

Computing



 **Cengage**

Higher Education
Catalog 2025–26



MindTap | WebAssign | OWLv2 | CNOWv2

Your Time is Valuable Let's Make the Most of It

Your relationship with us starts before you adopt our Online Learning Platforms. From our first interaction onward, we're here for you and your students—whenever and wherever you need it.

Count on us to support you as you build and customize your course, get your students registered and start using Cengage products.





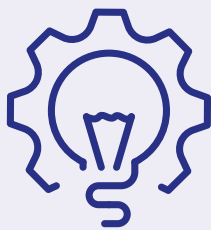
Learning Consultant

Your **Learning Consultant** is your initial point of contact. They can present innovative solutions and assist you in making affordable course material decisions for you and your students.



Digital Success Specialist

Your **Digital Success Specialist** can provide training to assist you with course setup, customization, student registration and more. Your Specialist will be your go-to throughout the term, working with you one-on-one to answer your questions, make adjustments to your course and offer friendly support anytime you'd like to check in.



Technical Support

Our **Technical Support** team is here to support you and your students to ensure everyone is successful in using our digital products.

Contents

Adobe Creative Suite

Adobe / Macromedia Product Suites.....	1
Photoshop.....	1

Computer Concepts

Computer Concepts.....	2
Concepts Plus Applications.....	6

Computer Science

Advanced Topics - CS.....	8
CS1 Introduction to Programming.....	10
Data Structures (CS2).....	13
Introduction to Computer Science (CSO).....	13
Introduction to Programming (CSI).....	14
Operating Systems.....	15
Software Engineering.....	16
Web Design and Programming.....	16

Databases

Concepts.....	17
Microsoft Access.....	17
Microsoft SQL Server.....	20

Decision Sciences & Operations

Management

MIS.....	20
----------	----

Information Security

Hacking and Computer Penetration Testing.....	23
---	----

Internet

Microsoft Outlook.....	23
Web Site Creation.....	24

Media Arts & Design

Design Concepts.....	25
Interactive Media Design.....	26

MIS

e-Commerce.....	26
Electives.....	27
Introduction to IS/MIS/IT.....	30
Project Management.....	33
Systems Analysis and Design.....	34

Networking

CompTIA.....	35
Networking.....	36

Networking & Security

Introduction to Networking.....	37
Networking.....	39
Security.....	45

Office Suites

Office Suites & Applications.....	49
-----------------------------------	----

Operating Systems

Concepts.....	64
LINUX.....	66
Microsoft Windows.....	67

PC Repair/A+

PC Repair/A+.....	71
-------------------	----

Presentation Tools

Microsoft Powerpoint.....	74
---------------------------	----

Programming

Concepts.....	80
Microsoft Visual Basic.....	81
Open Source.....	82
Programming Languages.....	83

Soft Skills

Soft Skills.....	89
------------------	----

Spreadsheets

Microsoft Excel.....	93
----------------------	----

Web Design & Development

Interactive Media Design.....	97
-------------------------------	----

Word Processing

Microsoft Word.....	100
---------------------	-----

Order form/pricelist is available upon request through Cengage Learning Consultant.

Special price requests for class adoption are subject to approval. Please contact your Cengage Learning Consultant for details.

Information contained in this catalog is correct at the time of printing.

Prices are subject to change without prior notice.

Contents

Adobe Creative Suite

Adobe / Macromedia Product Suites.....	1
Photoshop.....	1

Computer Concepts

Computer Concepts.....	2
Concepts Plus Applications.....	6

Computer Science

Advanced Topics - CS.....	8
CS1 Introduction to Programming.....	10
Data Structures (CS2).....	13
Introduction to Computer Science (CSO).....	13
Introduction to Programming (CSI).....	14
Operating Systems.....	15
Software Engineering.....	16
Web Design and Programming.....	16

Databases

Concepts.....	17
Microsoft Access.....	17
Microsoft SQL Server.....	20

Decision Sciences & Operations

Management

MIS.....	20
----------	----

Information Security

Hacking and Computer Penetration Testing.....	23
---	----

Internet

Microsoft Outlook.....	23
Web Site Creation.....	24

Media Arts & Design

Design Concepts.....	25
Interactive Media Design.....	26

MIS

e-Commerce.....	26
Electives.....	27
Introduction to IS/MIS/IT.....	30
Project Management.....	33
Systems Analysis and Design.....	34

