



Microsoft® Office 365® & Office 2019

Real-World Practice. Unmatched Convenience.



Shelly Cashman Series®

Introduce your students to the latest that Microsoft® Office has to offer with the new generation of **Shelly Cashman Series®** books! For the past three decades, the Shelly Cashman Series® has effectively introduced computer skills to millions of students. With Microsoft® Office 2019, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students.

The Shelly Cashman Series® proven trademark pedagogy includes:

- A **project-based approach** that allows students to learn skills in a real-world context that provides relevancy.
- **Step-by-step instructions** that now encourage students to expand their understanding of Microsoft® Office 2019 through experimentation, critical thought, and personalization.
- **Full-color screenshots** with callouts that make it easy for students to visualize what they should be seeing on their computer screens as they work through the projects.
- **Extensive End-of-Chapter exercises** that provide numerous options for assessment and enhance student retention.



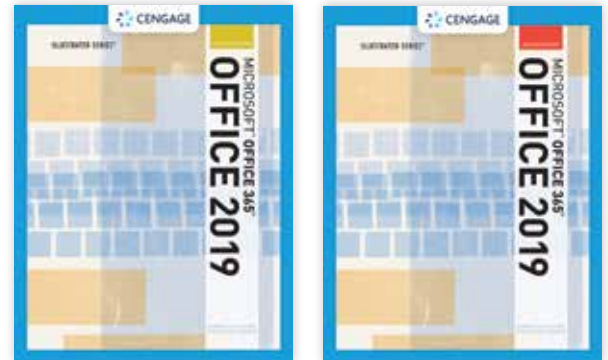
MindTap Collection includes all Shelly Cashman content from intro to advanced!

Illustrated Series

Praised by instructors for its concise, focused approach and user-friendly format, the **Illustrated Series** engages both computer rookies and hot shots in mastering Microsoft® Office 2019 applications quickly and efficiently. Skills are accessible and easy to follow thanks to the Illustrated Series' hallmark 2-page layout, which allows students to see an entire task in one view.

This series is known for:

- Its **hallmark 2-page layout** designed to make skills accessible and easy to follow.
- **Learning Outcomes** that provide a framework for the skills covered in each lesson.
- **Case Studies** that place each lesson in context and encourage further application.



MindTap Collection includes all Illustrated content from intro to Advanced!



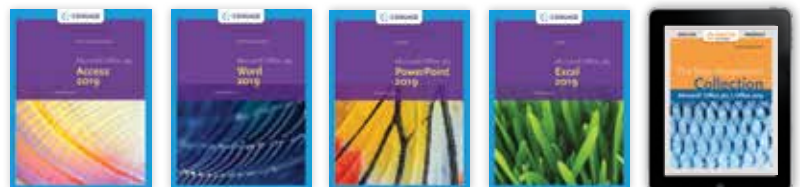
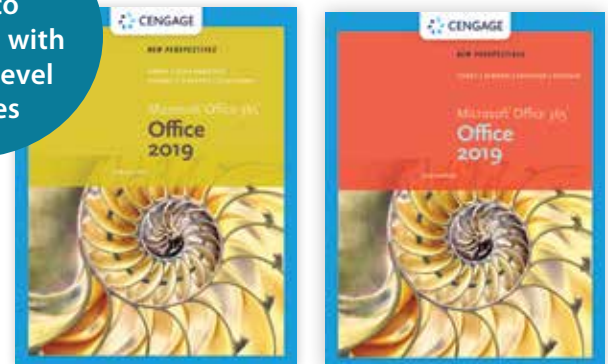
New Perspectives Series

With proven pedagogy that emphasizes critical thinking, problem solving, and in-depth coverage, **New Perspectives** helps students develop the Microsoft® Office 2019 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft® Office 2019 continues to engage students in applying skills to real-world situations, making concepts relevant.

The New Perspectives Series is known for:

- Fostering a **critical-thinking, problem-solving** method to learning skills.
- Emphasis on **learning outcomes** and transference of skills.
- **Business case problems** that challenge students to apply what they are learning to real-world tasks.

