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**Faculty Staff  
Office 365 Outlook  
Web App Basics**

**Readers discover the latest  
advantages that Microsoft Word**

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**has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED**

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**MICROSOFT WORD 2013:  
COMPREHENSIVE** continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and

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**prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of Word through experimentation, critical thought, and personalization. ENHANCED**

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**Everything you need to get  
productive in the Cloud with  
Office 365 With 70 million users  
worldwide, Microsoft Office 365  
combines the familiar Office**

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**desktop suite with cloud-based versions of Microsoft's next-generation communications and collaboration services. It offers many benefits including security, reliability, compatibility with other products, over-the-air**

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**updates in the cloud that don't require anything from the user, single sign on for access to everything right away, and so much more. Office 365 For Dummies offers a basic overview of cloud computing and goes on**



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**to cover Microsoft cloud solutions and the Office 365 product in a language you can understand. This includes an introduction to each component which leads into topics around using each feature in each**

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instant messaging Use audio,  
video, and web conferencing Get  
seamless access to the Office  
suite with Office Web apps  
Access information anywhere,  
anytime Office 365 is the key to**

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can put it to use for you!**

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latest that Microsoft Office has to  
offer with the new generation of  
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For the past three decades, the**

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**to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step,**

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**screen-by-screen approach now encourages students to expand their understanding of MICROSOFT PUBLISHER 2013 through experimentation, critical thought, and personalization. With these enhancements and**

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PowerPoint has to offer with this  
new book in the next generation  
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**Comprehensive**

**Loose Leaf for Microsoft Office**

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Office 2016: Introductory  
Technology Tips for Ensemble  
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effectively introduced**

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millions of students. With  
Microsoft Outlook 2013,  
we're continuing our  
history of innovation by  
enhancing our proven  
pedagogy to reflect the**



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**learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future**

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**success. Our trademark  
step-by-step, screen-by-  
screen approach now  
encourages students to  
expand their  
understanding of  
Microsoft Outlook 2013**

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**through experimentation,  
critical thought, and  
personalization. With  
these enhancements and  
more, the Shelly  
Cashman Series  
continues to deliver the**

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educational materials for  
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**Make Office 365 and the  
cloud crystal clear, and  
learn how they can help  
you and your business  
When it comes to more**

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**efficient ways to work,  
the cloud's the limit!  
Microsoft's cloud  
technology, Office 365,  
lets you work from  
anywhere and collaborate  
anytime on your PC, the**

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**Internet, or from mobile devices. Explore Exchange Online e-mail, browser-based document creation with Office Web Apps, SharePoint Online collaboration, enhanced**

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**communications, and  
more! The cloud made  
clear -- understand how  
the cloud works and the  
benefits of using Office  
365 Meeting in a minute  
-- have an instant online**



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**meeting with coworkers  
via Lync Online What a  
site -- set up and  
customize a site for team  
interaction, create a  
simple company intranet,  
and personalize your own**

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**site Your virtual library --  
build SharePoint libraries  
for documents or media  
and easily find what you  
need with Search An  
Office suite in the cloud --  
create and edit desktop-**

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spreadsheets, and  
presentations with Office  
Web Apps New way of  
working -- edit your  
documents or collaborate  
on them wherever you**

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**have Internet access  
Requesting your  
presence -- presence  
status lets colleagues  
know who's available for  
a quick chat Attention  
admins -- find out**

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**everything you need to  
know to implement and  
manage Office 365 Open  
the book and find: Ways  
to determine which Office  
365 plan meets your  
needs How Office 365**

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**improves productivity  
Why Office 365 is good  
for both large and small  
businesses Online  
collaboration tips Special  
hints and advice for  
business owners What**

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**you need to know about  
SharePoint Overall  
system requirements for  
installing Office 365  
Where to get help when  
you need it Learn to:  
Collaborate on**

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**documents,  
spreadsheets, and  
presentations Incorporate  
social networking  
capabilities into your  
daily tasks Work from  
almost anywhere using**



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**your mobile device Save  
money and free up IT  
resources while  
increasing productivity  
Microsoft Office 365 is a  
line of services that are  
provided by Microsoft as**

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**a part of a subscription plan. This plan gives users access to Office applications as well as several productivity services. The applications include Microsoft Access,**

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**Outlook, Word,  
PowerPoint, Publisher,  
OneNote and Excel. The  
subscription plans  
offered by Microsoft are  
tailored to home,  
business as well as**

