

## Discovering Computer Concepts Microsoft Office 2013

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Discovering Computers Cengage Learning

**DISCOVERING COMPUTERS & MICROSOFT OFFICE 2010: A FUNDAMENTAL COMBINED APPROACH**, International Edition is designed to provide you with everything you need for your Intro to Computers course in ONE book. This new offering from the Shelly Cashman Series® combines the best selling Discovering Computers, computer concepts material with the step-by-step Microsoft Office 2010 applications content to provide you and your students with a single offering for your Intro to Computers course.

Discovering Computers, Essentials ©2018: Digital Technology, Data, and Devices Cengage Learning  
The Student Success Guide is a brand new print supplement automatically packaged with all versions of Discovering Computers ©2012. This guide will help students succeed by establishing goals for what students are expected to achieve in the course and showing them how to best use the tools available in the textbook and in the Computer Concepts CourseMate. This guide promotes:

1. Engagement: Connects content with students' everyday life.
2. Retention: 3. Goal-driven approach helps students focus their study.
4. Results: Learning guides to improve students' performance.
4. Currency: Tools for students to learn about the latest advances in technology.

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not be available in the ebook version.

**Introduction to Computers Course Technology**  
Teach students to maximize their use of mobile devices, make the most of online tools for collaboration and communication, and fully utilize today's Internet capabilities with the latest edition of **DISCOVERING COMPUTERS 2018**. Introductory computing students see how technology skills assist in employment and advancing their careers. This edition highlights today's most current technology trends and developments. Timely coverage now emphasizes web development, how to create a strong web presence, and take full advantage of latest Windows 10. The authors provide helpful suggestions for hands-on exercises, small group activities, and discussion topics that allow students to apply and demonstrate their understanding of each module. Self-assessments open each module and enable learners to focus their study and learn more in less time. **DISCOVERING COMPUTERS** presents the key content that students need for success, using an inviting approach that ensures understanding.

**Discovering Computers 2023: Digital Technical Data Devices, Loose-Leaf Version Course Technology Ptr**

Based on extensive customer feedback, **DISCOVERING COMPUTERS ©2014** has been completely reexamined and revised to reflect the evolving needs of the concepts portion of the Introductory Computing course. This exciting new edition maintains many longstanding hallmarks, but is now highly focused on relevancy to provide students only with what they really need to know to be successful digital citizens in college and beyond. To better reflect the importance of certain topics in today's digital world, coverage of enterprise computing, ethics, Internet research skills, mobile computing, operating systems (other than Windows), browsers, security, and Web 2.0 has been expanded and integrated. New critical thinking and

problem solving exercises are included in every feature throughout the text, engaging students in regular practice of higher-order thinking skills. In addition, students have more opportunity for hands-on practice with the completely revised end-of-chapter activities. With these enhancements and more, the new **DISCOVERING COMPUTERS** is an even more engaging teaching and learning tool for your classroom. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Series Course Technology Ptr

Set a higher standard. Discovering Computers 2005 continues a tradition of compelling and exciting content, multimedia, and instructional support.

Discovering Computers, Essentials ©2018, Loose-Leaf Version Course Technology Ptr

The popular **DISCOVERING COMPUTERS** is now revised, based on customer feedback, to reflect the evolving needs of today's Introductory Technology students. This exciting new edition maintains proven hallmarks that ensure students know what they need to be successful digital citizens in college and beyond. This edition offers the latest coverage of today's digital world with an emphasis on enterprise computing, ethics, Internet search skills, mobile computing, various operating systems, browsers and security. Critical thinking and problem-solving exercises throughout the text reinforce key skills, while end-of-chapter activities provide hands-on practice. **DISCOVERING COMPUTERS** provides the content your students need, presented in a way that ensures their success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Shelly Cashman Series Microsoft® Office 365 and Office 2019 Introductory, Loose-Leaf Version Boyd & Fraser Publishing Company**

Gain a thorough understanding of today's sometimes daunting, ever-changing world of technology as you learn how to apply the latest technology to your academic, professional and personal life with **TECHNOLOGY FOR SUCCESS: COMPUTER CONCEPTS**. Written by a team

of best-selling technology authors and based on extensive research and feedback from students like you, this edition breaks each topic into brief, inviting lessons that address the what, why and how behind digital? advancements to ensure deep understanding and application to today's real world. Optional online MindTap and SAM (Skills Assessment Manager) learning tools offer hands-on and step-by-step training, videos that cover the more difficult concepts and simulations that challenge you to solve problems in the actual world. You leave this course able to read the latest technology news and understand its impact on your daily life, the economy and society.

