

The Shelly Cashman Series® Collection

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K12 with 1-year access

MindTap® Computing for The Shelly Cashman Series® Collection is the digital learning solution that powers students from memorization to mastery. It gives you complete control of your course—to provide engaging content, to challenge every individual, and to build their computing confidence. Empower students to accelerate their progress with MindTap.

Access everything you need in one place.

This MindTap Collection brings together the most current, comprehensive Shelly Cashman Series® 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.

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.

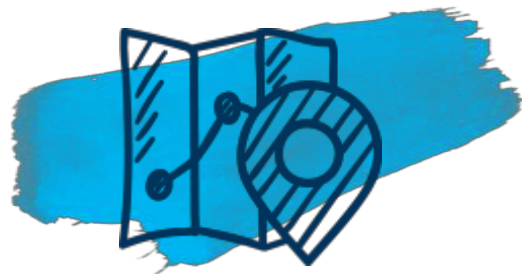
Engaging skill practice.

The Shelly Cashman Series® has a proven project-based pedagogy where skills are presented within the context of a personal, academic, or business-related project. Step-by-step tasks with supporting visuals provide a clear, visual experience for the student. This instructional design is complemented by SAM trainings, exams, and projects closely mapped to each module.

MindTap: Powered by You

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Learning Path Contents

Introduction

Microsoft Office and Windows 10
Productivity Apps for School and Work
Microsoft Office 2016 and Windows 10: Essential Concepts and Skills

Windows 10

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Module 2: Working with the Windows 10 Desktop
Module 3: File and Folder Management
Module 4: Personalizing Your Work Environment
Module 5: Advanced Personalization and Customization
Module 6: Advanced Searching Techniques
Module 7: Microsoft Edge
Module 8: Mastering Digital Media
Module 9: Understanding Security, Networking, and Utilities

Word

Microsoft Office 2016 and Windows 10: Essential Concepts and Skills for Word
Module 1: Creating, Formatting, and Editing a Word Document with a Picture
Module 2: Creating a Research Paper with References and Sources
Module 3: Creating a Business Letter with a Letterhead and Table
Module 4: Creating a Document with a Title Page, Lists, Tables, and a Watermark
Module 5: Using a Template to Create a Resume and Sharing a Finished Document
Module 6: Generating Form Letters, Mailing Labels, and a Directory
Module 7: Creating a Newsletter with a Pull-Quote and Graphics
Module 8: Using Document Collaboration, Integration, and Charting Tools
Module 9: Creating a Reference Document with a Table of Contents and an Index
Module 10: Creating a Template for an Online Form
Module 11: Enhancing an Online Form and Using Macros

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Microsoft Office 2016 and Windows 10: Essential Concepts and Skills for PowerPoint
Module 1: Creating and Editing a Presentation with Pictures
Module 2: Enhancing a Presentation with Pictures, Shapes, and WordArt
Module 3: Reusing a Presentation and Adding Media and Animation
Module 4: Creating and Formatting Information Graphics
Module 5: Collaborating on and Delivering a Presentation
Module 6: Navigating Presentations Using Hyperlinks and Action Buttons
Module 7: Creating a Self-Running Presentation Containing Animation
Module 8: Customizing a Template and Handouts Using Masters
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Module 10: Developing a Presentation with Content from Outside Sources
Module 11: Organizing Slides and Creating a Photo Album

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Microsoft Office 2016 and Windows 10: Essential Concepts and Skills for Excel

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Module 2: Formulas, Functions, and Formatting

Module 3: Working with Large Worksheets, Charting, and What-If Analysis

Module 4: Financial Functions, Data Tables, and Amortization Schedules

Module 5: Working with Multiple Worksheets and Workbooks

Module 6: Creating, Sorting, and Querying a Table

Module 7: Creating Templates, Importing Data, and Working with SmartArt, Images, and Screenshots

Module 8: Working with Trendlines, Pivot Table Reports, PivotChart Reports, and Slicers

Module 9: Formula Auditing, Data Validation, and Complex Problem Solving

Module 10: Using Macros and Visual Basic for Applications (VBA) with Excel

Module 11: Collaboration Features for Workbooks

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Microsoft Office 2016 and Windows 10: Essential Concepts and Skills for Access

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Module 2: Querying a Database

Module 3: Maintaining a Database

Module 4: Creating Reports and Forms

Module 5: Multiple-Table Forms

Module 6: Advanced Report Techniques

Module 7: Advanced Form Techniques

Module 8: Macros, Navigation Forms, and Data Macros

Module 9: Administering a Database System

Module 10: Using SQL

Module 11: Database Design

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Microsoft Outlook 2016 Module One

Microsoft Outlook 2016 Module Two

Microsoft Outlook 2016 Module Three

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Module 5: Customizing Outlook

Publisher

Module 1: Creating a Flyer Module 2: Publishing a Trifold Brochure

Module 2: Publishing a Trifold Brochure

Module 3: Designing a Newsletter

Module 4: Creating a Custom Publication from Scratch

Module 5: Using Business Information Sets

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Module 7: Advanced Formatting and Merging Publications with Data

Module 8: Generating Data-Driven Catalogs

[Module 9: Sharing and Distributing Publications](#)
[Module 10: Editing Large-Scale Publications](#)
[Module 11: Creating an Interactive Website](#)

Concepts

Summer '17

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Computers and Mobile Devices: Evaluating Options for Home and Work
Programs and Apps: Productivity, Graphics, Security, and Other Tools
Digital Security, Ethics, and Privacy: Threats, Issues, and Defenses
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Digital Storage: Preserving Content Locally and on the Cloud
Operating Systems: Managing, Coordinating, and Monitoring Resources
Communicating Digital Content: Wired and Wireless Networks and Devices
Building Solutions: Database, System, and Application Development Tools
Working in The Enterprise: Systems, Certifications, and Careers
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