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**schools and include  
Skype for Business web  
conferencing and  
OneDrive for Business,  
which is an online  
storage option. All the  
applications are available**

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**on computers and mobile devices, except Microsoft Publisher and Access which are only available on computers. So, applications are available as web only versions**

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**while other can be installed onto the computer's hardware for use when working offline. In addition, the applications can be installed on several**

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**devices at the same time.  
Introduce your students  
to the latest that  
Microsoft Office has to  
offer with the new  
generation of Shelly  
Cashman Series books!**

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**For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT WORD 2013,**

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**encourages students to  
expand their  
understanding of  
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through experimentation,  
critical thought, and  
personalization. With**

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**Microsoft Publisher 2013:**

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**Introductory  
Microsoft Outlook 2013:  
Complete  
Microsoft Word 2013:  
Introductory  
Microsoft Access 2013:  
Complete**

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**Free Your Teaching and  
Revolutionize Your  
Classroom**

*Office 365 For Dummies* John  
Wiley & Sons

*One book that does the work of  
nine! Knowing your way around*

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*Microsoft Office requires you to be part mathematician, part storyteller, and part graphic designer—with some scheduling wizard and database architect sprinkled in. So what do you do if these*



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*talents don't come naturally to you? Fear not! Office 2019 All-in-One For Dummies fills in the gaps and helps you create easy-to-read Word documents, smash numbers in Excel, tell your tale with PowerPoint, and*

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of Word, Excel, PowerPoint,  
Outlook, and Access Benefit  
from updated information  
based on the newest software  
release Discover the tricks  
Office pros use to enhance*

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*efficiency If you need to make sense of Office 2019 and don't have time to waste, this is the all-in-one reference you'll want to keep close by! This book takes a concentrated look at the very latest best*

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*practices for Office 365 migration, with a focus on the needs of senior managers, IT managers, and others involved in key decisions when moving their business to the cloud. Based on popular chapters in*

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*his first book, Office 365:  
Migrating and Managing Your  
Business in the Cloud (Apress  
Open, co-authored with Don  
Crawford), author Matt Katzer  
revises and expands on his  
original material to bring you*

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*the latest guidance on planning methods, management best practices, personnel decisions, and migration and maintenance costs, along with brand new material on some of the most important and cutting-*

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*edge considerations when moving your business to the cloud: securing company data, and driving collaboration in the workplace. Topics covered include: The Office 365 cloud security model and best*



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*practices to apply when  
securing your business in the  
cloud Microsoft Office 365  
operation and usage options  
for any size enterprise Proven  
methods for planning and  
minimizing disruption A step-by-*

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*step migration plan How to  
improve employee  
collaboration and productivity  
through use of Office 365's  
collaborative apps, including  
Excel, Outlook Web Access,  
OneDrive, and Skype for*

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*Business Office 365 site  
management advice for IT  
administrators and business  
owners Moving to Office 365  
provides practical and planning  
guidance for business owners,  
and CIO/CTOs and IT managers*

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*who have responsibility for the  
IT needs of their business.*

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Office with the new generation  
of Shelly Cashman Series  
books! For the past three*

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*decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2013, we're continuing our history of innovation by enhancing our proven*

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*pedagogy to reflect the learning styles of today's students In Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition you'll find exciting videos, which correlate*

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*to the Table of Contents and mirror the step-by-step pedagogy of the Microsoft Office 2013 text to reinforce the skills taught in each chapter. Important Notice: Media content referenced*

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*Enhanced Microsoft Word  
2013: Comprehensive  
Microsoft Office 2013: Essential  
Microsoft Office 2013:*



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*Introductory*

*Microsoft Excel 2013: Complete*

*Enhanced Discovering*

*Computers & Microsoft Office*

*2013: A Combined*

*Fundamental Approach*

*Start making the most of the latest*

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*collaboration tools in Office  
365—including Teams, SharePoint,  
Power Apps, Power BI, Groups,  
Office, Yammer, Planner, Stream,  
Forms, and more. Integrate these  
collaboration tools into your team's  
projects to boost productivity,  
engagement, innovation, and*

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*enjoyment at work. This book walks you through the features, teaching you how to choose the right tools for your situation. While technologies for collaboration are more advanced than ever before, there also are more of them. Microsoft Office 365 Collaboration Apps will help you make*

