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Answers

Excel

Chapter 2

PART OF THE
JONES &
BARTLETT
LEARNING
INFORMATION

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SYSTEMS

SECURITY &

ASSURANCE

SERIES Revised and

updated with the

latest information

from this fast-paced

field, Fundamentals

of Information

System Security,

Second Edition

provides a

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comprehensive
overview of the
essential concepts
readers must know as
they pursue careers in
information systems
security. The text
opens with a
discussion of the new
risks, threats, and
vulnerabilities
associated with the

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transformation to a digital world, including a look at how business, government, and individuals operate today. Part 2 is adapted from the Official (ISC)2 SSCP Certified Body of Knowledge and presents a high-level

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overview of each of the seven domains within the System Security Certified Practitioner certification. The book closes with a resource for readers who desire additional material on information security standards, education,

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professional certifications, and compliance laws. With its practical, conversational writing style and step-by-step examples, this text is a must-have resource for those entering the world of information systems security. New to the

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Second Edition: -

New material on
cloud computing,
risk analysis, IP
mobility, OMNIBus,
and Agile Software
Development. -

Includes the most
recent updates in
Information Systems
Security laws,
certificates, standards,

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amendments, and the proposed Federal Information Security Amendments Act of 2013 and HITECH Act. - Provides new cases and examples pulled from real-world scenarios. - Updated data, tables, and sidebars provide the most current

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information in the field.

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TIME! In today's fast-moving, mobile environment, the GO! with Office 2016 series focuses on the job skills needed to succeed in the workforce. With job-related projects that put Microsoft Office® into context, students

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learn the how and why at the moment they need to know, all in the appropriate Microsoft procedural syntax. For Office 2016, the hallmark guided-practice to skill-mastery pathway is better than ever. Students have many opportunities to work

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live in Microsoft
office to apply the
skills they've learned.
In addition,
instructional projects
are now available as
grader projects in
MyITLab, so students
can work live in
Office while receiving
auto-graded
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fidelity simulations match the text and provide an effective pathway for learning, practicing, and assessing their abilities. After completing the instructional projects, students can apply their skills with a variety of

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progressively
challenging projects
that require them to
solve problems, think
critically, and create
on their own. New
GO! Collaborate with
Google projects allow
students to apply
their skills to a new
environment that is
already popular in

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many workplaces.

Integrated Microsoft
Office Specialist
(MOS) objectives
make GO! your one
resource for learning
Office, gaining critical
productivity skills,
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® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, to engage students and improve results. HTML5 Simulation exercises and Live-in-Application Grader

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projects come with the convenience of auto-grading and instant feedback, so students learn more quickly and effectively, and build the critical skills needed for college and career success. Digital badges allow students to showcase

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over 17 years,
instructors
have relied
upon the GO!

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series to teach
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Office
successfully.
The series uses
a
project-based
approach that
clusters
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around
projects,

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rather than software features, so students can practice solving real business problems. Gaskin uses easy-to-follow Microsoft Procedural Syntax so

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students always know where to go on the ribbon; she combines this with a Teachable Moment approach that offers learners tips and instructions at the precise

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to Office 365,
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adds tips for
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projects, and

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including new

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Modules that

promote student

success.

Through an

authentic

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experience,

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students become
sharp critical
thinkers and
proficient in
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courses in Risk
Management and
Insurance. This
title is a

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worked closely

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world to
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which is
especially
relevant to
students
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management and
insurance
topics.
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Risk Management
and Insurance
is the market-
leading text
for this
course, ideal
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courses and students from a mix of academic majors.

Focusing primarily on the consumers of insurance, this text blends basic risk management and insurance principles with

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considerations.
This edition
addresses the
unprecedented
events that
have occurred
in today's
economy,
highlighting
the destructive
presence of
risk to

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students.

It is widely agreed throughout the world that education and access to education are human rights. In order to accommodate the educational needs of people

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globally,
technology will
be required
that supports
inclusion and
promotes equity
for both
learning
processes and
governance in
educational
institutions.
In order to

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achieve this,
technological
resources must
be designed to
be accessible
and usable for
all individuals
by implementing
user-centered
design (UCD)
and user
experience
design (UXD)

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processes. UXD
and UCD

Approaches for
Accessible

Education is an
academic

research

publication

that explores

thoughts and

experiences on

accessible and

equitable

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education from perspectives on human-computer interaction, user research, and design thinking. It seeks to improve the understanding on how technology should be

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designed to truly contribute to and support accessibility and equity in education. Featuring a wide range of topics such as online courses, inclusive education, and

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reality, this
publication is
essential for
academicians,
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consultants,
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and students.