Most often used to articulate with college-level courses



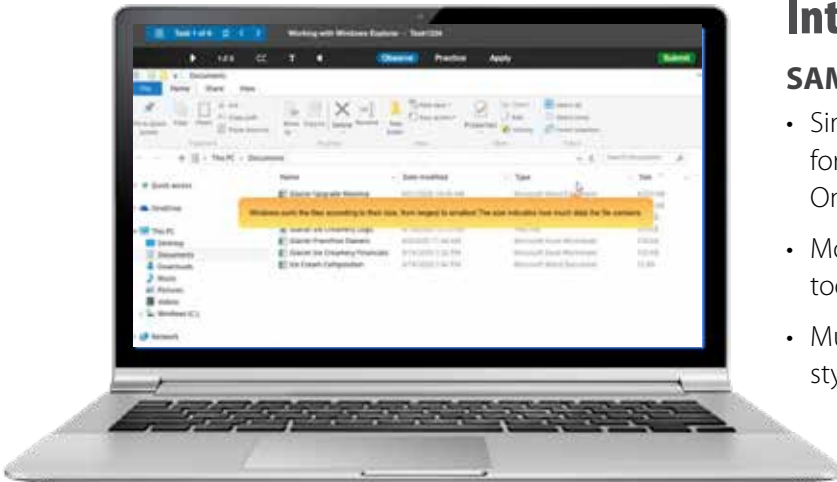
MindTap Collection includes all New Perspectives content from intro to Advanced!



Reduce your workload and improve student learning outcomes



Our online solutions offer an interactive online learning environment that helps students master business application skills and computer concepts that are essential to academic and career success. SAM-powered assignments engage students in self-paced learning of Microsoft® Word, Excel, Access, PowerPoint, Windows, Internet Explorer, and Outlook, as well as technology concepts and issues.



NEW content player for an improved user experience!

Interactive Practice

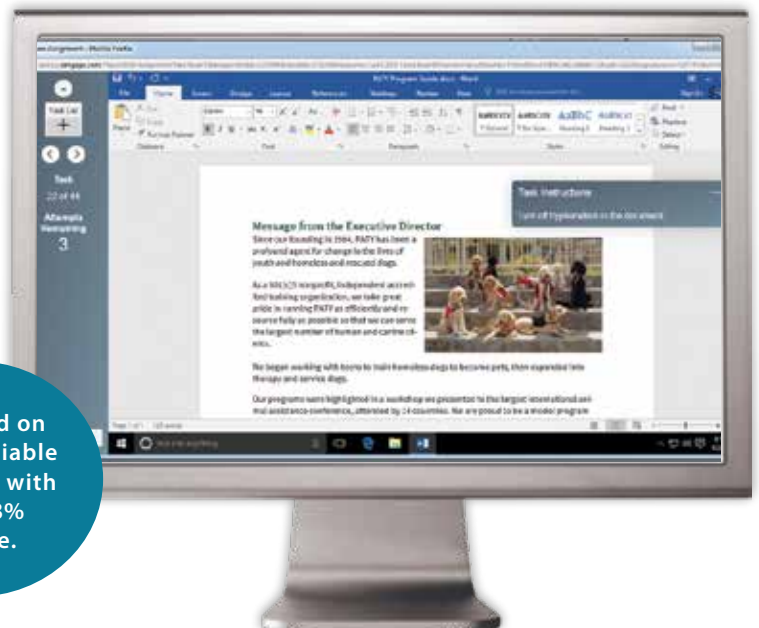
SAM Training

- Simulated, self-guided training scenarios built in HTML5 for Word, Excel, Access, PowerPoint, Windows 10, Edge, OneNote, Outlook, and more
- Most realistic Microsoft® Simulation with fully explorable toolbar
- Multiple training methods address different learning styles: Introduction, Observe, Practice and Apply
 - Includes methods for Mac users

Comprehensive Assessment

SAM Exams

- Simulated performance-based exam simulations built in HTML5 for Word, Excel, Access, PowerPoint, Windows 10, Edge, Outlook, OneNote, and more
- Thousands of additional objective-based questions
- Detailed Study Guide reports provide personalized, targeted remediation that leads them back to the eBook or Trainings for missed tasks



Delivered on stable, reliable platforms with a 99.98% uptime.

Preparing your Students for MOS or IC³ certification

Easily assign trainings and exams mapped to MOS Core and Expert certification objectives or IC3 standards.

The screenshot displays the MOS software interface. On the left, a table lists various assignments with columns for 'Assignment Name(s)', 'Course Version', 'Type', 'Section', 'Available', 'Due Date', and 'Actions'. The assignments listed include 'Access 2016 MOS Core Certification Prep', 'Excel 2016 MOS Core Certification Prep', 'PowerPoint 2016 MOS Core Certification Prep', and 'Word 2016 MOS Core Certification Prep'. On the right, an Excel spreadsheet titled 'Monthly Cash Flow Estimator' is shown, featuring columns for 'INCOME' and 'EXPENSES' with numerical values and percentages.

Core Microsoft® Office Specialist exams simulate the MOS test-taking experience and encourage critical thinking with 3-5 'mini-projects'!

