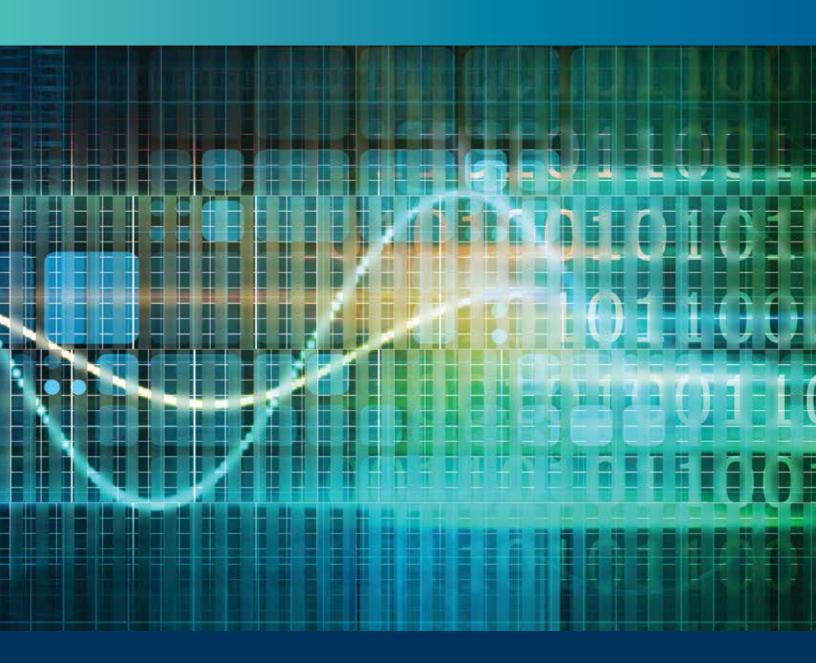


Microsoft[®] Office 365 & Office 2016

Prepare your students for career and college success!



Microsoft® Office 365 & Office 2016 Textbook Series

Illustrated

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 2016 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. New Learning Outcomes outline the skills covered in each lesson, and

larger full-color screens represent exactly what students should see on their own computers.

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.

POWERPOINT 2016

• Case Studies that place each lesson in context and encourage further application.

New Perspectives

With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2016 skills they need to be successful in college and beyond. Updated with all new case-based tutorials,

New Perspectives Microsoft Office 2016 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.
- Case problems that challenge students to apply what they are learning to real-world tasks.

Shelly Cashman

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 2016, 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 2016 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.















Reduce your workload and improve learning outcomes

sani

SAM reduces instructors' workloads with efficient course management tools and auto-graded assignments and exams. SAM improves student learning outcomes through self-paced learning and personalized remediation.

What is SAM? SAM, or, for Skills Assessment Manager, is an interactive online learning environment that helps students master Microsoft Office skills and computer concepts that are essential to academic and career success. SAM engages students in self-paced learning of Microsoft Office applications



– including Word, Excel, Access, PowerPoint, Windows, Internet Explorer, and Outlook, as well as technology concepts and issues. It reduces instructors' workloads with auto-graded assignments and exams, and easy-to-use course setup and management tools.

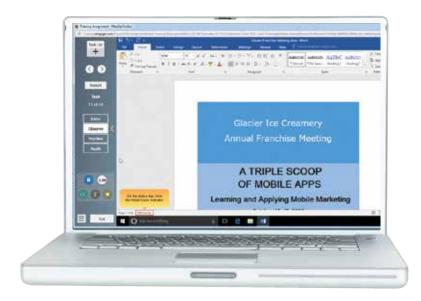
The **SAM** System



Comprehensive Assessment

SAM Exams

- Simulated performance-based exam simulations now 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
- MOS Core and Expert exams



Interactive Practice

SAM Training

- Simulated, self-guided training scenarios now built in HTML5 for Word, Excel, Access, PowerPoint, Windows 10, Edge, OneNote, Outlook, and more
- Multiple training methods address different learning styles
- Mastery by modes
 Intro, Observe, Practice, Apply
- Office for Mac methods for Mac Users

Real-World Application of Skills

SAM Projects

- Live-in-the-application, project-based assessment for Word, Excel, PowerPoint, Access
- Project assignments options include
 - Introductory-level textbook projects
 - 2 SAM Projects per module
 - Capstone projects through the Advanced-level
- Improve critical thinking
- Prepare students for the MOS project-based exam
- Automatically graded for immediate student feedback and remediation
- Project hints for Mac users





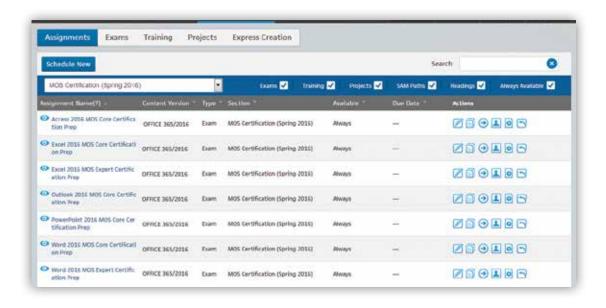
Enhance computer literacy skills

Computer Concepts Labs — Cover topics including computer hardware, safety and security, computer networks, and more and bring concepts to life through interactive simulations, hands-on trainings and autograded assessments.



Preparing your Students for MOS or IC³ certification?

SAM allows you to assign exams based on the MOS certification objectives or the IC³ standards. Students can take exams and train in preparation for their certification to ensure success!

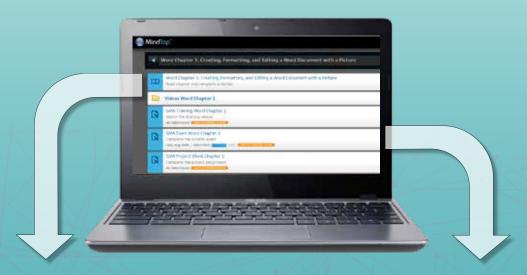


Take your Microsoft® Office Instruction to the Next Level!



A new way to use SAM- no set-up time, more personalization, and a clear learning path!

MindTap's customizable Learning Path...

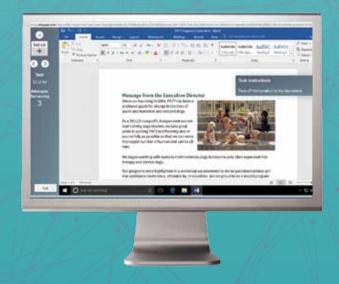


...begins with core content in the MindTap reader and videos...



...and integrates SAM's Trainings, Exams, and Projects!





MindTap

With the ability to move content or add one's own content, teachers can personalize their course with joy!



Progress and reporting tools allow you to track student grades, progress, and levels of engagement in real time.





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

Learn more at NGL.Cengage.com/MicrosoftOffice 888-915-3276





