

## Shelly Cashman Series Microsoft Office 365 Excel 2016 Comprehensive

**Helping you quickly get up to speed, THE SHELLY CASHMAN SERIES MICROSOFT 365 & OFFICE 2021 INTRODUCTORY, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac users. Its trademark step-by-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 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 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 may not be available in the ebook version.**

**Introduce your students to the important new features that the latest version of Microsoft Office has to offer with the focused approach found in Cable/Freund/Monk/Sebok/Starks/Vermaat's MICROSOFT Office 365 & OFFICE 2019 ADVANCED. Part of the acclaimed Shelly Cashman Series, this edition 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 while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results. Discover the most important new features that the latest version of Microsoft Office has to offer with the concise approach found in MICROSOFT OFFICE 365 & OFFICE 2016: BRIEF. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions. MICROSOFT OFFICE 365 & OFFICE 2016: BRIEF continues the Series' strong history of innovation with an enhanced learning approach to address the varied learning styles of today's readers. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of Microsoft Office 2016 through experimentation, critical thought, and personalization. This new edition promises to engage, improve retention, and prepare readers for success with MS Office 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.**

**Introduce your students to the important new features that the latest version of Microsoft® Office has to offer with the focused approach found in MICROSOFT® OFFICE 365® & PUBLISHER 2019: COMPREHENSIVE. Part of the acclaimed Shelly Cashman Series®, this edition 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® Publisher. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought and personalization while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers.**

### Custom Edition

**The Shelly Cashman Series Microsoft Office 365 and Publisher 2021 Comprehensive**

**The Shelly Cashman Series Microsoft Office 365 & Outlook 2021 Comprehensive**

**Discovering Computers ©2018: Digital Technology, Data, and Devices**

**Shelly Cashman Series Microsoft Office 365 and Word 2021 Comprehensive**

**Introduce your students to the important new features that the latest version of Microsoft PowerPoint has to offer with the focused approach found in Microsoft Office 365 & PowerPoint 2019 Comprehensive. Part of the acclaimed Shelly Cashman Series, this edition 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 PowerPoint. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought and personalization while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.**

**Introduce your students to the latest advancements that Microsoft Office and Access have to offer with MICROSOFT OFFICE 365 & ACCESS 2019: COMPREHENSIVE -- new to the acclaimed Shelly Cashman Series. MICROSOFT OFFICE 365 & ACCESS 2019:**

**COMPREHENSIVE continues the series' strong history of innovation with a hallmark learning approach enhanced to address the varied learning styles of today's students. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought, and personalization. This new edition and accompanying resources are designed to engage readers and improve retention while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.**

**Readers discover all of the latest advancements in Microsoft Access 2016 with MICROSOFT OFFICE 365 & ACCESS 2016: COMPREHENSIVE -- the new edition in the acclaimed Shelly Cashman Series books. For more than three decades, the Shelly Cashman Series has effectively introduced computer skills to millions. MICROSOFT OFFICE 365 & ACCESS 2016: COMPREHENSIVE continues the Series' strong history of innovation with a proven learning approach enhanced to address the varied learning styles of today's learners. A trademark, step-by-step, screen-by-screen approach encourages readers to master all aspects of Microsoft Access 2016 through experimentation, critical thought, and personalization. This new edition delivers effective educational materials specifically designed to introduce key features, improve retention, and prepare readers for success in working with the advanced features in Microsoft Access 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.**

**Discover the latest advancements in Microsoft Excel 2016 with MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE -- the new edition in today's generation of Shelly Cashman Series books. For more than three decades, the Shelly Cashman Series has effectively introduced computer skills to millions. MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE continues the Series' history of innovation with a proven learning approach enhanced to address the learning styles of today's readers. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of Microsft Excel 2016 through experimentation, critical thought, and personalization. This new edition delivers effective educational materials specifically designed to engage readers, improve retention, and prepare future and current professional for future success with basic and advanced Microsoft Excel 2016 skills. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.**