**Microsoft Office XP** Cengage Learning  
DISCOVERING COMPUTERS & MICROSOFT OFFICE 365 & OFFICE 2016: A FUNDAMENTAL COMBINED APPROACH combines strong computer concepts from the best-selling DISCOVERING COMPUTERS with proven step-by-step instruction on Microsoft Office 365 and Office 2016 in one convenient book. This single resource delivers the best of Shelly Cashman Series -- the acclaimed Series that has effectively introduced computer skills to millions of learners. This book encourages critical thought, personalization, and experimentation with the latest Microsoft Office 2016 software. Updated and revised computer concepts content throughout this edition reflect the evolving needs of those learning computing today with an exclusive focus on the skills needed to be successful in college and careers beyond. Enhancements ensure this edition delivers today's most effective introduction to Microsoft Office 365 and Office 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Discovering Computers and Microsoft® Office 365 and Office 2016 Cengage Learning

DISCOVERING COMPUTERS FUNDAMENTALS provides students with a current and thorough introduction to computers. This Shelly Cashman Series text offers a dynamic and engaging solution to successfully teach students the relevancy of computer concepts in their personal, professional and academic lives through exciting new exercises that focus on problem solving and critical thinking. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Discovering Computers 2018 + Illustrated Microsoft Office 365 & Office 2019 Introductory + Lms Integrated Sam 365 & 2019 Assessments, Training and Projects, 1 Term

Printed Access Card Course Technology

Learn to maximize the use of mobile devices, make the most of online tools for collaboration and communication, and fully utilize the web and cloud with the latest edition of DISCOVERING COMPUTERS 2018. Clearly see how technology skills can assist in both gaining employment and advancing a career. This edition highlights web development, how to create a strong web presence, and take full advantage of the latest Windows 10. Content addresses today's most timely issues with coverage of contemporary technology developments and interesting in-text discussions. The authors provide helpful suggestions within a proven learning structure and offer meaning practice to reinforce skills. Self-assessments open each module and equip readers to focus study efforts and master more skills in less time. DISCOVERING COMPUTERS presents the key content needed for success using an approach that ensures understanding. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Discovering Computers: Fundamentals** Cengage Learning  
Gain a thorough understanding of today's sometimes daunting, ever-changing world of technology as you learn how to apply the latest technology to your academic, professional and personal life with TECHNOLOGY FOR SUCCESS: COMPUTER CONCEPTS. Written by a team of best-selling technology authors and based on extensive research and feedback from students like you, this edition breaks each topic into brief, inviting lessons that address the what, why and how behind digital? advancements to ensure deep understanding and application to today's real world. Optional online MindTap and SAM (Skills Assessment Manager) learning tools offer hands-on and step-by-step training, videos that cover the more difficult concepts and simulations that challenge you to solve problems in the actual world. You leave this course able to read the latest technology news and understand its impact on your daily life, the economy and society.

*Enhanced Discovering Computers, Brief: Your Interactive Guide to the Digital World* Course Technology

DISCOVERING COMPUTERS: INTRODUCTORY provides students with a current and thorough introduction to computers. This Shelly Cashman Series text offers a dynamic and engaging solution

to successfully teach students the relevancy of computer concepts in their personal, professional and academic lives through exciting new exercises that focus on problem solving and critical thinking. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Discovering Computers Cengage Learning

Equip students with all the tools necessary to succeed in your classroom with this new edition. For the past three decades, the Shelly Cashman Series has effectively introduced computers to millions of students-consistently providing the highest quality, most up-to-date, and innovative materials in computer education. This new text employs the proven Shelly Cashman approach to learning, presents fundamental computer concepts in a clear writing style, and includes new Learn How To exercises, Web Research exercises, an on-line discussion forum, and new dynamic games on the Companion Web site. Engage your students with these useful tools and help them experience successful learning with the Shelly Cashman Series.

