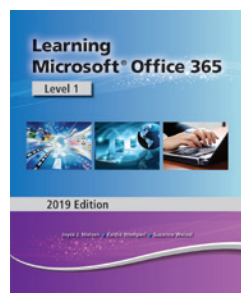


# The most effective program for teaching computer application skills!

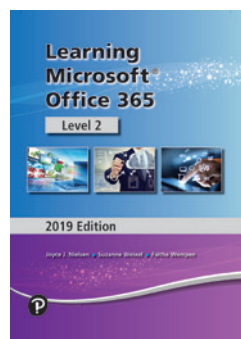
## Learning Microsoft® Office 365: 2019 Edition, published by Pearson



**Level 1** Teaches introductory skills of the Microsoft Office suite (Word®, Excel®, PowerPoint® and Access®) in the context of business scenarios. Covers Associate level Microsoft Office Specialist certification for Word, Excel, and PowerPoint.

### Level 1 Components

Student Edition (Print Standalone)	9780136641896
Package: Student Edition for Learning Microsoft Office 365 Level 1: 2019 Edition + 6, 1-student MyLab® with eText Access Code Cards	9780137250493
Package: Student Edition for Learning Microsoft Office 365 Level 1: 2019 Edition + 1-student MyLab with eText Access Code Card	9780137250455
Teacher's Wraparound Edition	9780136613770
TestGen Test Bank (Download Only)	Online Only
Visual Aid PowerPoint® (Download Only)	Online Only
Solutions Manual (Download Only)	Online Only



**Level 2** Teaches advanced skills of the Microsoft Office suite (Word®, Excel®, PowerPoint® and Access®). The text covers Expert level Microsoft Office Specialist certification for Word, Excel, and Access.

### Level 2 Components

Student Edition (Print Standalone)	9780136641865
Package: Student Edition for Learning Microsoft Office 365 Level 2: 2019 Edition + 6, 1-Student MyLab with eText Access Code Cards	9780137250752
Package: Student Edition for Learning Microsoft Office 365 Level 2: 2019 Edition + 1-Student MyLab with eText Access Code Card	9780137250677
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## Microsoft Office 365: 2019 Edition on MyLab

This comprehensive online program provides the resources teachers need to effectively teach their Office Business Application course in any environment, in a classroom or remotely, using any mobile device.

MyLab features include:

- Full Student Edition eText with search, navigation and bookmark tools
- Customizable assignments to meet individual student needs
- *Grader Projects* save teachers countless hours grading assignments

### MyLab Components:

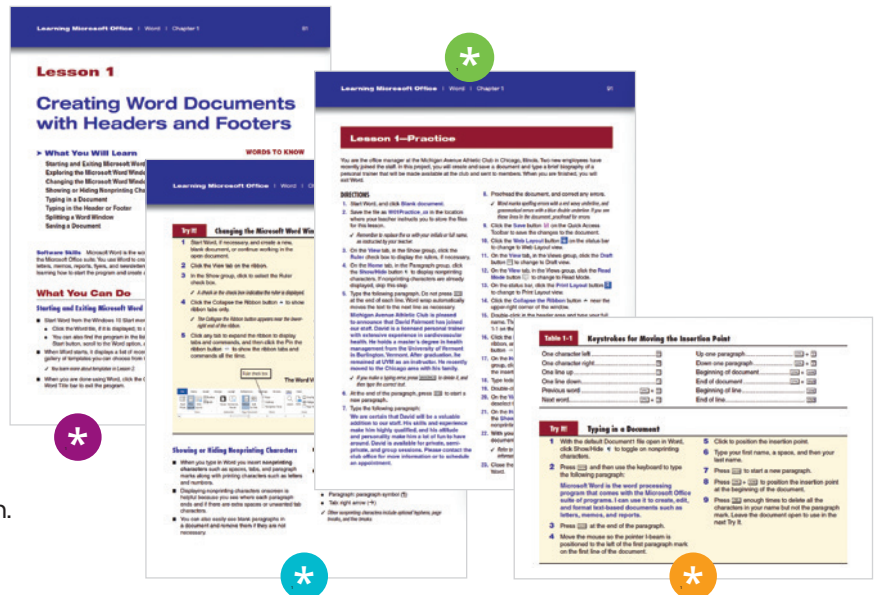
Level 1: One 1-Student MyLab with eText Access Code Card	9780136613879
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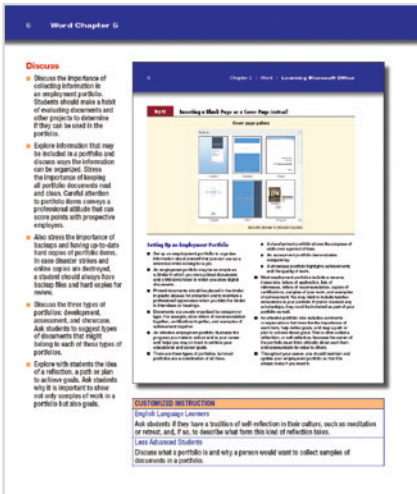
# Program Highlights

## Streamlined chapters and short lessons underscore real-life business settings

- **What You Will Learn.** Each lesson starts with an overview of the learning objectives covered in the lesson. \*
- **Words to Know.** Key terms are included and defined at the start of each lesson and then highlighted in the text. \*
- **What You Can Do.** Concise notes for learning the computer concepts.
- **Try It.** Hands-on practice activities provide brief procedures to teach all necessary skills. \*
- **Practice.** These projects give students a chance to create documents, spreadsheets, database objects, and presentations by entering information. Steps provide all the how-to information needed to complete a project. \*



## Teacher's Wraparound Edition



The exclusive **Teacher's Wraparound Edition** features point-of-use notes, tips, strategies, differentiated lesson plans for advanced, less advanced, special needs and ESL students, and more. Additional features:

- **Design Forum** - provides tips on how to design effective business documents.
- **Job Focus** - highlights the careers mentioned in the project scenarios.
- **Workplace Skills** - helps put the application skills and the project scenarios into real workplace context.
- **Skills Extension** - challenges students to work beyond the specific steps in the Student Edition.

Learn more at [Savvas.com/CTE](https://Savvas.com/CTE)

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