Real-World Application of Skills

SAM Projects

- Live, in-application projects for Word, Excel, PowerPoint and Access
- Prepare students for the MOS project-based exam
- Automatically graded for immediate student feedback and remediation
- Project assignments options include:
 - Textbook Projects—Now for Intro-Advanced modules
 - 2 SAM Projects per module:
 1. Business Case Scenario —Updated using industry data on key skills employers want across the career clusters.
 2. Personal/Academic Scenario
 - Capstone projects through the Advanced-level

The screenshot shows a project assignment page for 'Verbena Farm Stand'. It includes a description of the farm stand, a list of fresh herbs available from June to November, and a list of dried herbs available year-round. Below the text, there is a list of writing tasks for a SAM project, such as 'Save the file as NP_W028_1a_FirstLastName_1.docx', 'Apply the ribbon > Green, Background 1, Shadow text effect to the heading "Verbena Farm Stand"', and 'Format the paragraph beginning "Verbena Farm grows herbs..." as follows: a. Remove the space after the paragraph b. Change the line spacing to 1.5x c. In the same paragraph, adjust the sentence "We are open all year, though we close winter according to season." d. Apply the built-in Edge Rectangle picture style to the photo of herbs to improve it on the page e. Format the paragraph "Fresh herbs available June 1-November 15" as follows: a. Change the alignment to Align Left b. Change the font to Calibri Light (headings) c. Change the font size to 18 pt d. Apply the Green, Accent 2 font color (2P column, 2nd row in the Theme Colors palette).

Reports that Go Way Beyond Grades

Reporting helps you easily identify at-risk students and areas of weakness, while informing class time and remediation needs.

Available Reporting:

- Accessing skill-level reports across your class and for individuals
- Auto-graded projects allow for partial credit and use Microsoft review tools to highlight errors
- Integrated cheat detection for projects
- Student click-paths and video recordings for exams
- Time on task
- Remediation links to trainings and the eBook for missed tasks



Enhance Computer Literacy Skills

NEW! Computer Concepts Labs

- Critical Thinking Simulations with real world context that challenge learners to problem solve and practice employability skills
- Concepts Videos to reinforce difficult subject matter
- News Feeds that connect students and explain current tech events and happenings

MODULES:

1. Impact of Digital Technology
2. Web Browsing and Information Literacy
3. Computer Hardware
4. Operating Systems and File Management
5. Application Software
6. Safety and Security
7. Digital Media
8. Software Development and Programming
9. Web Development
10. Networking
11. Digital Communication



Unlimited Office Content for Every Student

A customizable, out-of-the-box business technology solution with a clear learning path.



MindTap Collections available for all 3 series



Includes ALL introductory-advanced content for Microsoft® Office 2019: Word, Excel, Access, PowerPoint, Outlook, Windows 10, Computer Concepts and MOS prep.



Integrated with SAM Trainings, Exams, Projects and MOS Simulations

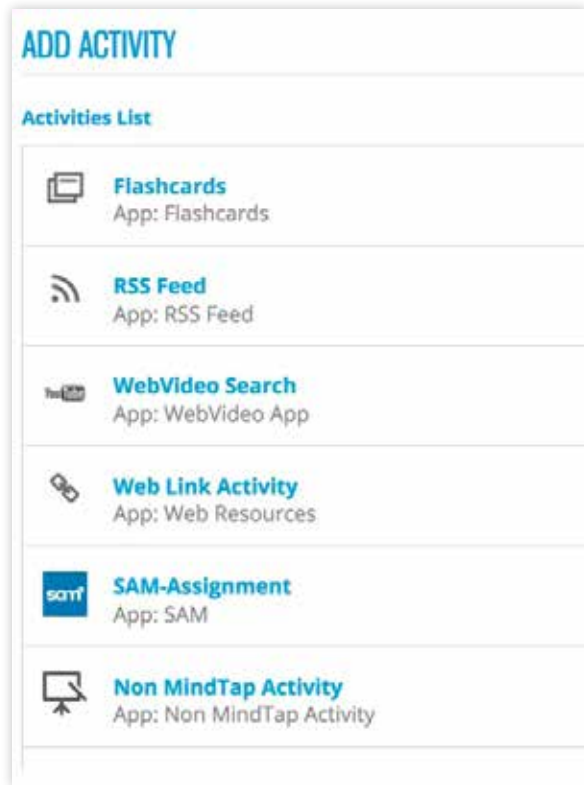
The most flexible Microsoft® Office solution for a variety of technology courses.



► Request a FREE trial at NGL.Cengage.com/HighSchoolReview

MindTap is the online solution for CTE courses that includes a full, interactive eBook, annotation and study tools, auto-graded assessment, and data analytics.

A fully **customizable learning path** allows you to hide, add, move and edit content so it matches the needs of your course.



The **Progress App** allows you to track student grades and engagement in the course, including percentage of activities accessed including readings, study tools, assignments and teacher-created resources.



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Learn more at NGL.Cengage.com/MicrosoftOffice



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