

INTRODUCTORY

*Learn the technology skills you
need to succeed!*

SKILLS *for* SUCCESS

with Microsoft® Office 365®

2019 EDITION



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SKILLS *for* SUCCESS

with Microsoft® Office 365®, 2019 EDITION

Learn the technology skills you need to succeed!

The *Skills for Success* series focuses on teaching essential productivity skills by providing a highly visual, step-by-step approach for learning Microsoft Office. This concise and effective approach provides the depth of skill coverage needed for students to succeed at work and school, and to prepare for MOS certification. Using this approach, students learn the skills they need and put their knowledge to work through a progression of review, problem-solving, critical thinking projects, and proficiency demonstration with the Collaborating with Google projects. And, because Microsoft Office 365 is cloud-based with regular updates, students learn how to adapt to change. This is a great opportunity for students to apply what they are learning as they encounter screens that look different from their text or have new features and functions available. Students will go beyond learning just a set of skills and will learn to adapt.

Combine the visual approach and real-world projects of the text with the matching, live-in-the-application Grader projects and high-fidelity Office simulation training and assessments in MyLab IT, and you have a truly effective learning approach!

Series Hallmarks

Highly Visual Two-Page Landscape Layout—Gives students the visual illustrations right with the steps—no flipping pages.

Clearly Outlined Skills—Each skill is presented in a two-page spread so that students can easily follow along.

Numbered Steps and Bulleted Text—Students don't read long paragraphs of text, but they will read information presented concisely.

Wide Coverage of Skills—Gives students the knowledge needed to learn the core skills for work success.

What's New?

- **Skills 1-10 Instructional Grader Projects!** Students can now *learn by doing* as they follow the steps in the text (print or etext) while working live in the application and submitting their work for autograding and instant feedback. This approach ensures students are reading their text—getting the instruction, explanatory text, Mac tips, and best practices they need to really understand the skills.
- **Watch Videos**, integrated in the etext, give students an instructor-led, step-by-step walkthrough of Skills 1-10.
- **Critical Thinking Modules** include an Application Capstone Grader project and a critical thinking quiz that tests whether students understood the work done in the Capstone. By scoring 90% or higher on the capstone and quiz, students earn a Critical Thinking badge that they can share with potential employers to demonstrate this highly sought after employability skill.

- **Improved Mac compatibility**
 - **Mac Tips** are woven into the instruction and highlighted with an icon so Mac students can proceed successfully.
 - **All Grader projects** are built for PC & Mac users, excluding Access. Only projects that have features not supported on the Mac, are not 100% compatible.
 - **Content not limited by Mac** compatibility! Everything students need to know for MOS exams, Excel, and Access that is not possible on the Mac is covered!
- **MyLab IT Pre-built Learning Modules** make course setup a snap. The modules are based on research and instructor best practices and can be easily customized to meet your course requirements.
- **New Combined Office Features and Windows Chapter** focuses on the core skills students need to know, so they can get started quickly.
- **New Excel Chapter 5** ensures students are learning all of the essential Excel skills required in today's workplace.
- **Four New Computer Concepts Skills**, covering the computer processing cycle, security, networking, operating systems, applications, and cloud computing, ensure everything needed for a basic computer literacy course is covered in this one book.
- **Updated and Enhanced Design** provides a cleaner, more open layout for easier reading. New best practices are included for each application.
- **Semester Updates through MyLab IT** provide regular content updates for the etext and Grader projects so content is more current with Office 365 updates. In addition, *Today's Office Skills projects* are provided as new features are released, so that you can cover new features.

What's New for Grader Projects

- **Skills 1-10 in each chapter are now an auto-graded, instructional Grader project** with reports that include Learning Aids for instant remediation.
- **Integrated Grader projects** are now available covering Word, Excel, Access, and PPT in a variety of combinations.
- **Mac Compatibility:** All Grader projects are built for PC and Mac users, excluding Access. Only projects that have features not supported on the Mac are not 100% compatible.
- **A Critical Thinking badge** can be earned by scoring 90% or higher on the Application Capstone and 90% or higher on a new Critical Thinking assessment. The badge demonstrates this high-demand professional skill.
- **A final output image** is provided with Grader projects so students can visualize how their solution should appear.