*DISCOVERING COMPUTERS (C)2018* Cengage Learning

Students are guided through the latest trends in computer concepts and technology in an exciting and easy-to-follow format. Updated for currency ENHANCED DISCOVERING COMPUTERS, FUNDAMENTALS: YOUR INTERACTIVE GUIDE TO THE DIGITAL WORLD, INTERNATIONAL EDITION provides readers with the most up-to-date information on the latest technology in today's digital world.

**Discovering Computers - Fundamentals** Cengage Learning

Learn to maximize the use of mobile devices, make the most of online tools for collaboration and communication, and fully utilize the web and cloud with the latest edition of DISCOVERING COMPUTERS 2018. Clearly see how technology skills can assist in both gaining employment and advancing a career. This edition highlights web development, how to create a strong web presence, and take full advantage of the latest Windows 10. Content addresses today's most timely issues with coverage of contemporary technology developments and interesting in-

text discussions. The authors provide helpful suggestions within a proven learning structure and offer meaning practice to reinforce skills. Self-assessments open each module and equip readers to focus study efforts and master more skills in less time. DISCOVERING COMPUTERS presents the key content needed for success using an approach that ensures understanding. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

*TECHNOLOGY FOR SUCCESS 2020 + LMS INTEGRATED SAM 365 & 2019 ASSESSMENTS*,  
Cengage Learning

Discovering Computers Fundamentals is a concise yet thorough text ideal for use in computer concepts or application software courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

*Discovering Computers ©2018: Digital Technology, Data, and Devices* Cengage Learning

Combining computer concepts material from the best-selling Discovering Computers and step-by-step instruction on Office applications from Microsoft Office 2013, ENHANCED DISCOVERING COMPUTERS & MICROSOFT OFFICE 2013: A COMBINED FUNDAMENTAL APPROACH delivers the best of Shelly Cashman Series in one book for your Introduction to Computers course. For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. We're continuing our history of innovation by enhancing our proven pedagogy to engage you in more critical thought, personalization, and experimentation with Office 2013 software. In addition, computer concepts content has been fully updated and revised to reflect the evolving needs of Introductory Computing students, and focus solely on what you really need to know to be a successful digital citizen in college and beyond. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Discovering Computers Fundamentals: Your Interactive Guide to the Digital World Cengage Learning

Now you can combine strong computer concepts from the best-selling DISCOVERING COMPUTERS with proven step-by-step instruction on Microsoft Office 2016 in one convenient book. DISCOVERING COMPUTERS & MICROSOFT OFFICE 365 &

OFFICE 2016: A FUNDAMENTAL COMBINED APPROACH delivers the best of the acclaimed Shelly Cashman Series in a single resource. As part of the Series that has effectively introduced computer skills to millions of students like you, this book encourages critical thought, personalization, and experimentation with the latest Microsoft Office 365 and Office 2016 software. Updated and revised computer concepts content throughout this edition reflect the evolving needs of those learning computing today with an exclusive focus on the skills you need to be successful in college and beyond. Enhancements to the book and accompanying resources ensure DISCOVERING COMPUTERS & MICROSOFT OFFICE 2016 delivers today's most effective introduction to Microsoft Office 2016. Technology for Success: Computer Concepts, Loose-Leaf Version Course Technology Ptr

Students are guided through the latest trends in computer concepts and technology in an exciting and easy-to-follow format. Updated for currency, ENHANCED DISCOVERING COMPUTERS, INTRODUCTORY: YOUR INTERACTIVE GUIDE TO THE DIGITAL WORLD, International Edition provides readers with the most up-to-date information on the latest technology in today's digital world.

**Microsoft Office 4.3, Running Under Windows 95** Cengage Learning

Teach students to maximize their use of mobile devices, make the most of online tools for collaboration and communication, and fully utilize today's Internet capabilities with the latest edition of DISCOVERING COMPUTERS 2018. Introductory computing students see how technology skills assist in employment and advancing their careers. This edition highlights today's most current technology trends and developments. Timely coverage now emphasizes web development, how to create a strong web presence, and take full advantage of latest Windows 10. The authors provide helpful suggestions for hands-on exercises, small group activities, and discussion topics that allow students to apply and demonstrate their understanding of each module. Self-assessments open each module and enable learners to focus their study and learn more in less time. DISCOVERING COMPUTERS presents the key content that students need for success, using an inviting approach that ensures understanding.