Your Office
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move students beyond the point-and-click, to understanding the why and how behind each skill. And because so much learning takes place outside of the classroom, this series provides

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*learning tools
that students
can access
anywhere,
anytime.*

*Students go to
college now
with a
different set
of skills than
they did years
ago. With this
in mind, the*

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*Exploring
series seeks to
move students
beyond the
basics of the
software at a
faster pace,
without
sacrificing
coverage of the
fundamental
skills that
everyone needs*

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to know. Also available with MyITLab MyITLab® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, which engages

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improves
results. HTML5
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exercises and L
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Grader projects
come with the
convenience of
auto-grading
and instant
feedback,*

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*helping
students learn
more quickly
and
effectively.
Digital badges
lets students
showcase their
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Office or
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Concepts
competencies,*

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*keeping them
motivated and
focused on
their future
careers.*

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instruction,
practice, and
assessment For
over 17 years,
instructors
have relied
upon the GO!
series to teach
Microsoft
Office
successfully.
The series uses*

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a

project-based approach that clusters learning objectives around projects, rather than software features, so students can practice

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solving real business problems. Gaskin uses easy-to-follow Microsoft Procedural Syntax so students always know where to go on the ribbon; she combines this

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with a

Teachable

Moment approach

that offers

learners tips

and

instructions at

the precise

moment they're

needed. Updated

to Office 365,

GO! with

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*Office 365(R),
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adds tips for
Mac users,
revised
instructional
projects, and
improved
coverage of the
what, why, and
how of skills
application.*

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*Also available
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By combining
trusted author
content with
digital tools
and a flexible
platform, MyLab
personalizes
the learning
experience and
improves
results for*

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*each student.
MyLab IT 2019
delivers
trusted content
and resources
through an
expansive
course
materials
library,
including new
easy-to-use
Prebuilt*

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Learning

*Modules that
promote student
success.*

*Through an
authentic
learning
experience,
students become
sharp critical
thinkers and
proficient in
Microsoft*

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*Office,
developing
essential
skills
employers seek.
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for more
information.
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introductory
courses in
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Systems
Processes,
Systems, and
Information: An
Introduction to*

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MIS, Second Edition provides a concise introduction to MIS with a hands-on approach to business processes. Authored by Earl H. McKinney, Jr.

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and David M. Kroenke, the text shows you exactly how businesses use information systems and technology to accomplish their goals, objectives, and competitive strategy.

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Packed with examples of business situations, both real and fictitious, the book helps you understand what business systems actually are—and see why they are so

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important. The text consists of the five SAP-focused chapters from McKinney and Kroenke's Processes, Systems, and Information: An Introduction to MIS. A pair of appendices

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*after chapters
four and five
contains SAP
process
exercises that
enable you to
get hands-on
experience
applying what
you're learning
in the course.
This clear
emphasis on*

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*business
processes, and
SAP in
particular,
makes
Processes,
Systems, and
Information: An
Introduction to
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ideal text for
courses*

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attended by those not majoring in MIS. Teaching and Learning Experience This program presents a better teaching and learning experience—for you. Benefit from question-

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*based pedagogy
: Each chapter
provides a list
of questions to
ensure that you
have attained
learning
objectives.*

*Receive a clear
learning path:
Chapter-opening
vignettes, SAP
tutorial*

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exercises, and active reviews guide you through the text's key concepts.

Become engaged with group exercises:

Group exercises help you understand key concepts while

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allowing you to think critically as you are involved in discussions and activities. Keep content current: Help keep your students up to date with the most recent

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events.