**Technology for Success and Shelly Cashman Series Microsoft Office 365 & Office 2019**

**Shelly Cashman Series Microsoft Office 365 & Office 2019 Intermediate**

**Shelly Cashman Series Microsoft Office 365 & Access 2019 Comprehensive**

**Shelly Cashman Series Microsoft Office 365 and PowerPoint 2021 Comprehensive**

**Discover how to best utilize the latest version of Microsoft Office with Shelly Cashman Series MICROSOFT OFFICE 365 & OFFICE 2016: INTERMEDIATE. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions. Shelly Cashman Series MICROSOFT OFFICE 365 & OFFICE 2016: INTERMEDIATE continues the Series' strong history of innovation with an enhanced learning approach designed to address the varied learning styles of today's readers. A trademark step-by-step, screen-by-screen approach helps readers expand their understanding of Microsoft Office 2016 through experimentation, critical thought, and personalization. This new edition promises to capture and hold readers' attention, improve retention, and prepare readers for success in working with Microsoft Office 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.**

**Helping you quickly get up to speed, Hoisington's THE SHELLY CASHMAN SERIES 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-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 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 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 may not be available in the ebook version.**

**Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.**

**Master the latest version of Microsoft Office and take advantage of today's ever-changing world of technology with TECHNOLOGY FOR SUCCESS AND SHELLY CASHMAN SERIES MICROSOFT OFFICE 365 & OFFICE 2019. Part of the highly acclaimed Shelly Cashman Series that has introduced computer skills to millions of students like you, this edition offers a proven approach that's effective, no matter what your learning style. Meaningful topics within manageable lessons demonstrate how to apply concepts to your academic, professional, and personal lives. A step-by-step, screen-by-screen approach guides you in expanding your understanding of Microsoft Office 2019 through experimentation, critical thought and personalization. Updated activities, case scenarios and an emphasis on employability demonstrate the importance of what you're learning as you master the keys to using Microsoft Office 2019 effectively and become a user of today's technology.**

**Shelly Cashman Microsoft Office 365 & Office 2016**

**Shelly Cashman Series Microsoft Office 365 & Excel 2019 Comprehensive**

**The Shelly Cashman Series Microsoft 365 & Office 2021 Introductory**

**Shelly Cashman Series Microsoft Office 365 & Word 2019 Comprehensive**

**SHELLY CASHMAN SERIES MICROSOFT OFFICE 365 & OFFICE 2019 + SHELLY CASHMAN.**

**Introduce your students to the important new features that the latest version of Microsoft® Office has to offer with the focused approach found in MICROSOFT® Office 365® & WINDOWS 2019: COMPREHENSIVE. Part of the acclaimed Shelly Cashman Series, this edition 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® Windows. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought and personalization while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.**

**Helping you quickly get up to speed, Cengage's SHELLY CASHMAN SERIES MICROSOFT OFFICE 365 & OFFICE 2021 INTERMEDIATE, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac users. Its trademark step-by-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 Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.**

**Introduce your students to the latest advancements that Microsoft Office and Excel have to offer with MICROSOFT OFFICE 365 & EXCEL 2019 -- new to the acclaimed Shelly Cashman Series. MICROSOFT OFFICE 365 & EXCEL 2019 continues the series' strong history of innovation with a hallmark learning approach enhanced to address the varied learning styles of today's students. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought, and personalization. This new edition and accompanying resources are designed to engage readers and improve retention while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.**

**Helping you quickly get up to speed, Stark's THE SHELLY CASHMAN SERIES MICROSOFT OFFICE 365 & PUBLISHER COMPREHENSIVE, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac users. Its trademark step-by-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 Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.**

**Shelly Cashman Series Microsoft Office 365 Advanced**

**Shelly Cashman Series Microsoft Office 365 & Powerpoint 2019 Comprehensive**

**Technology for Success: Computer Concepts**

**Shelly Cashman Series Microsoft Office 365 & Excel 2016: Intermediate**

**Shelly Cashman Series Microsoft Office 365 & Publisher 2016: Comprehensive, Loose-leaf Version**

**Learn to maximize the use of mobile devices, make the most of online tools for collaboration and communication, and fully utilize the web and cloud with the latest edition of DISCOVERING COMPUTERS 2018. Clearly see how technology skills can assist in both gaining employment and advancing a career. This edition highlights web development, how to create a strong web presence, and take full advantage of the latest Windows 10. Content addresses today's most timely issues with coverage of contemporary technology developments and interesting in-text discussions. The authors provide helpful suggestions within a proven learning structure and offer meaning practice to reinforce skills. Self-assessments open each module and equip readers to focus study efforts and master more skills in less time. DISCOVERING COMPUTERS presents the key content needed for success using an approach that ensures understanding. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.**

