

Rutkosky Benchmark

With Paradigm's new Benchmark Series: Microsoft Word 2016 Levels 1 and 2, students build mastery skill level in Word 2016. They receive step-by-step instructions in creating letters, reports, research papers, brochures, newsletters, and other documents. Key Features A graduated, three-level approach to mastering Microsoft Office 2016 applications. Mentoring instructional style guides students step-by-step in creating letters, reports, research papers, brochures, newsletters, and other documents. Case study assessments at chapter and unit levels test students' abilities to solve problems independently.

Benchmark Series: Microsoft Excel 2016 Level 2 builds students' intermediate-to-advanced skills in Excel 2016, and helps develop critical thinking and decision-making skills. Key Features Case study assessments of chapter and unit levels test students' abilities to solve problems independently. Projects-based approach creates a realistic context for learning practical skills.

Benchmark Series: Microsoft Excel Level 1 builds students' introductory skills in Excel 2010 and helps develop critical thinking and decision-making skills. Case study assessments at chapter and unit levels test students' abilities to solve problems independently. Project-based approach creates a realistic context for learning practical skills.

Focusing on data management, documents, and the sharing and publishing of information, this guide to Word 2003 includes chapters on merging documents,

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formatting, visual elements, macros and styles, shared documents, sharing data, specialized tables and indexes, and XML. A companion CD contains stud

With Paradigma's new Benchmark Series: Microsoft Access 2013 Levels 1 and 2 students build mastery skills in the Access 2013 application. Its project-based approach creates a realistic context for learning practical skills. **Key Features** Teaches key skills for using Windows 8 and Internet Explorer 10. **Mentoring** instructional style guides students step-by-step in creating formatting and maintaining databases to report and analyze information. **Case study** assessments of chapter and unit levels test students' abilities to solve problems independently.

With Benchmark Series: Microsoft Word 2016 Level 3 students continue to learn Expert-level Microsoft Word skills through a graduated progression of guided tutorials and independent challenges. Working on realistic projects helps students build their technical knowledge and reinforce their problem-solving skills. Independent challenges help students build confidence and expertise.

Benchmark Series: Microsoft Access 2016 Level 2 builds students' intermediate-to-advanced skills in Access 2016, and helps develop critical thinking and decision-making skills. **Key Features** Case study assessments of chapter and unit levels test students' abilities to solve problems independently. **Projects-based** approach creates a realistic context for

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learning practical skills.

With Paradigma's new Benchmark Series: Microsoft Excel 2013 Levels 1 and 2 students build mastery skills in the Excel 2013 application. Its project-based approach creates a realistic context for learning practical skills. Key Features Teaches key skills for using Windows 8 and Internet Explorer 10. Mentoring instructional style guides students step-by-step in creating formatting and maintaining Excel workbooks for numbers-based data analysis. Case study assessments of chapter and unit levels test students' abilities to solve problems independently. A book/CD-ROM package teaching Core and Expert skills required for Microsoft Office User Specialist (MOUS) certification. Accelerates learning through the use of visuals, screen captures, and illustrations in a colorful layout, and offers graduated instruction, from guided tutorials to independent learning, with review questions and exercises. The companion CD-ROM contains exercise files. Flynn teaches at Bowling Green State University. Rutkosky is affiliated with Pierce College-Puyallup. Wire spiral binding. Annotation copyrighted by Book News, Inc., Portland, OR This text presents the Microsoft Office User Specialist skills required for certification on the core and/or expert level of one or more major applications within the Office XP suite. Rutkosky (Pierce College) discusses editing, formatting, enhancing, and customizing documents; managing data and documents; and sharing and publishing information. The included CD-ROM contains

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exercises geared to the text.

Benchmark Series: Microsoft Word 2016: Desktop Publishing offers comprehensive coverage and practice with illustrated, step-by-step instruction in advanced Word techniques. Students are taught design concepts that are reinforced through the chapter including focus, balance, directional flow, contrast, proportion, and consistency. Assessments challenge students and test their abilities to re-create files and solve problems independently. Includes coverage of Windows 10! New, stronger focus on Microsoft Word Access data files and end-of-chapter exercises through the student eBook Student eBook includes links to: Presentation videos with audio support Glossary Concepts Check matching exercises Recheck quizzes Skills Assessment projects that allow students to reflect on the work completed in the chapter Visual Benchmark projects that provide students additional assessment opportunities with fewer instructions Case Study projects that allow students to apply chapter concepts without any formatting instructions Check Your Work PDF model answers so students can compare their work as they progress through chapter projects Tutorials that offer a review of skills students should have mastered in Word prior to learning the advanced Word skills

Books Out Loud Microsoft Word 2016 Levels 1 and 2 Text With Paradigm's new Benchmark Series: Microsoft Access 2016 Levels 1 and 2, students build mastery skills in Access 2016. Students receive step-by-step instructions in creating, formatting and maintaining databases to report and analyze information. Key

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Features Three-level instructional approach moves students from initial modelling of skills to guided application in projects-based exercises to independent problem solving in realistic workplaces. The Benchmark Series: Microsoft Access 2016 Levels 1 and 2 includes assessments that challenge students and test their abilities to re-create files and solve problems independently.

In this approved Microsoft Office User Specialist (MOUS) program coursework in creating, organizing, editing, and extracting data from database tables and linking to other Office applications, Rutkosky (Pierce College at Puyallup) teaches these core certification skills.

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Benchmark Series: Microsoft Word 2016 Level 1 builds students' introductory skills in Word 2016, and helps develop critical thinking and decision-making skills. Key Features Case study assessments at chapter and unit levels test students' abilities to solve problems independently. Projects-based approach creates a realistic context for learning practical skills.

Marquee Series: Microsoft Office 2016 offers your students a

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highly-effective, hands-on visual approach to learning the essential skills in Word, Excel, Access, and PowerPoint. Key Features Incorporates graduated instruction to move students from easy, step-by-step learning to validating skills through realistic projects. Facilitates self-paced, accelerated, and traditional learning. Designed specifically for Introduction to Computers and Computer Literacy courses.

With Paradigm's Benchmark Series: Microsoft PowerPoint 2016, students build mastery skills in PowerPoint 2016. Students receive step-by-step instructions in designing and creating effective slide shows that inform and motivate audiences. Key Features Mentoring instructional style guides students step-by-step in designing and creating effective slide shows that inform and motivate audiences. Case study assessments at chapter and unit levels test students' abilities to solve problems independently.

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