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Information
Systems
provides
comprehensive
and integrative
coverage of
essential new
technologies,
information
system
applications,*

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and their impact on business models and managerial decision-making in an exciting and interactive manner. The twelfth edition focuses on the major changes that have been made in

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*information
technology over
the past two
years, and
includes new
opening,
closing, and
Interactive
Session cases.
GO! with
Microsoft
Office 2019
Getting Started*

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Exploring
Exploring
Microsoft
Office 2016
4LTR Press
solutions give
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Computer
Accounting with
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integrates
understanding
accounting with
mastery of***

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software is included with every text. Connect is available for Computer Accounting with QuickBooks 2019. Connect saves you time by making grading quick and easy. The in-chapter activities, end of chapter

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exercises and projects found in the text are auto-graded after students enter the answers from their work in QuickBooks into Connect. Doing so allows instructors and students to benefit from Insight, the analytic tools

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of a kind
supplements
package.
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courses in
computer concepts
and Microsoft(R)
Office. Seamless
Microsoft Office
instruction,
practice, and
assessment -
coupled with**

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**computer concepts
With GO! All in
One: Computer
Concepts and
Applications , you
can teach
computer concepts
and applications
together - the way
they're meant to
be used. Engage
students with jobs-
related projects
that teach**

Microsoft Office in the context of a real workplace. Put concepts into action using a jobs-focused, unit-based approach, or take an IC3-based approach to prepare students for IC3 exams. Throughout projects, Gaskin uses easy-to-follow

Microsoft

***Procedural Syntax
so students always
know where to go
on the ribbon; she
combines this with
a Teachable
Moment approach
that offers
learners tips and
instructions at the
precise moment
they're needed.
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platform, MyLab
personalizes the
learning
experience and
improves results
for each student.
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delivers trusted
content and**

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***resources through
an expansive
course materials
library, including
new easy-to-use
Prebuilt Learning
Modules that
promote student
success. Through
an authentic
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experience,
students become
sharp critical***

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book offers full,
comprehensive
coverage of
Microsoft Excel.*

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series provides

*learning tools that
students can access
anywhere, anytime.
Students go to
college now with a
different set of skills
than they did years
ago. With this in
mind, the Exploring
series seeks to move
students beyond the*

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basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know. Also available with MyITLab MyITLab

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*program designed
for Information
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courses, which
engages students
and improves
results. HTML5
Simulation exercises
and Live-in-
Application Grader
projects come with
the convenience of*

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*auto-grading and
instant feedback,
helping students
learn more quickly
and effectively.*

*Digital badges lets
students showcase
their Microsoft
Office or Computer
Concepts
competencies,
keeping them*

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*motivated and
focused on their
future careers.*

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coverage of

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because so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, any time. Students go to college now with a different set of skills than they did years

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ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know.

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For introductory

computer courses on

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*Microsoft Office
2010 or courses in
computer concepts
with a lab
component for
Microsoft Office
2010 applications.
The goal of the
Exploring series has
been to move
students beyond the
point and click,*

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helping them

understand the why

and how behind

each skill. The

Exploring series for

Office 2010 also

enables students to

extend the learning

beyond the

classroom. Students

go to college now

with a different set of

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skills than they did five years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everybody

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needs to know. A lot of learning takes place outside of the classroom, and the Exploring series provides learning tools that students can access anytime, anywhere.

For a first-year graduate-level course on nonlinear

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systems. It may also be used for self-study or reference by engineers and applied mathematicians. The text is written to build the level of mathematical sophistication from chapter to chapter. It has been

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*reorganized into
four parts: Basic
analysis, Analysis of
feedback systems,
Advanced analysis,
and Nonlinear
feedback control.
Loose Leaf for
Computer
Accounting with
QuickBooks 2019
Fundamentals of*

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Information Systems

Security

GO! All in One

Skills for Success

with Microsoft O

Comprehensive

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*supplements that
may come
packaged with
the bound book.
This book covers
introductory
Microsoft Word,
Excel, Access,
and PowerPoint,
with an
additional
Windows 10
chapter. Beyond
point-and-click*

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The goal of the Exploring series is to move students beyond the point-and-click, to understanding the why and how behind each skill. And because so much learning takes place outside of the classroom,

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*this series
provides
learning tools
that students
can access
anywhere,
anytime.*

*Students go to
college now with
a different set
of skills than
they did years
ago. With this
in mind, the*

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Exploring series
seeks to move
students beyond
the basics of
the software at
a faster pace,
without
sacrificing
coverage of the
fundamental
skills that
everyone needs
to know. Also
available with

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MyITLab MyITLab
® is an online
homework,
tutorial, and
assessment
program designed
for Information
Technology (IT)
courses, which
engages students
and improves
results. HTML5
Simulation
exercises and Li

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ve-in-

*Application
Grader projects
come with the
convenience of
auto-grading and
instant
feedback,
helping students
learn more
quickly and
effectively.
Digital badges
lets students*

