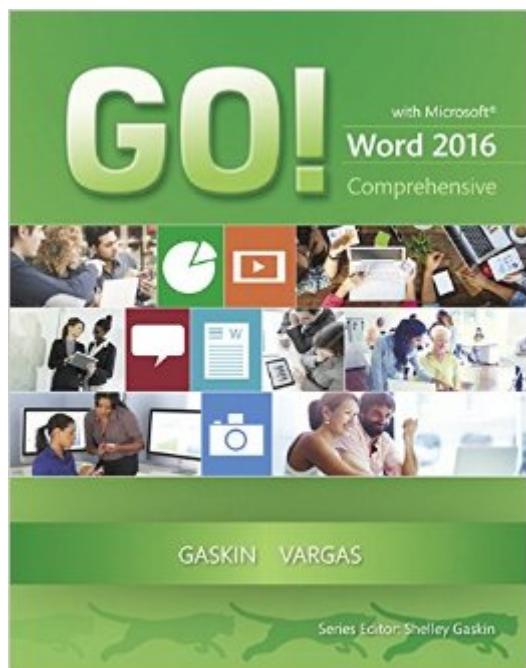


The book was found

# GO! With Microsoft Word 2016 Comprehensive (GO! For Office 2016 Series)



## **Synopsis**

Teach the course YOU want in LESS TIME! In today's fast-moving, mobile environment, the GO! with Office 2016 series focuses on the job skills needed to succeed in the workforce. With job-related projects that put Microsoft Office® into context, students learn the how and why at the moment they need to know, all in the appropriate Microsoft procedural syntax. For Office 2016, the hallmark guided-practice to skill-mastery pathway is better than ever. Students have many opportunities to work live in Microsoft office to apply the skills they've learned. In addition, instructional projects are now available as grader projects in MyITLab, so students can work live in Office while receiving auto-graded feedback. These high-fidelity simulations match the text and provide an effective pathway for learning, practicing, and assessing their abilities. After completing the instructional projects, students can apply their skills with a variety of progressively challenging projects that require them to solve problems, think critically, and create on their own. New GO! Collaborate with Google projects allow students to apply their skills to a new environment that is already popular in many workplaces. Integrated Microsoft Office Specialist (MOS) objectives make GO! your one resource for learning Office, gaining critical productivity skills, and prepare for MOS certification. Also available with MyITLab MyITLab® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, to engage students and improve results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, so students learn more quickly and effectively, and build the critical skills needed for college and career success. Digital badges allow students to showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

## **Book Information**

Series: GO! for Office 2016 Series

Paperback: 736 pages

Publisher: Pearson; 1 edition (March 28, 2016)

Language: English

ISBN-10: 0134443918

ISBN-13: 978-0134443911

Product Dimensions: 8.4 x 1.2 x 10.8 inches

Shipping Weight: 12.6 ounces (View shipping rates and policies)

Average Customer Review: 1.0 out of 5 stars See all reviews (1 customer review)

Best Sellers Rank: #682,518 in Books (See Top 100 in Books) #140 in Books > Business & Money > Processes & Infrastructure > Office Automation #166 in Books > Computers & Technology > Software > Microsoft > Microsoft Word #195 in Books > Computers & Technology > Software > Word Processing

## Customer Reviews

The book gives you the link to access the required Student Data Files necessary to complete the projects in the book but these files are not available. I repeatedly contacted Pearson customer support who were not very knowledgeable about this situation but after some lengthy online chat help conversations they confirmed that the files are not available but could not provide a reason for this or give me a date when they will become available. You cannot do any of the projects in this book without the data files so don't bother with this book until Pearson updates their websites - if they ever do.

[Download to continue reading...](#)

Office 2016 For Beginners- The PERFECT Guide on Microsoft Office: Including Microsoft Excel Microsoft PowerPoint Microsoft Word Microsoft Access and more! Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) Programming Microsoft Office 365 (includes Current Book Service): Covers Microsoft Graph, Office 365 applications, SharePoint Add-ins, Office 365 Groups, and more (Developer Reference) Exploring Microsoft Office Excel 2016 Comprehensive (Exploring for Office 2016 Series) Exploring Microsoft Office Access 2016 Comprehensive (Exploring for Office 2016 Series) Exploring Microsoft Word 2016 Comprehensive (Exploring for Office 2016 Series) GO! with Microsoft Word 2016 Comprehensive (GO! for Office 2016 Series) New Perspectives Microsoft Office 365 & Word 2016: Comprehensive, Loose-leaf Version Bundle: Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and ... MindTap Reader Multi-Term Printed Access Card Skills for Success with Microsoft Office 2016 Volume 1 (Skills for Success for Office 2016 Series) GO! with Microsoft Office 2016 Getting Started (GO! for Office 2016 Series) Enhanced Microsoft Office 2013: Introductory (Microsoft Office 2013 Enhanced Editions) GO! with Microsoft

Access 2016 Comprehensive (GO! for Office 2016 Series) GO! with Microsoft Excel 2016 Comprehensive (GO! for Office 2016 Series) The Book of Judges: Word for Word Bible Comic: World English Bible Translation (The Word for Word Bible Comic) The Book of Ruth: Word for Word Bible Comic: World English Bible Translation (The Word for Word Bible Comic) Bundle: Illustrated Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card Enhanced Microsoft Excel 2013: Comprehensive (Microsoft Office 2013 Enhanced Editions)

[Dmca](#)