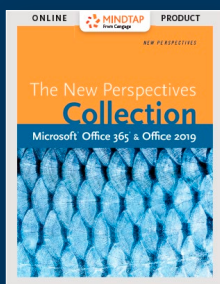


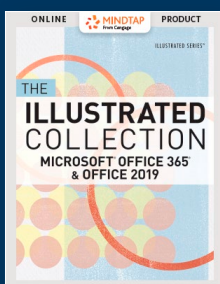
### The Shelly Cashman Series® Collection

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ISBN: 9780357119167



### The New Perspectives Collection Microsoft Office 365 & Office 2019

2 terms Instant Access  
ISBN: 9780357042687



### The Illustrated Collection Microsoft Office 365 & Office 2019

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# MINDTAP COLLECTIONS

## for Microsoft® Office 365® & Office 2019

*MindTap* is an eLearning platform filled with ready-made content aligned to your course, that can be accessed direct from your institution's learning management system or offered as a standalone resource.

*MindTap Collections* gives you even more choice and control over your Introductory Computing course. Offered as a full suite of content from across popular Cengage products, *MindTap Collections* provides the flexibility to adapt your course to match the skills your students need to join the fast-moving IT sector. Powered by the SAM content engine, *MindTap Collections* is designed with choices, flexibility and results in mind.



## FLEXIBILITY

Make your students skills-gap-proof by widening the range of curricula in your Intro Computing course with:

- Microsoft Applications modules through the advanced level
- New computer concepts modules that develop critical thinking and problem-solving skills
- New and expanded auto-graded projects, including Textbook Projects through advanced levels
- MOS Certification Prep



## CONFIDENCE

Microsoft Office skills are the language of the working world. Prepare students with the skills they need for academic and professional success by providing content that increases proficiency and boosts employability.

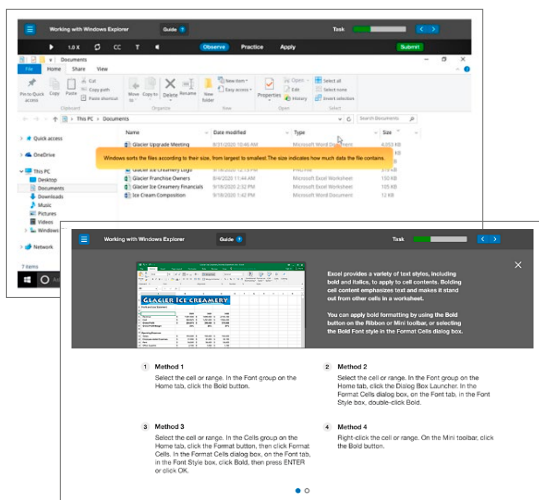
# EMPOWER STUDENTS TO MOVE FROM PROFICIENCY TO EMPLOYABILITY

## TRAININGS

SAM Training Assignments support and engage as students build skills. These visual and interactive walk-throughs empower students to observe, practise and apply skills in simulated Microsoft Office environments. Students will:

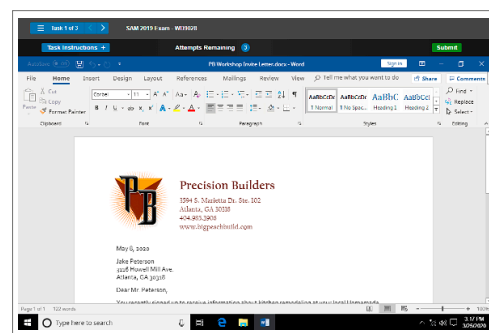
- Observe the skill with voiceover and on-screen callouts
- Practise where they control the keyboard and mouse in a guided walk-through
- Apply their skill unaided in a simulated Microsoft Office and computing environment

Our NEW guide delivers instructions for completing tasks and offers alternative paths available from all training modes.



## EXAMS

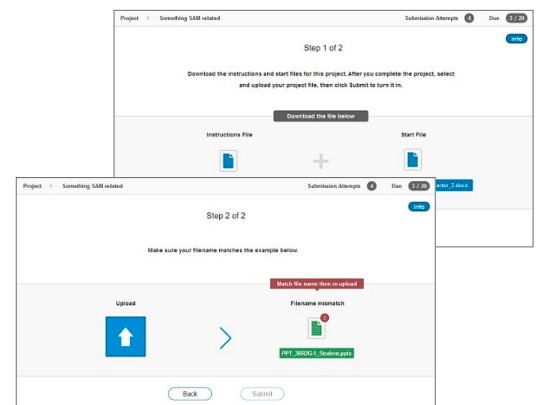
Empower students to show what they know. With SAM Exams, students master skills step-by-step, so they can perform the higher-stakes assessment. Plus, the number of attempts, time limit, exportability options, assignment contents – and more – are all in your control.