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*showcase their
Microsoft Office
or Computer
Concepts
competencies,
keeping them
motivated and
focused on their
future careers.
MyITLab builds
the critical
skills needed
for college and
career success.*

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codes, or print supplements that may come packaged with the bound book. GO! with Office 2016 Getting Started is an Introductory text that offers a chapter on core Office 2016 features, and then one chapter

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*for each of the
four primary
applications
that introduces
students to the
basic features
of each. Using
the scenario-
based
instructional
projects
students learn
the basics and
then apply them*

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*through mastery,
problem-solving,
and critical
thinking
projects. In
today's fast-
moving, mobile
environment, the
GO! with Office
2016 series
focuses on the
job skills
needed to
succeed in the*

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Excel Chapter 2

*workforce. With
job-related
projects that
put Microsoft
Office® into
context,
students learn
the how and why
at the moment
they need to
know, all in the
appropriate
Microsoft
procedural*

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syntax. For Office 2016, the hallmark guided-practice to skill-mastery pathway is better than ever. Students have many opportunities to work live in Microsoft office to apply the skills they've

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learned. In addition, these learning objectives are presented in project-based scenarios that prompt students to prove mastery in the context of real-world application.

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book (spiral bound), if you want the book/access card order the ISBN below;

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9780134582153*

*GO! with
Microsoft Office
2016 Getting
Started &
MyITLab with
Pearson eText --*

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**Access Card --
for GO! 2016
with Technology
In Action
Package Package
consists of:
0134444957 /
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Pearson eText --
Access Card --
for GO! 2016
with Technology
In Action**

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2016 Getting
Started ALERT:
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course syllabus
to ensure that
you select the**

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for each title,
including
customized
versions for
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schools, and
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packaged with
the bound book.*

*Database
Systems: The
Complete Book is
ideal for
Database Systems
and Database*

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*Design and
Application
courses offered
at the junior,
senior and
graduate levels
in Computer
Science
departments. A
basic
understanding of
algebraic
expressions and
laws, logic,*

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basic data structure, OOP concepts, and programming environments is implied. Written by well-known computer scientists, this introduction to database systems offers a comprehensive approach,

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*focusing on
database design,
database use,
and
implementation
of database
applications and
database
management
systems. The
first half of
the book
provides in-
depth coverage*

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*of databases
from the point
of view of the
database
designer, user,
and application
programmer. It
covers the
latest database
standards
SQL:1999,
SQL/PSM,
SQL/CLI, JDBC,
ODL, and XML,*

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with broader coverage of SQL than most other texts. The second half of the book provides in-depth coverage of databases from the point of view of the DBMS implementor. It focuses on

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storage

structures,

query

processing, and

transaction

management. The

book covers the

main techniques

in these areas

with broader

coverage of

query

optimization

than most other

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*texts, along
with advanced
topics including
multidimensional
and bitmap
indexes,
distributed
transactions,
and information
integration
techniques.
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This two-
workshop book
provides an
overview of key
project
management*

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topics and skills, using Microsoft Project 2013 to give students hands-on learning. Real world problem solving for business and beyond The Your Office series prepares students to use

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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

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*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*

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Excel Chapter 2

*accounting,
production and
operations,
sales and
marketing. Each
chapter
introduces a
realistic
business case
for students to
complete via
hands-on steps
that are easily
identified in*

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blue shaded boxes. Each blue box teaches a skill and comes complete with video and interactive support.

Chapters are grouped into Business Units, which collectively illustrate a

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*specific set of
business
concepts to
achieve AACSB-
related
outcomes. Each
Business Unit
ends with a
Capstone
section, testing
students'
ability to apply
concepts and
skills beyond a*

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single chapter.

