #52 in Books > Business & Money > Processes & Infrastructure > Office Automation #80 in Books > Computers & Technology > Software > Suites #185 in Books > Computers & Technology > Software > Microsoft > Microsoft Office

Customer Reviews

Amy S. Kinser, Esq., Series Editor Amy holds a B.A. degree in Chemistry with a Business minor from Indiana University, and a J.D. from the Maurer School of Law, also at Indiana University. After working as an environmental chemist, starting her own technology consulting company, and practicing intellectual property law, she has spent the past 15 years teaching technology at the Kelley School of Business in Bloomington, Indiana. Currently, she serves as the Director of Computer Skills and Senior Lecturer at the Kelley School of Business at Indiana University. She also loves spending time with her two sons, Aidan and J. Matthew, and her husband J. Eric. Kristyn A. Jacobson Kristyn holds an M.S. in Education from the University of Wisconsin-La Crosse and a B.S. in Business Education from the University of Wisconsin-Eau Claire. She has been a faculty member and department chair of the Business Technology department at Madison College in Madison, Wisconsin for over 14 years. She also serves as the curriculum coordinator for Microsoft Excel beginning, intermediate, and advanced level courses for the college. As well as teaching, Kristyn provides training to businesses on the Microsoft Office Suite including MS Project, project management, customer service, personal productivity, and time management. Prior to teaching at Madison College, she taught at a business college in Des Moines, Iowa where she helped implement their online learning program while also teaching traditional business courses. J. Eric Kinser Eric Kinser received his B.S. degree in Biology from Indiana University and his M.S. in Counseling and Education from the Indiana School of Education. He has worked in the medical field and in higher education as a technology and decision support specialist. He is currently a senior lecturer in the Operations and Decision Technology Department at the Kelley School of Business at Indiana University. When not teaching he enjoys experimenting with new technologies, traveling, and hiking with his family. Diane L. Kosharek Diane is a full-time Business Technology faculty member at Madison College in Madison, WI. In addition to her faculty role, she works closely with business and industry specialists, developing and delivering tailored training solutions to employees in areas such as customer service, software applications and business writing skills. Prior to joining Madison College, she worked as a Technology Training Consultant, providing consultation and production assistance to teaching faculty and staff to incorporate appropriate technology in their courses to enhance learning. Diane holds a Bachelorâ™s Degree in Education from the University of Wisconsin-Madison and a Masterâ™s Degree in Educational Computing from Cardinal Stritch University. Brant Moriarity Brant P. Moriarity earned a B.A. in Religious Studies/Philosophy and a M.S. in Information Systems at Indiana University. He is a Senior Lecturer at the Indiana Universityâ™s Kelley School of Business where he teaches topics such as data management and analysis, as well as the strategic use of Information Systems in business. He is

also the founder of Beats Per Minute Technologies, LLC, bringing the benefits of business analytics to small businesses and non-profit organizations. Â

Book was brand new and in great quality. Arrived faster than expected.

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