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*sense of what is available and how it can help you and your team be more productive. This fully updated and expanded new edition contains new chapters covering Power BI, Power Apps, Yammer, introduction to governance, and Forms. What You Will Learn Know the collaboration*

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*features available across Office 365, and how to choose the ones that are right for you and your colleagues in any given situation Understand the software-as-a-service (SaaS) model and how it enables users to be more productive and effective Discover how multi-device usability and real-time*

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*cloud synchronization can help your team collaborate any time, anywhere, across the apps Find out how Planner can help you manage projects and tasks, even without a project manager Explore Microsoft Power Automate to connect applications and services and create code-less workflows Study*

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*features that are not documented and alter the way Office 365 applications allow users to collaborate and use them Who This Book is For Office 365 business users with a limited technical background. You should be familiar with the Microsoft Office suite products such as Word and Outlook, and work*

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*in a team environment.*

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*success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of MICROSOFT POWERPOINT 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly*

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*materials for you and your students.  
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Readers discover the latest  
advantages that Microsoft Access has  
to offer with this new book in the next*

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*generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT ACCESS 2013: COMPREHENSIVE continues the history of innovation with new features*



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educational approach. Important  
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*Microsoft Access 2013: Introductory*

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features that accommodate a  
variety of learning styles.  
Specially refined learning tools

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and personalization.

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EXCEL 2013:

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readers succeed with today's  
most effective educational  
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Helping you quickly get up to speed, Hoisington's THE  
SHELLY CASHMAN SERIES



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MICROSOFT OFFICE 365 &  
OUTLOOK 2021  
COMPREHENSIVE, 1st edition,  
includes the latest on Microsoft  
365 and Office 2021 features  
along with enhanced support for  
Mac users. Its trademark step-by-

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step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to

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Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. In addition, Other Ways boxes reveal alternate click paths to achieve a step, while

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BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. Important Notice: Media content referenced within the product description or the product text

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Exploring issues of student  
agency, equity, assessment,  
teaching, management, teacher  
leadership, and use of  
technology, this book provides

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strategies, tips, and guidance for enacting innovative change in today's schools. Drawing from unique and creative approaches at international schools, real practitioners share their stories and best-practices. Chapters

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contain engaging snapshots of the innovative practices currently happening in international schools, translate those practices into leadership actions, and show how those innovations are played out in localized

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contexts. This exciting book is for every school and district leader keen to think outside the box, reassess their schools' strengths, and improve the purposes and means by which they educate students.

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Office 2019 All-in-One For  
Dummies

Planning and Migration Guide

The Shelly Cashman Series

Microsoft Office 365 & Outlook

2021 Comprehensive

Lessons from International

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Schools

***Written by veteran music educator Peter J. Perry, Technology Tips for Ensemble Teachers presents a collection of practical tips to help today's school music ensemble director incorporate***

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***and implement technology in all aspects of large ensemble instruction. This go-to guide offers specific methods for the use of technology in ensemble instruction, identifies applicable technologies, and details proven ways to***



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***successfully use those technologies in instruction. Tips throughout the book vary in type and complexity, allowing directors of all technical abilities to use the book effectively to meet the unique needs of their***

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***ensembles and students. They also offer content-specific examples for technologies in band, orchestra, jazz ensemble, and chorus instruction, as well as emerging ensemble settings such as percussion ensembles,***

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***guitar ensembles, rock bands,  
a capella groups, and iPad  
ensembles. With a special  
focus on current technologies  
including mobile devices,  
Technology Tips for Ensemble  
Teachers is a timely and  
useful resource for directors***

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***as students and classrooms  
become ever more technology-  
oriented.***

***Combining computer concepts  
material from the best-selling  
Discovering Computers and  
step-by-step instruction on  
Office applications from***

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***Microsoft Office 2013,  
ENHANCED DISCOVERING  
COMPUTERS & MICROSOFT  
OFFICE 2013: A COMBINED  
FUNDAMENTAL APPROACH  
delivers the best of Shelly  
Cashman Series in one book  
for your Introduction to***

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***pedagogy to engage you in more critical thought, personalization, and experimentation with Office 2013 software. In addition, computer concepts content has been fully updated and revised to reflect the evolving***

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***needs of Introductory  
Computing students, and  
focus solely on what you really  
need to know to be a  
successful digital citizen in  
college and beyond. Important  
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students. With Microsoft  
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our history of innovation by  
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***trademark step-by-step,  
screen-by-screen approach  
now encourages students to  
expand their understanding of  
Microsoft Office 2013  
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