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*The Image of
Rome*

*Excel for
Beginners
Skills for*

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*Success with
Microsoft Office
2016
GO! with
Microsoft Office
2016 Getting
Started*

**"For over 17
years,
instructors have
relied upon the
GO! series to**

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Excel Chapter 2

**teach Microsoft
Office
successfully.
The series uses
a project-based
approach that
clusters
learning
objectives
around
projects, rather
than software
features, so**

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**students can
practice solving
real business
problems.**

**Gaskin uses
easy-to-follow
Microsoft
Procedural
Syntax so
students always
know where to
go on the
ribbon; she**

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Excel Chapter 2

**combines this
with a
Teachable
Moment
approach that
offers learners
tips and
instructions at
the precise
moment they're
needed.**

**Updated to
Office 365, GO!**

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with
Microsoft®
Office 365®,
Excel 2019
Comprehensive
adds tips for
Mac users,
revised
instructional
projects, and
improved
coverage of the
what, why, and

**how of skills ap
plication."--Pub
lisher's web
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that may come packaged with the bound book. GO! with Office 2016 is the right approach to learning for today's fast-moving, mobile environment. The GO! Series focuses on the job and success

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**skills students
need to succeed
in the
workforce. With
GO! All in One,
you can teach
Computer
Concepts and
Applications
together - the
way it is in the
real world!
Engage your**

**students right
away by
focusing on
jobs and
incorporating
cloud
computing and
collaboration in
a logical way.
And, put
concepts into
action using a
unique,**

**integrated, jobs-
focused, unit
approach, or
take an IC3
approach to
help prepare
students to take
the IC3 exams.
By using jobs-
related
projects,
students learn
Microsoft Office**

**in the context
of a real work
environment.
With these
projects,
students learn
the how and
why at the
moment they
need to know,
and they never
get lost because
the GO! Series**

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**using Microsoft
procedural
syntax.**

**MyITLab ® is
designed with
the learner in
mind. It
provides access
to all of the
resources,
including the
interactive
eText with**

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**videos, IT
Concepts
simulations,
and quick check
quizzes built in,
plus the Grader
Projects and
Simulations for
Microsoft
applications
This is the
eBook of the
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packaged with
the bound book.
This book
covers
introductory
Word, Excel,**

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**Access, and
PowerPoint,
with additional
sections on
integrating
those
applications, as
well as a
Windows 8
workshop. Ideal
for business
courses. Real
world problem**

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**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.
Each chapter
introduces a
realistic
business case
for students to
complete via
hands-on steps
that are easily
identified in
blue shaded
boxes. Each**

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**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. Each
Business Unit
ends with a
Capstone
section, testing
students' ability
to apply
concepts and**

skills beyond a single chapter.

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For use in the**

**Office
Applications
course. This
book is also
suitable for
students and
individuals
seeking an
introduction to
Microsoft Excel
2013. The
primary goal of
the GO! Series,**

aside from teaching computer applications, is ease of implementation , with an approach that is based on clearly defined projects.

Teaching and Learning

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**Experience This
program will
provide a better
teaching and
learning
experience-for
you and your
students. Here's
how:**

**Personalize
Learning:
MyITLab
delivers proven**

results in helping students succeed, provides engaging experiences that personalize learning, and comes from a trusted partner with educational

expertise and a deep commitment to helping students and instructors achieve their goals. Engage Students with a Project-Based Approach: GO!'s project-based approach

**teaches
students to
solve real
problems as
they practice
and learn the
features.**

**Motivate
Students with
Clear
Instruction:
Based on
professor and**

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**student
feedback, this
text has been
designed to
offer clear
instruction for
full student
comprehension.
Teach the
Course You
Want in Less
Time: The GO!
series' one-of-a**

kind

**instructional
system provides
you with
everything you
need to prepare
for class, teach
the material,
and assess your
students.**

**Database
Systems
Microsoft**

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**Access 2016
Comprehensive
Go! with
Microsoft Excel
2013
The Complete
Book
GO! with Office
2016**

*Designed for a new
generation of learners
Skills for Success
teaches students the*

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way they prefer to learn software-instead of reading big blocks of text, they'd rather see and do. Using the hallmark visual layout, students complete an entire skill in just two pages. Step-by-step instructions are aligned with full size screens image to guide students as they progress

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through each new skill.

*No matter what device
they are using-desktop
or tablet-or their
current skill level,*

students will learn

*what they need to get
started quickly. Note:*

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information.*

*"Perfect for Excel
Newbies" "Great
Beginner Resource"*

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Microsoft Excel is an incredibly powerful tool both for personal use and business use. But learning to use Excel can be overwhelming when you're confronted with a thousand-page guide that's talking about anything and everything under the sun. In Excel for

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Beginners, M.L.

Humphrey walks you through the basics of using Excel by focusing on what you'll really need for day-to-day use. Topics covered include navigating Excel, inputting your data, formatting it, manipulating it, and printing your results.