Networking

CompTIA.....	35
Networking.....	36

Networking & Security

Introduction to Networking.....	37
Networking.....	39
Security.....	45

Office Suites

Office Suites & Applications.....	49
-----------------------------------	----

Operating Systems

Concepts.....	64
LINUX.....	66
Microsoft Windows.....	67

PC Repair/A+

PC Repair/A+.....	71
-------------------	----

Presentation Tools

Microsoft Powerpoint.....	74
---------------------------	----

Programming

Concepts.....	80
Microsoft Visual Basic.....	81
Open Source.....	82
Programming Languages.....	83

Soft Skills

Soft Skills.....	89
------------------	----

Spreadsheets

Microsoft Excel.....	93
----------------------	----

Web Design & Development

Interactive Media Design.....	97
-------------------------------	----

Word Processing

Microsoft Word.....	100
---------------------	-----

Order form/pricelist is available upon request through Cengage Learning Consultant.

Special price requests for class adoption are subject to approval. Please contact your Cengage Learning Consultant for details.

Information contained in this catalog is correct at the time of printing.

Prices are subject to change without prior notice.

ADOBE CREATIVE SUITE

ADOBE / MACROMEDIA
PRODUCT SUITES

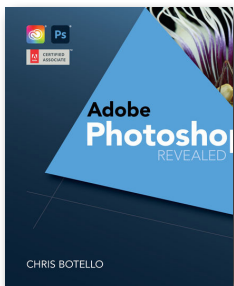
NEW EDITION

ADOBE® PHOTOSHOP CREATIVE CLOUD REVEALED, 2ND EDITION, 2E

Chris Botello, Tabor Academy, Marion, Massachusetts; Chris Botello, Tabor Academy, Marion, Massachusetts

© 2023, Hardback, 9780357635872

MindTap eBook



Adobe® Photoshop Creative Cloud Revealed, 2nd Edition encourages students to creatively examine topics and themes to design meaningful projects that have impact. Photoshop introductory through advanced tools are used to find creative solutions and using imagery as a stepping stone to

bigger conversations. The REVEALED Series extends step-by-step software instruction to creative problem-solving for real-world impact with more projects than any other Adobe curriculum. Through our exclusive partnership with National Geographic, students create unique and meaningful projects inspired by National Geographic storytellers with a focus on how design principles create meaningful compositions, layouts, and infographics, all while meeting most recent Adobe Professional Certification requirements. This updated series includes professional examples of photographs, infographics, and visually impactful layouts from National Geographic® Magazine. Students will connect concepts with real-world projects with featured interviews National Geographic Explorers, Designers and Creatives for a revered, professional perspective. Flexible for a variety of digital devices, these texts include instruction for ipad users as well as desktop/mac machines.

PHOTOSHOP

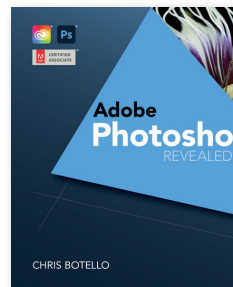
NEW EDITION

ADOBE® PHOTOSHOP CREATIVE CLOUD REVEALED, 2ND EDITION, 2E

Chris Botello, Tabor Academy, Marion, Massachusetts; Chris Botello, Tabor Academy, Marion, Massachusetts

© 2023, Hardback, 9780357635872

MindTap eBook



Adobe® Photoshop Creative Cloud Revealed, 2nd Edition encourages students to creatively examine topics and themes to design meaningful projects that have impact. Photoshop introductory through advanced tools are used to find creative

solutions and using imagery as a stepping stone to bigger conversations. The REVEALED Series extends step-by-step software instruction to creative problem-solving for real-world impact with more projects than any other Adobe curriculum. Through our exclusive partnership with National Geographic, students create unique and meaningful projects inspired by National Geographic storytellers with a focus on how design principles create meaningful compositions, layouts, and infographics, all while meeting most recent Adobe Professional Certification requirements. This updated series includes professional examples of photographs, infographics, and visually impactful layouts from National Geographic® Magazine. Students will connect concepts with real-world projects with featured interviews National Geographic Explorers, Designers and Creatives for a revered, professional perspective. Flexible for a variety of digital devices, these texts include instruction for ipad users as well as desktop/mac machines.

