

Rutkosky Benchmark

Benchmark Series: Microsoft Word 2016 Level 1 builds students' introductory skills in Word 2016, and helps develop critical thinking and decision-making skills. Key Features Case study assessments at chapter and unit levels test students' abilities to solve problems independently. Projects-based approach creates a realistic context for learning practical skills.

Helps students build mastery skills in PowerPoint 2016. Students receive step-by-step instructions in designing and creating effective slide shows that inform and motivate audiences. Key features: mentoring instructional style guides students in designing and creating effective slide shows; case study assessments at chapter and unit levels test students' abilities to solve problems independently.

The Benchmark Series teaches students the key features and functionalities of Microsoft® Excel. Two levels of coverage include how to manipulate numerical data, resolving issues related to finances and other numbers-based information. Students build a mastery skill level through Benchmark's graduated instructional approach.

Microsoft Office 365, 2019 Edition

Microsoft Word 2016 Level 1

Microsoft Excel 2019 Levels 1 & 2

Workbook

Microsoft Word 2016 Level 2Text

Builds students' introductory skills in Access 2016, and helps develop critical thinking and decision-making skills. It includes case study assessments of chapter and unit levels to test students' abilities to solve problems independently. The projects-based approach creates a realistic context for learning practical skills.

This book/CD-ROM package teaches core-level skills required for Microsoft Office User Specialist (MOUS) certification, featuring a wealth of color visuals, screen captures, and illustrations. Offers graduated instruction, from guided tutorials to independent learning, emphasizing best practices in information processing as well as problem-solving and communication skills for the contemporary workplace. Each chapter contains objectives, an overview, exercises, a summary, a commands review, questions, and skills assessments. The CD-ROM contains exercise files. Students do not need prior experience or familiarity with Windows. A knowledge of high school freshman mathematics is required. The author is affiliated with Pierce College at Puyallup. Annotation copyrighted by Book News, Inc., Portland, OR

Levels 1 & 2

Benchmarkword 2019 Level 1 + Review/Assesment Supplement

Benchmark Series

Builds students' intermediate-to-advanced skills in Excel 2016, and helps develop critical thinking and decision-making skills. Key features include case study assessments of chapter and unit levels test students' abilities to solve problems independently; projects-based approach creates a realistic context for learning practical skills.

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With Paradigm's new Benchmark Series: Microsoft Word 2010 Levels 1 and 2 students build mastery skills in the Word 2010 application. Its project-based approach creates a realistic context for learning practical skills. Teaches key skills for using Windows 7 and Internet Explorer 8. Mentoring instructional style guides students step-by-step in creating letters reports research papers brochures newsletters and other documents: Case study assessments at chapter and unit levels test students' abilities to solve problems independently. Case study assessment problems independently: This text aligns to the Microsoft Office Specialist objectives.

Benchmark Series: Microsoft® Excel 2016 Level 2

Microsoft Word 2016 Level 2

Benchmark Series: Microsoft Excel 2016 Level 2

Benchmark Series: Microsoft® Access 2016 Level 1

Benchmark Series: Microsoft Word 2016 Level 2 builds students' introductory skills in Word 2016, and helps develop critical thinking and decision-making skills. Key Features Case study assessments at chapter and unit levels test students' abilities to solve problems independently. Projects-based approach creates a realistic context for learning practical skills.

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With Benchmark Series: Microsoft Word 2016 Level 3 students continue to learn Expert-level Microsoft Word skills through a graduated progression of guided tutorials and independent challenges. Working on realistic projects helps students build their technical knowledge and reinforce their problem-solving skills. Independent challenges help students build confidence and expertise.

Microsoft Word 2016

Benchmark Series: Microsoft Word 2016 Level 3

Benchmark Series: Microsoft®Access 2016 Levels 1 And 2

Microsoft Excel 365/2019 Level 2 with Review and Assessment

With Paradigm's Benchmark Series: Microsoft Excel 2016 Levels 1 and 2, students build mastery skills in Excel 2016. Key features: mentoring instructional style guides students step-by-step in creating, formatting, and maintaining Excel workbooks for numbers-based data analysis; case study assessments of chapter and unit levels test students' abilities to solve problems independently.

Benchmark Series: Microsoft Excel 2016 Level 2 builds students' intermediate-to-advanced skills in Excel 2016, and helps develop critical thinking and decision-making skills. Key Features Case study assessments of chapter and unit levels test students' abilities to solve problems independently. Projects-based approach creates a realistic context for learning practical skills.

Provides a graduated, three-level approach to mastering Microsoft Word 2016 applications. The mentoring instructional style guides students step-by-step in creating letters, reports, research papers, brochures, newsletters, and other documents. Case study assessments at chapter and unit levels test students' abilities to solve problems independently.

Benchmark Series: Microsoft® Office 2016

Microsoft Access 2016

Microsoft Excel 2019 Level 1

Books Out Loud

The Benchmark Series is designed to teach the essential features to develop a mastery skill level in Office, Word, Excel, Access, and PowerPoint. Its graduated, three-level instructional approach moves students from initial modeling of skills to guided application in projects-based exercises to independent problem solving in realistic workplaces. The Benchmark Series includes assessments that challenge students and test their abilities to re-create files and solve problems independently.

With Paradigm's Benchmark Series: Microsoft Access 2016 Levels 1 and 2, students build mastery skills in Access 2016. Students receive step-by-step instructions in creating, formatting and maintaining databases to report and analyse information.

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Microsoft Word 2000

Microsoft Word 2019 Level 1

Text with Workbook

Benchmark Series: Microsoft Excel 2016 Level 1

With Paradigm's new Benchmark Series: Microsoft Excel 2016 Levels 1 and 2, students build mastery skills in Excel 2016. Students receive step-by-step instructions indesigning and creating effective slide shows that inform and motivate audiences. Key Features Mentoring instructional style guides students step-by-step in creating, formatting, and maintaining Excel workbooks for numbers-based data analysis. Case study assessments of chapter and unit levels test students' abilities to solve problems independently.

Marquee Series: Microsoft Excel 2016 offers a highly visual, hands-on approach to learning Microsoft Excel. Ideal for 1 or 2 credit courses, this text facilitates self-paced, accelerated, and traditional learning formats. Key Features Step-by-step, project-based instruction in two- and four-page activities with screen visuals help students meet learning objectives quickly. Four progressive levels of case-based assessment, including the popular Marquee Challenge, ensure software mastery by analyzing common numerical problems. Model answers of in-section projects are shown in text. Individual Challenge activity connects students' lives and interests to project goals.

With Paradigm's Benchmark Series: Microsoft PowerPoint 2016, students build mastery skills in PowerPoint 2016. Students receive step-by-step instructions indesigning and creating effective slide shows that inform and motivate audiences. Key Features Mentoring instructional style guides students step-by-step in designing and creating effective slide shows that inform and motivate audiences. Case study assessments at chapter and unit levels test students' abilities to solve problems independently.

Benchmark Series: Microsoft® Word 2016 Level 1

Benchmark Series: Microsoft® Word 2016 Levels 1 And 2

Benchmark Series: Microsoft® Excel 2016 Level 1

Microsoft Office 2016

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Benchmark Series: Microsoft Access 2016 Level 1 builds students' introductory skills in Access 2016, and helps develop critical thinking and decision-making skills. Key Features Case study assessments of chapter and unit levels test students' abilities to solve problems independently. Projects-based approach creates a realistic context for learning practical skills.

Text

BENCHMARK SERIES

Microsoft Excel 2016

Text with Physical EBook Code