This is not a

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*comprehensive guide,
but when you're done
you should know 98%
of what you'll need to
know to work in Excel
and 100% of what
you'll need on a daily
basis. So what are you
waiting for? Get
started today.*

*keywords: microsoft
excel, ms excell, novice,
beginner, introduction*

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*to excel, formatting,
printing, excel basics*

*When it comes drawing
on enduring economic
principles to explain
current economic
realities, there is no one
readers trust more than
Paul Krugman. With
his bestselling
introductory textbook
(now in a new edition)
the Nobel laureate and*

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New York Times

columnist is proving to be equally effective in the classroom, with more and more instructors in all types of schools using Krugman's signature storytelling style to help them introduce the fundamental principles of economics to all kinds of students.

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*applications, is ease of implementation, with an approach that is based on clearly defined projects for students and a one-of-a-kind supplements package. **This is a one-chapter book supplement that is designed to be packaged with an Office 2010 or*

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*Computer Concepts
textbook. ***

CMPTR

*Getting Started with
Project Management
Using Microsoft
Project 2016*

*An Introduction to MIS
Financial Analysis
with Microsoft Excel
Principles of Risk
Management and
Insurance*

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For

introductory

courses in

Microsoft (R)

Word (TM) .

Seamless

digital

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practice, and

assessment For

over 17 years,

instructors

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have relied upon the GO! series to teach Microsoft Office successfully. The series uses a project-based approach that clusters

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learning objectives around projects, rather than software features, so students can practice solving real business problems.

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Gaskin uses
easy-to-follow
Microsoft
Procedural
Syntax so
students
always know
where to go on
the ribbon;
she combines
this with a
Teachable

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Moment

approach that
offers

learners tips

and

instructions

at the precise

moment they're

needed.

Updated to

Office 365,

GO! with

Online Library
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Microsoft(R)
Office 365(R),
Word 2019
Comprehensive
adds tips for
Mac users,
revised
instructional
projects, and
improved
coverage of
the what, why,

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and how of
skills

application.

Also available

with MyLab IT

By combining

trusted author

content with

digital tools

and a flexible

platform,

MyLab

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personalizes
the learning
experience and
improves
results for
each student.
MyLab IT 2019
delivers
trusted
content and
resources
through an

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expansive
course
materials
library,
including new
easy-to-use
Prebuilt
Learning
Modules that
promote
student
success.

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Through an authentic learning experience, students become sharp critical thinkers and proficient in Microsoft Office, developing

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essential

skills

employers

seek. Note:

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text and MyLab
IT, search
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9780135768945

GO! with

Microsoft Word

2019

Comprehensive,

1/e + MyLab IT

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eText, 1/e

Package

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GO! with

Microsoft

Office 365,

Word 2019

Comprehensive,

1/e 0135651263

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-- for GO!

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Office 365,
2019 Edition,
1/e

For courses in
Microsoft(R)
Office
applications.
Designed for a
new generation
of learners

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Trusted for
over 15 years,
Skills for
Success with
Microsoft
Office 365,
2019 Edition,
Introductory ,
teaches
students
software the
way they

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prefer to learn it -- by seeing and doing, rather than reading blocks of text. Each skill is presented in a highly visual two-page spread with

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step-by-step
instructions
so students
can easily
follow along.
Real-world
projects build
critical
thinking, prob
lem-solving,
and
collaborative

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skills, while
meeting MOS
objectives.

The 2019
edition
includes new
Skills 1-10
Instructional
Grader
projects
requiring
students to

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read the book
and complete
projects in
tandem. It
also has a
wealth of new
Mac OS(R) tips
and best
practices to
ensure all
students can
learn and

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apply the
skills

effectively.

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By combining

trusted author

content with

digital tools

and a flexible

platform,

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personalizes
the learning
experience and
improves
results for
each student.
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delivers
trusted
content and
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through an

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expansive
course
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library,
including new
easy-to-use
Prebuilt
Learning
Modules that
promote
student
success.

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Through an authentic learning experience, students become sharp critical thinkers and proficient in Microsoft Office, developing

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essential

skills

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One of the few

books that

addresses

financial and

managerial

accounting

within the

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three major
areas of the
public sector-
-government,
health, and no
t-for-
profit--the
Second Edition
provides the
fundamentals
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management for

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those pursuing careers within these fields.

