

Discover the Power of Shelly Cashman Microsoft Office 365 Office 2019 - An Introductory Mindtap Course List

Microsoft Office has been a staple in offices, classrooms, and homes for decades. It offers a suite of powerful tools that facilitate productivity, communication, and collaboration. With each release, Microsoft introduces new features and improvements to enhance the user experience. One of the most popular choices for learning and mastering Microsoft Office is the Shelly Cashman series, which provides comprehensive and interactive resources for beginners and advanced users alike.

Shelly Cashman Microsoft Office 365 Office 2019 is the latest installment in this acclaimed series. It combines the robustness and flexibility of Office 365, a cloud-based version of Microsoft Office, with the power and familiarity of Office 2019, the perpetual version that can be installed locally on your computer. This integration allows users to leverage the best of both worlds, ensuring they are up to date with the latest features while also having the comfort of using a familiar desktop-based software.

Whether you are a student, professional, or someone looking to enhance their digital skills, the introductory Mindtap course list for Shelly Cashman Microsoft Office 365 Office 2019 is a must-have resource. This comprehensive learning package covers the core applications of Microsoft Office, including Word, Excel, PowerPoint, and Outlook.

**Shelly Cashman Series Microsoft Office 365 &
Office 2019 Introductory (MindTap Course List)**



by Len Gordon (001 Edition, Kindle Edition)

★★★★☆ 4.8 out of 5

Language : English

File size : 143304 KB

Screen Reader: Supported

Print length : 976 pages



Why Choose Shelly Cashman Microsoft Office 365 Office 2019?

There are several reasons why Shelly Cashman Microsoft Office 365 Office 2019 stands out among other learning resources:

1. Interactive Learning Experience:

The Mindtap platform offers an engaging and interactive learning experience. It combines engaging content, interactive exercises, videos, and assessments to ensure you have a thorough understanding of each application. With Shelly Cashman, you don't just passively read about Microsoft Office; you actively interact and practice using the software.

2. Comprehensive Coverage:

The introductory course list covers all the essential features and functionalities of Word, Excel, PowerPoint, and Outlook. You'll learn not just the basics but also advanced techniques that can save you time and effort. Whether you need to create professional documents, analyze data, build eye-catching presentations, or manage your emails efficiently, Shelly Cashman has got you covered.

3. Real-world Examples and Projects:

Shelly Cashman incorporates real-world examples and projects to ensure you can apply your newly acquired skills in practical scenarios. This hands-on approach helps you develop confidence in using Microsoft Office and prepares you for real-life tasks.

4. Accessible Anytime, Anywhere:

With the Mindtap platform, you have the flexibility to learn at your own pace. You can access the course materials online, allowing you to learn from anywhere, whether it's your home, office, or on the go.

5. Expert Guidance:

Shelly Cashman Microsoft Office 365 Office 2019 provides expert guidance through step-by-step tutorials and easy-to-understand explanations. The authors of the series have extensive experience and knowledge in Microsoft Office, ensuring you receive accurate information and helpful tips along the way.

The Course List in Detail

The introductory Mindtap course list for Shelly Cashman Microsoft Office 365 Office 2019 consists of the following modules:

1. Word: Creating and Editing Documents

This module covers the basics of creating and editing documents using Microsoft Word. You'll learn how to format text, add images, create tables, insert headers and footers, and more.

2. Excel: Managing and Analyzing Data

In this module, you'll discover the power of Microsoft Excel for managing and analyzing data. You'll learn how to create spreadsheets, perform calculations, create graphs and charts, and use formulas and functions effectively.

3. PowerPoint: Creating Dynamic Presentations

PowerPoint allows you to create visually appealing and engaging presentations. In this module, you'll explore various features and techniques to design impactful slideshows, add animations and transitions, and deliver your presentations with confidence.

4. Outlook: Managing Emails and Contacts

Outlook is a versatile email and personal information management tool. In this module, you'll learn how to manage your emails efficiently, organize your contacts, schedule appointments and meetings, and utilize other productivity features.

These modules are designed to provide a comprehensive to the core applications of Microsoft Office. By completing the course list, you'll gain a solid foundation in using Word, Excel, PowerPoint, and Outlook effectively and become more proficient in your digital skills.

Get Started with Shelly Cashman Microsoft Office 365 Office 2019 - Your Path to Success

Whether you are a student embarking on your educational journey, a professional enhancing your skills, or an individual looking to expand your digital capabilities, Shelly Cashman Microsoft Office 365 Office 2019 is the perfect learning resource.

With its interactive and comprehensive approach, real-world examples, and expert guidance, Shelly Cashman equips you with the knowledge and skills you need to succeed in today's digital era. Embrace the power of Microsoft Office and unlock your full potential with the introductory Mindtap course list for Shelly Cashman Microsoft Office 365 Office 2019.



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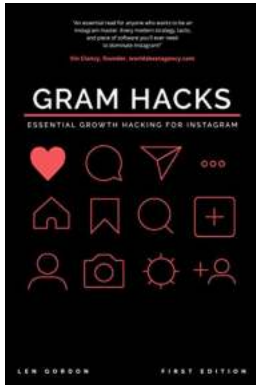
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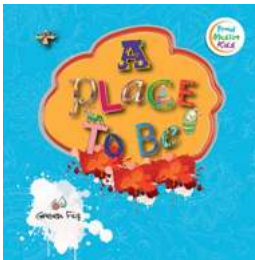
Introduce your students to the important new features that the latest version of Microsoft Office has to offer with the focused approach found in Cable/Freund/Monk/Sebok/Starks/Vermaat's MICROSOFT Office 365 & OFFICE 2019 INTRODUCTORY. Part of the acclaimed Shelly Cashman Series, this edition continues the series' strong history of innovation with an enhanced learning approach designed to engage students, improve retention and prepare learners for success with Microsoft Office. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought and personalization while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

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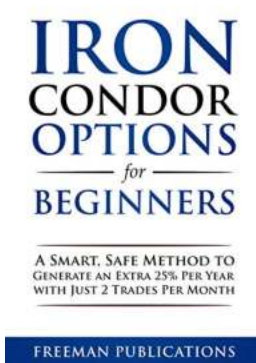
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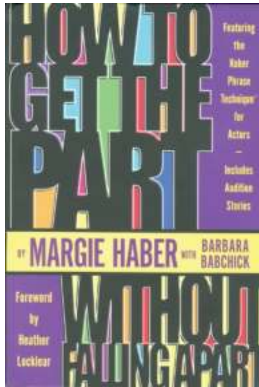
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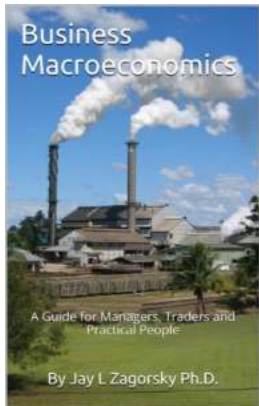
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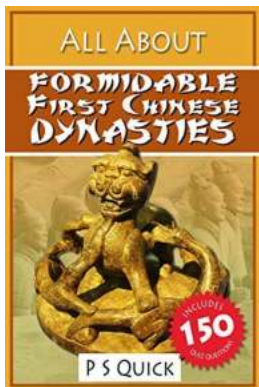
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