GO! with Microsoft Office 2013 Volume 2

By Shelley Gaskin, Carol L. Martin, Nancy Graviett, Suzanne Marks, Debra Geoghan

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GO! with Office 2013 is the right solution for students in today's fast-moving, mobile environment. The *GO!* Series content focuses on the real-world job skills students need to succeed in the workforce. They learn Office by working step-by-step through practical job-related projects that put the core functionality of Office in context. And, as has always been true of the *GO!* Series, students learn the important concepts when they need them, and they never get lost in instruction, because the *GO!* Series uses Microsoft procedural syntax. Students learn how and learn why—at the teachable moment.

After completing the instructional projects, students are ready to apply the skills in a wide variety of progressively challenging projects that require them to solve problems, think critically, and create projects on their own. And, for those who want to go beyond the classroom and become certified, *GO!* provides clear MOS preparation guidelines so students know what is needed to ace the Core exam!

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This program will provide a better teaching and learning experience–for educators *and* students. Here's how:

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Editorial Review

About the Author

Shelley Gaskin, Series Editor, is a professor in the Business and Computer Technology Division at Pasadena City College in Pasadena, California. She holds a bachelor's degree in Business Administration from Robert Morris College (Pennsylvania), a master's degree in Business from Northern Illinois University, and a doctorate in Adult and Community Education from Ball State University (Indiana). Before joining Pasadena City College, she spent 12 years in the computer industry, where she was a systems analyst, sales representative, and director of Customer Education with Unisys Corporation. She also worked for Ernst & Young on the development of large systems applications for their clients. She has written and developed training materials for custom systems applications in both the public and private sector, and has also written and edited numerous computer application textbooks.

Carol L. Martin is recently retired from the faculty at Harrisburg (Pennsylvania) Area Community College. She holds a bachelor's degree in Secondary Education—Mathematics from Millersville (Pennsylvania) University and a master's degree in Training and Development from Pennsylvania State University. For over 40 years, she has instructed public school students and educators in the use of various computer applications. She has written and edited a variety of textbooks dealing with Microsoft Office applications and has co-authored several training manuals for use in Pennsylvania Department of Education in-service courses.

Debra Geoghan is a professor in the Science, Technology, Engineering, and Mathematics (STEM) Department at Bucks County Community College in Pennsylvania where she is coordinator of the Computer Science area. Deb teaches computer classes ranging from basic computer literacy to cybercrime, computer forensics, and networking. She holds a B.S. in Secondary Science Education from Temple University and an M.A. in Computer Science Education from Arcadia University, and has earned certifications from Microsoft, CompTIA, and Apple. Deb has taught at the college level since 1996 and also spent 11 years in the high school classroom.

Throughout her teaching career Deb has worked with educators to integrate technology across the curriculum. At Bucks she serves on many technology committees, presents technology workshops for faculty, and runs a summer workshop for local K-12 teachers interested in using technology in their classrooms. Deb is an avid user of technology, which has earned her the nickname "gadget lady."

Nancy Graviett is a professor in the Business and Computer Science department at St. Charles Community College in Cottleville, Missouri, where she is the program coordinator for the Business Administrative Systems program and teaches within the program. Nancy is also very active with distance learning and teaches in face-to-face, hybrid, and online formats. She holds a master's degree from University of Missouri. Nancy holds Microsoft® Certified Application Specialist certification in multiple applications and provides training both on and off campus. In her free time, Nancy enjoys quilting and spending time with family and friends.

Suzanne Marks is a faculty member in Business Technology Systems at Bellevue Community College, Bellevue, Washington. She holds a bachelor's degree in Business Education from Washington State University, and was project manager for the first IT Skills Standards in the United States.

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