

GO! with Microsoft Office 2013 Volume 2



GO! with Office 2013 is the right solution for students in today's fast-moving, mobile environment. The GO! Series content focuses on the real-world job skills students need to succeed in the workforce. They learn Office by working step-by-step through practical job-related projects that put the core functionality of Office in context. And, as has always been true of the GO! Series, students learn the important concepts when they need them, and they never get lost in instruction, because the GO! Series uses Microsoft procedural syntax. Students learn how and learn why at the teachable moment. After completing the instructional projects, students are ready to apply the skills in a wide variety of progressively challenging projects that require them to solve problems, think critically, and create projects on their own. And, for those who want to go beyond the classroom and become certified, GO! provides clear MOS preparation guidelines so students know what is needed to ace the Core exam!

Teaching and Learning Experience This program will provide a better teaching and learning experience for educators and students. Here's how:

- Personalize Learning:** MyITLab delivers proven results in helping students succeed, provides engaging experiences that personalize learning, and comes from a trusted partner with educational expertise and a deep commitment to helping students and instructors achieve their goals.
- Engage Students with a Project-Based Approach:** GO!'s project-based approach teaches students to solve real problems as they practice and learn the features.
- Motivate Learning with Clear Instruction:** Based on professor and student feedback, this text has been designed to offer clear instruction for full student comprehension. **Note:** You are purchasing a standalone product; MyITLab does not come packaged with this content. If you would like to purchase

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