What's New for Simulations

- Simulations are authored and updated by the book authors for improved reinforcement of the software navigation in each instructional project—as always, matched one-to-one with the text book skills.
- **Student Action Visualization** provides an immediate playback for review by students and instructors when there's a question about why an action is marked incorrect.

The Program

To maximize student results, we recommend pairing the text content with **MyLab IT**, which is the teaching and learning platform that empowers you to reach every student. By combining trusted author content with digital tools and a flexible platform, MyLab personalizes the learning experience and will help your students learn and retain key course concepts while developing skills that future employers are seeking in their candidates.

Solving Teaching and Learning Challenges

The *Skills for Success Series* has helped instructors teach and students learn Microsoft Office successfully for over 15 years. Using a highly visual approach with step-by-step instruction, students progress quickly and gain confidence as they learn the skills needed to succeed at work and school. Through real-world projects, students gain professional skills in critical thinking, problem-solving, and collaboration. And with the coverage of MOS objectives highlighted throughout the projects, they can also prepare for MOS exams.

Combine the visual approach and real-world projects of the text with the matching, live-in-the-application Grader projects and high-fidelity Office simulation training and assessments in MyLab IT, and you have a truly effective learning approach!

Developing Employability Skills

The skills students learn, practice, and master with *Skills for Success* are the skills they will put to work in their career, academic, and personal lives everyday. Having these skills and Pearson's Microsoft Office Badging helps students stand out in the marketplace. Students can prove competency with something well beyond their grade by linking their badges in their resume, LinkedIn profile, and other social media. With MyLab IT and *Skills for Success* we focus on developing these skills in the following ways:

1. **High-demand Office Skills** are taught to help students gain these skills and prepare for the Microsoft Office Certification exams (MOS). The MOS objectives are covered throughout the content and highlighted with MOS icons, and practice exams and simulations are provided.
2. **Badging**—Digital badging is a credential earned in Microsoft Word, Excel, Access, and PowerPoint upon successful completion of a Capstone Grader project. Instead of just claiming familiarity with Microsoft Office applications or critical thinking skills, MyLab IT badges provide verified evidence that learners have demonstrated specific skills and competencies using Microsoft Office tools in a real project. The badge verifies both basic and advanced competencies through the Acclaim system. Badges can be placed into a LinkedIn ePortfolio, posted on social media, and/or included in a resume.

“The badge is a way for employers to verify that a potential employee is actually somewhat fluent with Excel.”

—Bunker Hill Community College Student

3. **Essential Employability Skills**—a new critical thinking badge for Application Capstones demonstrates the ability to analyze and problem-solve using Microsoft Office applications.

Employability Skills Matrix (ESM)								
	Assess Your Skills	Visual Skills Check	MySkills	Skill Challenge 1 & 2	Collaborating with Google	MOS Practice Exams	Biz Skills	Microsoft Office Badging Grader Capstones
Critical Thinking	X	X		X		X		X
Communication			X		X		X	
Collaboration					X		X	
Knowledge Application and Analysis	X	X	X	X	X	X		X
Social Responsibility			X				X	

Skills Badging within MyLab IT 2019

Students can earn digital badges that demonstrate mastery of specific skills related to Microsoft Office and critical thinking. These badges can be easily shared across social networks, such as LinkedIn, leading to real opportunities to connect with potential employers.



Real World Projects

The projects in *Skills for Success* help you learn skills you'll need in the workforce and everyday life. And, the new Best Practices design tips help you know how to apply skills.

Introduction

Outcome
Using the skills in this chapter, you will be able to create, edit, and save workbooks; create addition, subtraction, multiplication, and division formulas and functions; modify cell and worksheet formats; and apply print settings.