## PROJECTS

SAM Projects provide students with the hands-on practice they need to develop professional skills – then effectively apply them in real-world settings – live in the Office application. Boost students' academic and professional success with:

- Completely revised Project scenarios driven by Burning Glass market analytics data to develop quality, real-world projects that get students ready for their next step
- NEW Textbook Projects and End-of-Module Projects throughout the advanced modules
- Detailed feedback reports providing students with remediation to the textbook and SAM trainings

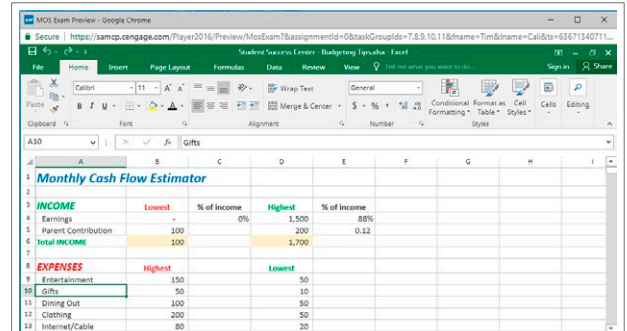


# REPORTS

Flexible Reports help you to easily identify at-risk students and areas of weakness, while informing class time and remediation needs. Skill-level reports across sections, graded projects, integrated cheat detection, student replays/click-paths for exams and more are available at your fingertips.

Reports can be viewed by:

- Skills
- Section
- Assignment
- Individual student



Excel Core Microsoft Office Specialist (MOS) Exam			August 31, 2018 - 03:36 PM
Corporate Olympics			<a href="#">Launch</a>
Task Name	Task ID	Task Instruction	
Excel_S5_T1	MOS59	Insert the olympics.png picture into cell D1.	
Excel_S5_T2	MOS60	Create a formula in cell H6 using the LEFT function that returns the first name from the entry in cell A5. The formula should use cell G6 which calculates the length of the first name.	
Excel_S5_T3	MOS61	Use AutoFill to copy the formula from cell H6 through range H7:H41.	
Excel_S5_T4	MOS62	For the range C6:C41, create a new conditional format that changes the font color to red for values that are greater than or equal to 50.	
Excel_S5_T5	MOS63	For the range N6:N24, add Line sparklines from the data range of K6:M24.	
Excel_S5_T6	MOS64	Hide column P.	
Excel_S5_T7	MOS65	Add <b>Olympics</b> as a Title property to the workbook.	

# MICROSOFT OFFICE SPECIALIST (MOS) SIMULATIONS

MindTap includes prebuilt MOS exam simulations for Excel, Word, Outlook, Access and PowerPoint – designed to familiarise your students with both the certification objectives and testing environment.

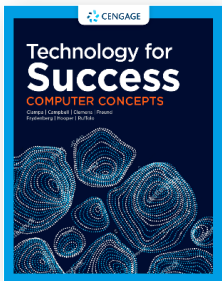
# TECHNOLOGY FOR SUCCESS

NEW! Computer Concepts Solution

With the skills required to be successful front of mind, we reimagined our approach to Computer Concepts content. The result: an immersive and active learning approach.

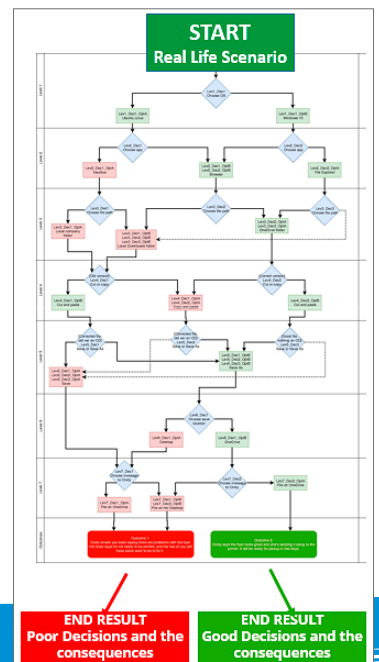
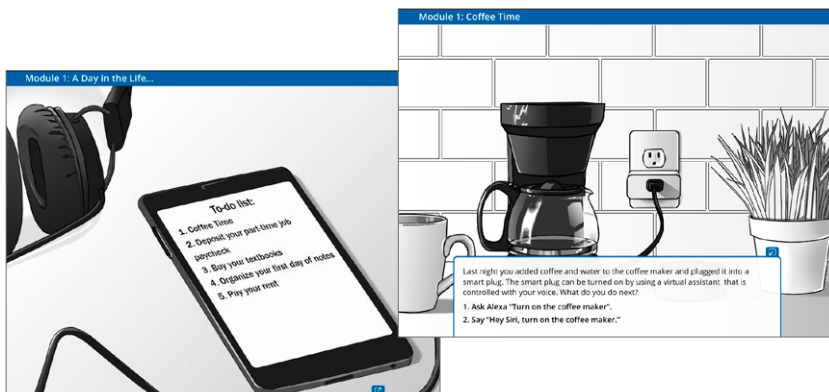
With focus on real-world application, including emerging technologies like cloud computing, mobile application and expanded coverage on security, you'll find:

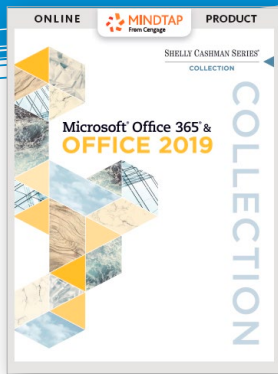
- Critical thinking simulations that challenge learners to problem solve
- Hands-on computer training in the redesigned SAM content player
- Concept videos to reinforce difficult subject matter
- Newsfeeds that connect students and explain current tech events and happenings
- Assessments to help learners understand and master the subject matter



## Technology for Success Computer Concepts

ISBN: 9780357124826





## SHELLY CASHMAN SERIES COLLECTION

Microsoft Office 365 & Office 2019  
2 terms Instant Access  
ISBN: 9780357119167

# THE SHELLY CASHMAN SERIES COLLECTION

FOR MICROSOFT OFFICE 365  
AND OFFICE 2019

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 personalisation while also engaging them in real-world scenarios to reinforce critical skills to help them be successful in their academic and professional careers. In addition, *MindTap* and updated *SAM* (Skills Assessment Manager) online resources are available to guide additional study and promote successful results.

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### Computer concepts: technology for success

- Module 1: Impact of digital technology
- Module 2: Web browsing and information literacy
- Module 3: Computer hardware
- Module 4: Operating systems and file management
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- Module 7: Digital media
- Module 8: Software development and programming
- Module 9: Web development
- Module 10: Networking
- Module 11: Digital communication

### Microsoft Word

- Module 1: Creating and modifying a flyer
- Module 2: Creating a research paper
- Module 3: Creating a business letter
- Module 4: Creating a multipage document
- Module 5: Creating a resume and sharing documents
- Module 6: Using Mail Merge
- Module 7: Creating a newsletter
- Module 8: Using collaboration, integration, and charts
- Module 9: Creating a reference document
- Module 10: Creating an online form
- Module 11: Enhancing an online form and using macros

### Microsoft 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
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- Module 8: Macros, navigation forms, and control layouts
- Module 9: Administering a database system
- Module 10: Using SQL
- Module 11: Database design

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- Module 2: Enhancing presentations with shapes and SmartArt
- Module 3: Inserting WordArt, charts, and tables
- Module 4: Customizing slide masters and presentations
- Module 5: Collaborating and adding animation
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- Module 7: Adding media and enhancing SmartArt
- Module 8: Creating photo albums and delivering presentations

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- Module 2: Publishing a trifold brochure
- Module 3: Designing a newsletter
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- Module 5: Using business information sets
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- Module 8: Generating data-driven catalogs
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- Module 10: Editing large-scale publications
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- Module 2: Working with the Windows 10 desktop
- Module 3: File and folder management
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- Module 7: Microsoft Edge
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- Module 10: Getting started with Mac OS X

### **Microsoft Outlook**

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- Module 2: Managing calendars with Outlook
- Module 3: Managing contacts and personal contact information with Outlook
- Module 4: Creating and managing tasks with Outlook
- Module 5: Customizing Outlook



## LMS INTEGRATION

### Streamline Your Instruction

By connecting with a variety of leading Learning Management Systems, we simplify access and help you keep everything in one spot. Your new learning platform can be all convenience – and no disruption – when you:

- Create a seamless user experience
- Customise content with deep linking
- Synchronise grades automatically\*

With LMS integration your students are ready to learn on the first day of class. In just a few simple steps, both you and your students can access Cengage resources using your campus LMS login.

\* Grade synchronisation is currently available with Blackboard, BrightSpace by D2L, Canvas and Moodle.



## PARTNERSHIP

We partner with you to ease the transition to digital – we're with you every step of the way.

When you choose Cengage, you have access to a dedicated digital partnership team that provides hands-on, start-to-finish support, making digital course delivery a success for you and your students. We help set up your course and tailor it to your specific objectives, so you'll make an impact from day one.

- Full onboarding support
- Our partnership doesn't stop when the course starts
- Your students get our service and support too

## WANT A MINDTAP DEMO?

Find your Cengage learning consultant

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 [anz.highered@cengage.com](mailto:anz.highered@cengage.com)



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