**Shelly Cashman Series Microsoft Office 365 & Office 2019 IntroductoryCengage Learning**

**Introduce your students to the important new features that the latest version of Microsoft® Office has to offer with the focused approach found in Cable/Freund/Monk/Sebok/Starks/Vermaat's MICROSOFT® Office 365® & OFFICE 2019: INTERMEDIATE. Part of the acclaimed Shelly Cashman Series®, this edition 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 while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.**

**DISCOVERING COMPUTERS & MICROSOFT OFFICE 365 & OFFICE 2016: A FUNDAMENTAL COMBINED APPROACH combines strong computer concepts from the best-selling DISCOVERING COMPUTERS with proven step-by-step instruction on Microsoft Office365 and Office 2016 in one convenient book. This single resource delivers the best of Shelly Cashman Series -- the acclaimed Series that has effectively introduced computer skills to millions of learners. This book encourages critical thought, personalization, and experimentation with the latest Microsoft Office 2016 software. Updated and revised computer concepts content throughout this edition reflect the evolving needs of those learning computing today with an exclusive focus on the skills needed to be successful in college and careers beyond. Enhancements ensure this edition delivers today's most effective introduction to Microsoft Office 365 and Office 2016.**

**Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.**

**Shelly Cashman Series Microsoft Office 365 & Office 2016: Advanced**

**COMPUTER CONCEPTS + SHELLY CASHMAN SERIES MICROSOFT OFFICE 365 & OFFICE 2016: Advanced**

**Shelly Cashman Series Microsoft Office 365 & Access 2016: Comprehensive**

**Shelly Cashman Series Microsoft® Office 365 and Publisher 2019 Comprehensive**

**Microsoft Office 365 & Excel 2019 + Mindtap, 1 Term Printed Access Card**

**Helping you quickly get up to speed, THE SHELLY CASHMAN SERIES MICROSOFT OFFICE 365 & EXCEL 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-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 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 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 may not be available in the ebook version.**

**Helping you quickly get up to speed, THE SHELLY CASHMAN SERIES MICROSOFT OFFICE 365 & WORD 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-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 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 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 may not be available in the ebook version.**

**Helping you quickly get up to speed, Cengage's SHELLY CASHMAN SERIES MICROSOFT OFFICE 365 & WORD 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-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 Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. Other Ways boxes reveal alternate click paths to achieve a step, while 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 may not be available in the ebook version.**

**Helping you quickly get up to speed, Cengage's SHELLY CASHMAN SERIES MICROSOFT OFFICE 365 & WORD 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-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 Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. Other Ways boxes reveal alternate click paths to achieve a step, while 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 may not be available in the ebook version.**

**Introduce your students to the important new features that the latest version of Microsoft Office has to offer with the focused approach found in Cable/Freund/Monk/Sebok/Starks/Vermaat's MICROSOFT Office 365 & OFFICE 2019**

**INTRODUCTORY. Part of the acclaimed Shelly Cashman Series, this edition 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 while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.**

**Shelly Cashman Series Microsoft Office 365 and Office 2021 Intermediate**

**Shelly Cashman Series Microsoft® Office 365 and Office 2019 Introductory, Loose-Leaf Version**

**Introductory**

**Shelly Cashman Series Microsoft Office 365 and Office 2021 Advanced**

**The Shelly Cashman Series Microsoft Office 365 & Excel 2021 Comprehensive**

**Gain a thorough understanding of today's ever-changing world of technology as you learn how to apply technology to your academic, professional and personal life with TECHNOLOGY FOR SUCCESS: COMPUTER CONCEPTS. Written by a team of best-selling technology authors and based on extensive research and feedback from learners and subject matter experts, this edition breaks each topic into brief, inviting lessons that address the "what, why and how" behind technology to ensure deep understanding and application to today's real world. You learn to become both a consumer and effective user of the most current technology. You also discover how to read the latest technology news and understand its impact on your daily life, the economy and society. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.**