Objectives

- 1.1 Create and enter data into worksheets
- 1.2 Construct basic functions and formulas
- 1.3 Apply cell formatting
- 1.4 Adjust settings and review worksheets for printing

Skills 1-10 [MyLab IT Skills 1-10 Training](#)

At the end of this chapter you will be able to:

Skill	Topic	Page Number	MOS Objectives
Skill 1	Create and Save Workbooks	326-327	
Skill 2	Enter Data and Merge and Center Titles	328-329	2.2.1.C
Skill 3	Construct Addition and Subtraction Formulas	330-331	4.1.1.C
Skill 4	Construct Multiplication and Division Formulas	332-333	
Skill 5	Adjust Column Widths and Apply Cell Styles	334-335	
Skill 6	Insert the SUM Function	336-337	
Skill 7	AutoFill Formulas and Data	340-341	
Skill 8	Format, Edit, and Check Spelling	342-343	
Skill 9	Insert Footers and Adjust Page Settings	344-345	
Skill 10	Display Formulas and Print Worksheets	346-347	

More Skills

Skill 11	Set Print Areas	348
Skill 12	Fill Data with Flash Fill	349
Skill 13	Create Templates and Workbooks from Templates	350
Skill 14	Manage Document Properties	351

60-90 MIN.
Time to complete all 10 skills = 60 to 90 minutes

Chapter 1 Review

Project Summary Chart		
Project	Project Type	Project Location
Skills 1-10	Instructional	In Book and MyLab IT Grader
Skills Review	Review	In Book and MyLab IT Grader
Skills Assessment 1	Review	In Book and MyLab IT Grader
Skills Assessment 2	Review	Book
My Skills	Problem Solving	Book
Visual Skills Check	Problem Solving	Book
Skills Challenge 1	Critical Thinking	Book
Skills Challenge 2	Critical Thinking	Book
More Skills Assessment	Review	In Book and MyLab IT Grader
Collaborating with Google	Critical Thinking	Book

BizSkills Videos

Important professional skills you need to succeed in a work environment are covered in a video with discussion questions, or an overall discussion topic. These are must-have skills.

Applied Learning Opportunities Throughout

Autograded Grader Projects and Simulation Trainings are tied directly to steps in the text, allowing students to learn and practice exactly what they are working on in the text.

Live-in-the-Application Grader Projects

The MyLab IT Grader projects are auto-graded so students receive immediate feedback on their work. By completing these projects, students gain real-world context as they work live in the application, to learn and demonstrate an understanding of how to perform specific skills to complete a project.

Introduction

Now it's time to help Helma Perkins create the workbook for the Aspen Falls Finance Department. You will edit the workbook and submit it as a Grader project through MyLab IT to be autograded.

To complete the Grader keep your workbook or excel handy as you will use it to complete the project. Please note that when you download the files, the file you should use will have your last name inserted automatically.

Skills 1-10 MyLab IT Grader

- In MyLab IT, select the project Excel 02 Skills 1-10 (Homework).
- Open the project and select Download Materials.
- Download All Files. Unzip them, and save to your storage location.
- Open and read the Excel 02_Skills10_Expenses_IHW_Instructions.
- In your workbook or excel go to Excel Chapter 2, Step 1.
- Open Name_Excel_02_Skills10_Expenses_IHW file from your storage location.
- Follow the workbook or excel or excel instructions to complete Skills 1-10.
- When complete, go to MyLab IT, and Upload your file (Step 3).
- Submit it for Grading (Step 4).

For Instructor-Graded projects, you will need the following:

Student data file: Last_First_Excel02_Expenses

Insert Summary Functions and Create Charts | Microsoft Excel Chapter 2 387

Review

Key Terms

- Action query 600
- Alias 610
- And logical operator 613
- Application parts 616
- Asderek (Y) Wildland 614
- AutoComplete 595
- Aug 608
- Back-end 615
- Between...And operator 607
- Calculated field 600
- Comparison operator 604
- Count 598
- Criteria 598
- Criteria query 619
- Expression 610
- From-end 613
- Group By 608
- Immutability 599
- In Not Null 612
- In Null 612
- Linked table 618
- Or logical operator 612
- Parameter query 617
- Query 596
- Query design grid 598
- Query design workspace 597
- Question mark (Y) Wildland 612
- Quick Info 598
- Quick Start tables 616
- Select query 596
- Serial number 616
- Split database 615
- Sum 609
- Summary statistic 608
- Update Query 617
- Wildland 617

