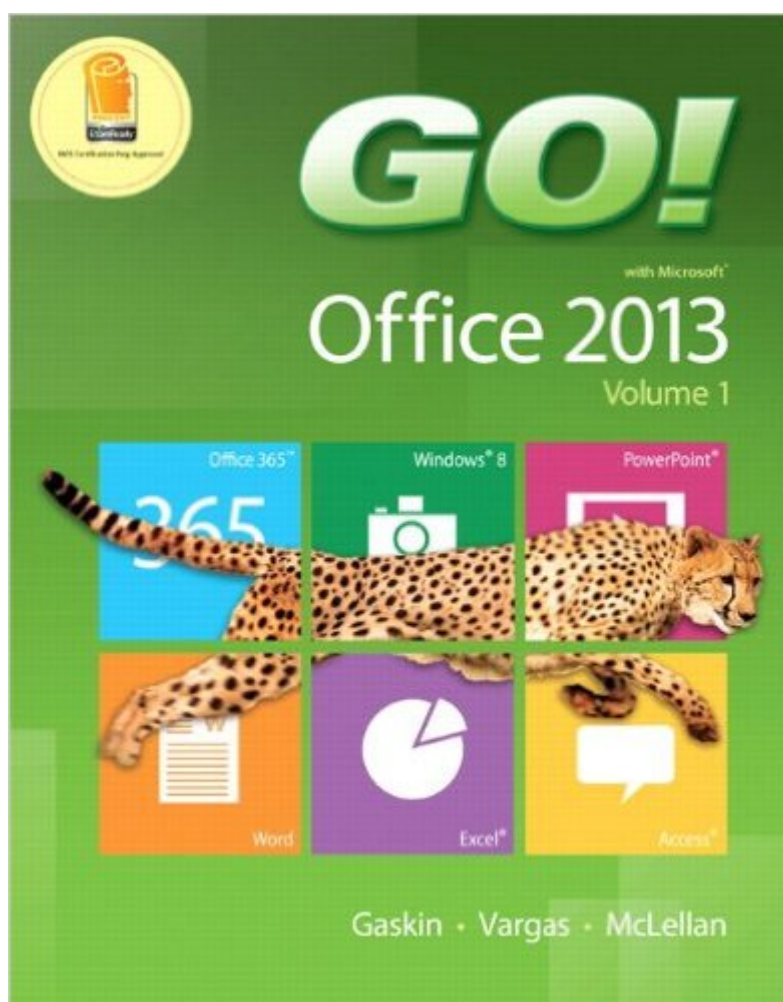


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# Go! With Office 2013, Volume 1



## Synopsis

NOTE: This is the standalone book, it does not include an access code. The access code that is found in this book gives you access to data files/student content that used to be on a CD that was bound into the book. This content was all moved online and the CD was discontinued. This is not the access card for MyITLab, that comes with the ISBN below. NOTE: If you want the book/access card order the ISBN below: 0133820769 / 9780133820768 GO! with Office 2013 Volume 1 & NEW MyITLab with Pearson eText -- Access Card -- for GO! Package consists of: 0133142663 / 9780133142662 GO! with Office 2013 Volume 1 0133775062 / 9780133775068 NEW MyITLab with Pearson eText -- Access Card -- for GO! with Office 2013 Volume 1 (Replacement Card) Â For use in the Office Applications course Teach the course YOU want in LESS TIME! The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation, with an approach that is based on clearly defined projects for students and a one-of-a-kind supplements package. Â Teaching and Learning Experience This program will provide a better teaching and learning experienceâ for you and your students. Hereâ™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!â™s project-based approach teaches students to solve real problems as they practice and learn the features. Motivate Students with Clear Instruction: Based on professor and student feedback, this text has been designed to offer clear instruction for full student comprehension. Teach the Course You Want in Less Time: The GO! seriesâ™ one-of-a-kind instructional system provides you with everything you need to prepare for class, teach the material, and assess your students. Â Â

## Book Information

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## Customer Reviews

This book is currently being used as a textbook in a computer 101 class I am teaching at my local community college. This is the second time I have taught this class using this book. First, the major pros for the text: It is spiral bound so it lays flat. Chapters are in a logical order. Each MS Office application gets three chapters. Topics are presented in project format with two projects with very detailed steps - this can be a plus or a minus depending upon your point of view. There are lots of additional projects, exercises, questions, and other pedagogical features to endear it to teachers, and this book would most likely work well for the self-learner (with some caution). The publisher provides many, many resource files for the instructor and the student. Now, for some cons. As mentioned, each project has a great many detailed steps and lends itself well to what I call "recipe style" learning. Meaning that if you can read, you should be able to produce the desired results. However, this is the feedback I get from the majority of my students: "I am following the steps, but I don't know why I am doing them." Clearly, the concepts are being lost! No actual learning is taking place. This becomes evident if I present a short quiz on the basic concepts presented in the project. The students are getting lost because of too many detailed steps. Most of the steps say click here, pull down that, select this, and on and on. Which leads to the next major problem with this text. Most of the focus of the project steps is on the appearance of the project: pretty printing, glitz and glitter, and lots of fluff. This is not particularly surprising since Microsoft has put emphasis on those same things since about MS Office 2003.

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