The New Perspectives Collection

The New Perspectives Collection uses a case-based pedagogy to place students in realistic business scenarios where they solve problems to develop skills. This critical-thinking, problem-solving approach employs context to transcend point-and-click skills through cases and in-text features. Choose from more than 100 modules covering the entire New Perspectives Collection and complementary titles to customize course content that precisely aligns with your course objectives. Tutorials are divided into manageable sessions that combine reading and hands-on work.

**CONFIDENCE**

Empower your students to reach their potential.

Twelve distinct metrics give you actionable insights into student engagement. Identify topics troubling your entire class and instantly communicate with struggling students. Students can track their own scores to stay motivated toward their goals. Whether they have more work to do, or they are ahead of the curve, they’ll know where they need to focus. The MindTap Green Dot (●), showing progress, will charge their confidence along the way.

See:
- Interactive simulations, multimedia, assignments, quizzes and more!
- Access to MindTap via the Mobile App providing cool stuff including instructor alerts
- Fully customizable with access to the entire SAM library of content

**CONVENIENCE**

Access everything you need in one place.

This MindTap Collection brings together the most current, comprehensive New Perspectives content from Windows 10, Office 365/2016, and computer concepts into a single Learning Path. Cut down on prep time with a preloaded eBook, SAM assignments, multimedia, and study tools.

**FLEXIBILITY**

Your course. Your content.

Only MindTap gives you complete control over your course. You have the flexibility to hide, edit, or reorder content to match your syllabus. Add additional notes and resources to personalize the learning experience. With the freedom to choose from more than 100 modules, you can truly customize your course to meet your students’ exact needs.

Visit us online for complete information at: cengage.com/product/9781337781541 or call us at: 1-800-423-0563.
MindTap isn’t just a tool, it’s backed by a personalized team eager to support you. We help you set up your course and tailor it to your specific objectives, so you’ll be ready to make an impact from day one. And we’ll be standing by to help you and your students until the final day of the term.

THE NEW PERSPECTIVES COLLECTION
LEARNING PATH CONTENTS

Computer Concepts
Module 1: Digital Content
Module 2: Digital Devices
Module 3: Networks
Module 4: The Web
Module 5: Social Media
Module 6: Software
Module 7: Digital Security
Module 8: The ICT Industry
Module 9: Information Systems
Module 10: Databases
Module 11: Programming
Appendix A: Step-by-Step: Programming with Python

Windows
Module 1: Exploring the Basics of Microsoft Windows 10
Module 2: Organizing Your Files
Module 3: Personalizing Your Windows Environment
Module 4: Working with the Internet and Email
Module 5: Protecting Your Computer
Module 6: Searching for Information
Module 7: Managing Multimedia Files
Module 8: Connecting to Networks with Mobile Computing
Module 9: Maintaining Hardware and Software
Module 10: Improving Your Computer’s Performance
Word
Module 1: Creating and Editing a Document
Module 2: Navigating and Formatting a Document
Module 3: Creating Tables and a Multipage Report
Module 4: Enhancing Page Layout and Design
Module 5: Working with Templates, Themes and Styles
Module 6: Using Mail Merge
Module 7: Collaborating with Others and Integrating Data
Module 8: Customizing Word and Automating your Work
Module 9: Creating Online Forms Using Advanced Table Techniques
Module 10: Managing Long Documents

Excel
Module 1: Getting Started with Excel
Module 2: Formatting Workbook Text and Data
Module 3: Performing Calculations with Formulas and Functions
Module 4: Analyzing and Charting Financial Data
Module 5: Working with Excel Tables, Pivot Tables and Pivot Charts
Module 6: Managing Multiple Worksheets and Workbooks
Module 7: Developing and Excel Application
Module 8: Working with Advanced Functions
Module 9: Exploring Financial Tools and Functions
Module 10: Performing What-If Analyses
Module 11: Analyzing Data with Business Intelligence
Module 12: Collaborating on a Shared Workbook
Appendix A: Working with Text Functions and Creating Custom Formats
Appendix B: Advanced Filters, Database Functions and Summary IFS Functions
Appendix C: Working with Enhanced Formatting Tools