BizSkills Video TIME MANAGEMENT & ORGANIZATION

- If you could apply just one of the tips provided in this video to help manage your current priorities, which one would you choose? Why?
- What techniques do you currently use to set a plan for your day? What other techniques could help you do this better?

Online Help Skills

- Start Access, and then open a Blank database. Close Table1 without saving. Click the Help tab, and in Help group, click the Help button (H).
- In the search result list, click Example of query criteria, and then compare your screen with Figure 1.
- Read the article and answer the following question: Why would you set default values for controls?
- Close the Help pane, and then Close Access.

Figure 1

622 Microsoft Access Chapter 2 | Create Select Queries

Excel Chapter 1 Grader Project: Skills Review - Fitness (Homework)

- Download Starting Materials**
You must download the starting files available below. The file for this assignment will be unique to you, so make sure to save it where you know you can retrieve it easily.
- Work Assignment on your Computer**
Follow the instructional steps to finish the project (point values can also be seen using the link below).
- Upload Completed Assignment**
All done? Now select your project file in preparation for our automatic grading and reporting process. After you've chosen your file, click "Upload". Your file will not be graded until you select "Submit for Grading" in the next step.
No File Selected.
- Submit Assignment for Grading**
Detailed feedback and grades on the submitted project are added to your submission and will be made available via the MyLab Graderbook and submission report screen.

Download Materials | Preview Steps | Choose File... | Submit for Grading

Microsoft Office Simulations

The realistic and hi-fidelity simulations help students feel like they are working in the real Microsoft applications and enable them to explore, use 96% of Microsoft methods, and do so without penalty.

Introduction

Outcome

Using the skills in this chapter, you will be able to modify cell and number formats, create formulas using absolute cell references and average, maximum, and minimum functions, create, edit, and format pie and column charts, and update print settings for multiple workbooks.

Objectives

- Construct statistical functions.
- Generate formulas using absolute cell references.
- Apply cell and number formatting.
- Create, edit, and format bar charts.
- Modify workbook print settings.

Skills MyLab IT Skills 1-10 Training

At the end of this chapter you will be able to:

Skill	Title	Page Number	MOG Objectives
Skill 1	Align and Wrap Text	368-369	1.3.2.C, 1.3.3.C, 1.4.2.C, 2.1.2.C, 2.2.2.C, 2.2.4.C
Skill 2	Apply Absolute Cell References	370-371	4.1.1.C, 3.5.3.E
Skill 3	Format Numbers	372-373	2.2.5.C, 2.2.7.C, 4.2.1.C
Skill 4	Insert the AVERAGE Function	374-375	4.2.1.C
Skill 5	Insert the MIN and MAX Functions	376-377	4.2.1.C
Skill 6	Create and Format Column Charts	378-379	5.1.1.C, 5.2.3.C
Skill 7	Create and Format Line Charts	380-381	5.1.1.C, 5.1.2.C, 5.2.3.C, 5.3.1.C, 5.3.2.C
Skill 8	Create and Format Pie Charts	382-383	1.3.3.C, 5.1.1.C, 5.1.2.C, 5.2.3.C, 5.3.2.C
Skill 9	Update Charts and Insert Workbooks	384-385	2.1.3.C, 5.2.3.C
Skill 10	Change Print Settings and Print Workbooks	386-387	1.4.2.C, 1.5.3.C

More Skills

Skill 11	Validate Workbooks for Accessibility	388	1.3.4.C, 2.3.2.C, 5.3.3.C
Skill 12	Change Chart Types	389	5.1.1.C, 5.2.1.C, 5.3.2.C
Skill 13	Create Hierarchy Charts	390	5.1.1.C, 5.1.2.C, 1.1.2.E, 5.2.3.C, 5.3.2.C
Skill 14	Create Funnel Charts	391	4.1.2.E, 5.2.3.C

386 Microsoft Excel Chapter 2 | Insert Summary Functions and Create Charts

Book1 - Excel

In cell A1, enter **Aspen Falls Outdoor Recreation** and then press ENTER.
Save the workbook in the Documents folder using the file name **ex01_Visitors**.