KEY TOPICS: "

With a unique presentation that explains the rules specific to the public sector, this book outlines

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the framework
for readers to
access and
apply
financial
information
more
effectively.
Employing an
engaging and
user-friendly
approach, this

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book clearly
defines
essential
vocabulary,
concepts,
methods, and
basic tools of
financial
management and
financial
analysis that
are imperative

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to achieving
success in the
field. This
book is
intended for
financial
managers and
general
managers who
are required
to obtain,
understand,

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and use

accounting
information to
improve the
financial
results of
their
organizations,
specifically
within the
areas of
government or

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public policy
and
management,
not-for-profit
management,
and health
policy and
management.
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comprehensive

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coverage of
Access. Ideal
for business
courses. Real
world problem
solving for
business and
beyond The
Your Office
series
prepares
students to

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use both
technical and
soft skills in
the real
world. Hands-
on technical
content is
woven into
realistic
business
scenarios and
focuses on

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using

Microsoft

Office® as a decision-making tool. The

series

features a

unique running business

scenario that

connects all

of the cases

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together and
exposes
students to
using Office
to solve
problems
relating to
business areas
like finance
and
accounting,
production and

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operations,
sales and
marketing.
Each chapter
introduces a
realistic
business case
for students
to complete
via hands-on
steps that are
easily

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identified in
blue shaded
boxes. Each
blue box
teaches a
skill and
comes complete
with video and
interactive
support.
Chapters are
grouped into

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Excel Chapter 2
Business

Units, which collectively illustrate a specific set of business concepts to achieve AACSB-related outcomes. Each Business Unit ends with a

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Capstone
section,
testing
students'
ability to
apply concepts
and skills
beyond a
single
chapter. Note:
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information.
GO! with
Microsoft Word

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2016

Comprehensive
Last Year's
Mistake
Financial
Management for
Public,
Health, and
Not-for-profit
Organizations
Nonlinear
Systems

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GO! with
Microsoft
Office 365,
Excel 2019
Comprehensive
*Is there anything
that electric
chemistry can't
overcome? The
past may be
gone, but love
has a way of*

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*holding on in this
“thoughtful
romance” (School
Library Journal)
told in
alternating
Before and After
chapters. The
summer before
freshman year,
Kelsey and David
became
inseparable best*

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Excel Chapter 2

friends—until the night a misunderstanding turned Kelsey into the school joke and everything around her crumbled, including her friendship with David. So when Kelsey's parents

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Excel Chapter 2

decide to move away, she can't wait to start over and leave the past behind. But David's not quite ready for her to leave. Now it's senior year and Kelsey has a new group of friends, genuine popularity, and a

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*hot boyfriend.
Her life is
perfect. That is,
until David's
family moves to
town. Old
feelings bubble to
the surface and
threaten to
destroy Kelsey's
second chance at
happiness. The
more time she*

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Excel Chapter 2

*spends with
David, the more
she realizes she
never let him go.
And maybe she
never wants to...
Start mastering
the tool that
finance
professionals
depend upon
every day.*

FINANCIAL

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**ANALYSIS WITH
MICROSOFT
EXCEL** covers all
the topics you'll
see in a
corporate finance
course: financial
statements,
budgets, the
Market Security
Line, pro forma
statements, cost
of capital,

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Excel Chapter 2

*equities, and
debt. Plus, it's
easy-to-read and
full of study tools
that will help you
succeed in class.
This book is the
perfect
complement to
the Excel or
Access
Comprehensive
texts, particularly*

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*for instructors
looking for more
complex, real
world cases for
students to work
through. Included
are 15 total cases
(6 Excel, 6
Access, and 3
integrated). Real
world problem
solving for
business and*

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*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*

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Excel Chapter 2

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

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Excel Chapter 2

*relating to
business areas
like finance and
accounting,
production and
operations, sales
and marketing.
Each chapter
introduces a
realistic business
case for students
to complete via
hands-on steps*

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that are easily identified in blue shaded boxes. Each blue box teaches a skill and comes complete with video and interactive support.

Chapters are grouped into Business Units,

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which collectively illustrate a specific set of business concepts to achieve AACSB-related outcomes. Each Business Unit ends with a Capstone section, testing students' ability to apply concepts and

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*skills beyond a
single chapter.*

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Page 274/275

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*Microsoft Word
2016*

*Comprehensive
GO! with Office
2019 Volume 1
Macroeconomics*