**Discover how to fully utilize the latest version of Microsoft Office with the focused approach found in Shelly Cashman Series MICROSOFT OFFICE 365 & OFFICE 2016: INTERMEDIATE. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions of students like you. Shelly Cashman Series MICROSOFT OFFICE 365 & OFFICE 2016: INTERMEDIATE continues the Series' strong history of innovation with an enhanced learning approach designed to address your needs, no matter what your learning style. A trademark step-by-step, screen-by-screen approach helps expand your understanding**

of Microsoft Office 2016 through experimentation, critical thought, and personalization. This new edition delivers some of today's most effective educational materials specifically designed to capture your attention, improve retention, and prepare you for success in working with Microsoft Office 2016.

Discover how to utilize the most advanced features within the latest version of Microsoft Office with Shelly Cashman Series MICROSOFT OFFICE 365 & OFFICE 2016: ADVANCED. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions. Shelly Cashman Series MICROSOFT OFFICE 365 & OFFICE 2016: ADVANCED continues the Series' strong history of innovation with an enhanced learning approach designed to address the varied learning styles of today's readers. A trademark step-by-step, screen-by-screen approach helps readers expand their understanding of higher-level Microsoft Office 2016 skills through experimentation, critical thought, and personalization. This new edition promises to capture and hold readers' attention, improve retention, and prepare readers for success in working with the most advanced aspects of Microsoft Office 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Helping you quickly get up to speed, Cengage's Shelly Cashman Series Microsoft Office 365 & PowerPoint 2021 Comprehensive includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac users. Its trademark step-by-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 Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. In addition, MindTap and SAM (Skills Assessment Manager) online resources help

maximize your study time -- and results.

The Shelly Cashman Series Microsoft Office 365 & PowerPoint 2021 Comprehensive

SHELLY CASHMAN SERIES MICROSOFT OFFICE 365 & ACCESS 2019 + SHELLY CASHMAN.

Shelly Cashman Series Microsoft Office 365 & Office 2019 Advanced

Intermediate

Shelly Cashman Series

*Discover the latest advancements in Microsoft Publisher 2016 with MICROSOFT OFFICE 365 & PUBLISHER 2016: COMPREHENSIVE -- the new edition in the leading Shelly Cashman Series. For more than three decades, the Shelly Cashman Series has effectively introduced computer skills to millions. MICROSOFT OFFICE 365 & PUBLISHER 2016: COMPREHENSIVE continues the Series' strong history of innovation with a proven learning approach enhanced to address the varied learning styles of today's learners. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of Microsoft Publisher 2016 through experimentation, critical thought, and personalization. This new edition delivers educational materials specifically designed to introduce more advanced and key features, improve retention, and prepare readers for success with the latest Microsoft Publisher 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.*

*Helping you quickly get up to speed, THE SHELLY CASHMAN SERIES MICROSOFT OFFICE 365 & POWERPOINT 2021 COMPREHENSIVE includes the latest on Microsoft Office 365 2021 features along with enhanced support for Mac users. Its trademark step-by-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 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 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 may not be available in the ebook version.*

*Introduce your students to the latest advancements that Microsoft Office and Word have to offer with MICROSOFT OFFICE 365 & Word 2019 -- new to the acclaimed Shelly Cashman Series. MICROSOFT OFFICE 365 & Word 2019 continues the series' strong history of innovation with a hallmark learning approach enhanced to address the varied learning styles of today's students. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought, and personalization. This new edition and accompanying resources are designed to engage readers and improve retention while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.*

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

*Shelly Cashman Series Microsoft Office 365 & Office 2016: Intermediate*

*Shelly Cashman Series Microsoft Office 365 & Office 2016: Brief*

*SHELLY CASHMAN SERIES MICROSOFT OFFICE 365 & EXCEL 2019 + SHELLY CASHMAN.*

*The Shelly Cashman Series Microsoft Office 365 & Word 2021 Comprehensive*