Instructor Teaching Resources

This program comes with the following instructor resources:

Supplements available to instructors at www.pearsonhighered.com/skills	Features of the Supplement
Instructor's Manual	Available for each chapter and includes: <ul style="list-style-type: none">• List of all Chapter Resources, File Names, and Where to Find• Chapter Overview• Class Run-Down• Key Terms• Discussion Questions• Practice Projects and Applications• Teaching Notes• Additional Web Resources• Projects and Exercises with File Names• Solutions to Multiple Choice, Key Terms Matching, and Quick Concepts Checks
Solutions Files, Annotated Solution Files, Scorecards, and Rubrics	<ul style="list-style-type: none">• Available for all exercises with definitive solutions• Annotated Solution Files created in the application and PDF for Access.• Scorecards to allow for easy scoring for hand-grading all exercises with definitive solutions and points being divided by step• Rubrics provided for Skills Challenge exercises
Test Bank	Approximately 75-100 questions per chapter, made up of multiple-choice, true/false, and matching. Questions include these annotations: <ul style="list-style-type: none">• Correct answer• Difficulty level• Learning objective Alternative versions of the Test Bank are available for the following LMS: Blackboard CE/ Vista, Blackboard, Desire2Learn, Moodle, Sakai, and Canvas

Supplements available to instructors at www.pearsonhighered.com/skills	
	Features of the Supplement
Computerized TestGen	<p>TestGen allows instructors to:</p> <ul style="list-style-type: none"> • Customize, save, and generate classroom tests • Edit, add, or delete questions from the Test Item Files • Analyze test results • Organize a database of tests and student results
PowerPoint Presentations	<p>PowerPoints for each chapter cover key topics, feature key images from the text, and include detailed speaker notes in addition to the slide content.</p> <p>PowerPoints meet accessibility standards for students with disabilities. Features include, but are not limited to:</p> <ul style="list-style-type: none"> • Keyboard and Screen Reader access • Alternative text for images • High color contrast between background and foreground colors
Scripted Lectures	<ul style="list-style-type: none"> • A lecture guide that provides the actions and language to help demonstrate skills from the chapter • Follows the activity similar to the Hands-On Exercises but with an alternative scenario and data files
Prepared Exams	<ul style="list-style-type: none"> • An optional hands-on exercise that can be used to assess students' ability to perform the skills from each chapter or across all chapters in an application • Each Prepared Exam folder includes the needed data files, instruction file, solution, annotated solution, and scorecard
Outcome & Objective Maps	<ul style="list-style-type: none"> • Available for each chapter to help you determine what to assign • Includes every exercise and identifies which outcomes, objectives, and skills are included from the chapter
MOS Mapping, MOS Online Appendix	<ul style="list-style-type: none"> • Based on the Office 2019 MOS Objectives • Includes a full mapping of where each objective is covered in the materials • For any content not covered in the textbook, additional material is listed in the Online Appendix document
Transition Guide	A detailed spreadsheet that provides a clear mapping of content from Skills for Success Microsoft Office 2016 to Skills for Success Microsoft Office 365, 2019 Edition
Content Updates Guide	A living document that features any changes in content based on Microsoft Office 365 changes as well as any errata
Sample Syllabus	Syllabus templates set up for 8 week, 12, week, and 16 week courses

Supplements available to instructors at
www.pearsonhighered.com/skills

Features of the Supplement

Answer Keys for Multiple Choice, Key Terms Matching, and Quick Concepts Check

Answer keys for each objective, matching, or short answer question type from each chapter

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