PowerPoint
Module 1: Creating a Presentation
Module 2: Adding Media and Special Effects
Module 3: Applying Advanced Formatting to Objects
Module 4: Advanced Animations and Distributing Presentations
Module 5: Integrating PowerPoint with Other Programs
Module 6: Customizing Presentations and the PowerPoint Environment
Appendix A: Presentation Concepts: Planning, Developing and Giving a Presentation

Access
Module 1: Creating a Database
Module 2: Building a Database and Defining Table Relationships
Module 3: Maintaining and Querying a Database
Module 4: Creating Forms and Reports
Module 5: Creating Advanced Queries and Enhancing Table Design
Module 6: Using Form Tools and Creating Custom Forms
Module 7: Creating Custom Reports
Module 8: Sharing, Integrating and Analyzing Data
Module 9: Using Action Queries and Advanced Table Relationships
Module 10: Automating Tasks with Macros
Module 11: Using and Writing Visual Basic for Applications Code
Module 12: Managing and Securing a Database
Appendix A: Relational Databases and Database Design

Internet
Module 1: Browser Basics
Module 2: Basic Communication on the Internet: Email
Module 3: Searching the Web
Module 4: Information Resources on the Web
Module 5: User-Generated Content on the Web
Module 6: Internet Security
Module 7: Wireless Networking
Module 8: Creating Effective Webpages
Module 9: Electronic Commerce
Module 10: Introduction to Data on the Internet
Additional Research Assignment 1: Locating and Evaluating Health Care Information on the Internet
Additional Research Assignment 2: Evaluating Encyclopedia Resources on the Internet
Additional Research Assignment 3: Advances in Holographic Imaging
Additional Research Assignment 4: Evaluating and Credentialing Non-Profit Organizations
Additional Research Assignment 5: Web Accessibility
Additional Research Assignment 6: Computational Thinking
Additional Research Assignment 7: Locating Movie Information and Creating a Movie Webpage
Additional Research Assignment 8: Locating Information About a Music Band and Creating a Webpage
Application Integration
Module 1: Integrating Word and Excel
Module 2: Integrating Word, Excel, and Access
Module 3: Integrating Word, Excel, Access, and PowerPoint
Module 4: Integrating Word and Excel
Module 5: Integrating Word and Access
Module 6: Integrating Word, Excel, Access, and PowerPoint

Exclusive Collection Modules:
New and Emerging Technology
Module 1: Microsoft OneDrive
Module 2: Google Apps
Module 3: Introduction to Microsoft Mobile Apps
Module 4: Collaborating Online
Module 5: Using Office on the Mac
Module 6: Microsoft Word Online
Module 7: Microsoft Excel Online
Module 8: PowerPoint Online
Module 9: OneNote
Module 10: Office Online

Soft Skills for a Digital Workplace
New Perspectives Portfolio Projects for Soft Skills
Project 1: Why Soft Skills Matter: Career Preparation
Project 2: Your Online Brand
Project 3: Workplace Communication Skills
Project 4: Team Dynamics
Project 5: Essential Presentation Skills

Professionalism
Unit A: Presenting Yourself Professionally
Unit B: Developing a Professional Work Ethic
Unit C: Developing Your Interpersonal Skills
Unit D: Winning at Office Politics
Unit E: Planning and Managing Your Career

Teamwork and Team Building
Unit A: Working in Groups and Teams
Unit B: Exploring Team Roles and Processes
Unit C: Building and Developing Teams
Unit D: Leading a Team
Unit E: Managing Meetings

Written Communication
Part 1: Communicating with E-Mail and Memos
Part 2: Uncovering the Secrets of Clear Writing
Part 3: Developing Reports and Proposals
Part 4: Writing for Employment
Part 5: Writing Professional Letters

Verbal Communication
Part 1: Understanding the Basics of Verbal Communication

Part 2: Working with Customers
Part 3: Developing Professional Telephone Skills
Part 4: Improving Informal Communication
Part 5: Marking Formal Presentations

Problem Solving and Decision Making
Part 1: Identifying and Defining Problems
Part 2: Solving the Problem
Part 3: Thinking Critically
Part 4: Group Decision Making and Problem Solving
Part 5: Decision Support Tools

The New Perspectives Collection will be updated twice each year with new modules on emerging topics and content that continues to support student learning outcomes.