Moving Canadian students beyond the point and click.

The Exploring series charts readers beyond the “point and click,” helping them understand WHY they use Microsoft Office skills along with HOW they perform them. The 2013 edition takes this one step further by improving the student experience through the addition of navigation aids that make it easier for students to find what they’re looking for and get the help they need. This new Canadian adaptation offers students an engaging transferable experience in learning Office 2013 applications.

New to this Edition

- **Step Icons** incorporated throughout the white pages allow students to quickly reference these concepts when trying to complete the steps in the Hands-On Exercises.
- **Quick Concept Check** helps students focus on the key concepts from the white page section preceding a Hands-On Exercise. Page numbers link the questions back to the white pages for review.
- **New Hands-On Exercise Videos** cover both the essential Why & How of each exercise, walking students through the click path and explaining the concepts throughout.
- **New Key Terms Matching exercise** requires students to actively match the key terms to their definitions, providing page numbers for reference back to the chapter.
- **New Mid-Level Exercises:**
  - Collaboration Exercises introduce students to new technologies to help them work collaboratively.
  - Analysis Cases require students to take a step back from the project and analyze and interpret the data they are working with.
- **New Beyond the Classroom Exercise:**
  - Soft Skills Exercises introduce videos on skills like interview etiquette and time management and require students to use the Office applications to explore those skills more deeply.
- **Application Capstone exercises** are included in the book to allow instructors to test students on the entire contents of a single application. These are also Grader Projects in MyITLab.
- **More Grader Projects** include not only the chapter Capstone Exercise, but also 2-3 Mid-Level Exercises per chapter.
- **MOS Certification Guide** for instructors and students to direct anyone interested in prepping for the MOS exam to the specific locations to find all content required for the test.
Move Beyond the Point and Click

- A Chapter Opening Case Study not only introduces the scenario that the Hands-On Exercises in the chapter are built around, but also carries throughout the entire chapter to provide students with consistency of context to help them learn.
- White Pages/Yellow Pages clearly distinguish the theory (white pages) from the skills covered in the Hands-On exercises (yellow).
- Set-Up Videos are live-action videos that act out the Case Study, describing skills that will be learned and showing the relevance of the skills to students’ current lives and/or future careers. Professors are provided with exercises to help guide and assess students on their comprehension of the skills while watching the videos.
- Objectives provides a simple list of key objectives covered in the chapter.
- Chapter Objectives Review appears toward the end of the chapter and reviews all important concepts throughout the chapter, in a new easy-to-read bulleted format.
- MyITLab icons have been included to show where individual exercises have been included in MyITLab.
- Tips provide brief, useful hints.
- Troubleshooting boxes give students a way to overcome common errors or frustrations that happen when working through the exercises.

Extend Learning Beyond the Classroom

- End of Chapter material offers instructors several options for assessment. Each chapter has 12-15 exercises ranging from multiple choice questions to open-ended projects.
- Multiple Choice questions help students quickly and easily make sure they understand the concepts.
- Practice Exercises remove some of the hand-holding students had in the steps of the HOEs and challenge students with new case studies.
- Enhanced Mid-Level Exercises include a Collaboration Case and Soft Skills Case for every chapter, as well as a Creative Case (for PowerPoint and Word), which allows students some flexibility and creativity, not being bound by a definitive solution, or an Analysis Case (for Excel and Access), which requires students to interpret the data they are using to answer an analytic question. Some cases include Discover Steps, which encourage students to use Help or to problem-solve to accomplish a task.
- Capstone Exercises allow the instructors to assess all the skills in the chapter with a single project. Every Capstone Exercise is available as live-in-the-application Grader projects.

For an examination copy or additional information

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