COMPUTER CONCEPTS

COMPUTER CONCEPTS

NEW EDITION

DISCOVERING COMPUTERS, 18E

Digital Technology, Data, and Devices

Jennifer T. Campbell, NA; Mark Ciampa, Western Kentucky University; Steven M. Freund, University of Central Florida; Mark Frydenberg, Bentley University

© 2026, 624pp, Paperback, 9798214024172

MindTap



DISCOVERING COMPUTERS: DIGITAL TECHNOLOGY, DATA, AND DEVICES, 18th edition, teaches you not only the basics of technology, but also how you will use it -- and the responsibilities that go along with being a digital citizen.

Focusing on current

technology, the content addresses convergence of devices and platforms. Each module integrates practical how-to tips, ethics issues and security topics, while Consider This boxes woven throughout help you sharpen your critical-thinking skills. A variety of end-of-module activities -- checkpoint questions, small group activities and problem-solving exercises -- enable you to put what you learn into practice. MindTap digital learning solution is also available. Using an inviting approach that ensures understanding, DISCOVERING COMPUTERS equips you with the information you need for success at home, school and work.

NEW EDITION

NEW PERSPECTIVES COMPUTER CONCEPTS COMPREHENSIVE, 22E

June Jamrich Parsons, MediaTechnics Corporation

© 2026, 952pp, Paperback, 9798214023977

MindTap



Helping you understand the technological foundations for a wide range of digital devices, New Perspectives Computer Concepts Comprehensive, 22nd edition, presents what every learner should know about using technology to complete your education,

launch a successful career and engage in issues that shape today's world. The book's proven learning path is structured with today's busy reader in mind. Leading tech author June Parsons combines the latest on emerging technology with detailed illustrations and interactive activities that help you quickly understand technical topics. This edition provides updated information on current operating systems, digital rights management, the deep web and dark web, videoconferencing, the pandemic's impact on tech jobs, work-at-home and more. A unique module provides a hands-on introduction to programming, while MindTap offers anywhere, anytime learning solutions.

NEW EDITION**NEW PERSPECTIVES COMPUTER CONCEPTS INTRODUCTORY, 22E***June Jamrich Parsons, MediaTechnics Corporation*

© 2026, 632pp, Paperback, 9798214023984

MindTap

Technology impacts every aspect of life, and choices are endless. You need to know how to evaluate devices, choose apps, maintain a compelling online reputation and lock down digital security. Cengage's NEW PERSPECTIVES

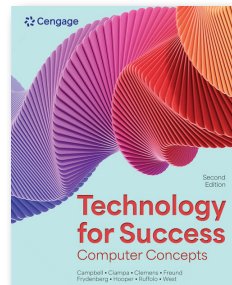
COMPUTER CONCEPTS INTRODUCTORY 22nd Edition goes beyond the intuitive "how-to" of apps and social media to delve into the broad concepts that are guiding current technologies, such as self-driving cars, virtual reality, file sharing torrents, encrypted communications, photo forensics and the Internet of Things. Detailed illustrations and interactive features help you quickly understand technical topics. Completely up to date, this edition offers an insightful overview of what every learner should know about using technology to complete your education, launch a successful career and engage in issues that shape today's world.

NEW EDITION**TECHNOLOGY FOR SUCCESS, 2E**

Computer Concepts

Campbell/Ciampa/Clemens/Freund/Ruffolo/West

© 2025, Hardback, 9780357883235

MindTap

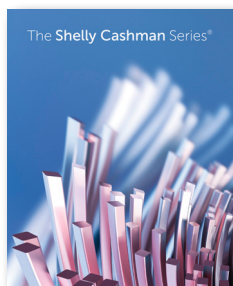
Gain a thorough understanding of today's sometimes daunting, ever-changing world of technology as you learn how to apply the latest technology to your academic, professional and personal life with TECHNOLOGY FOR

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.

NEW EDITION**AE DISCOVERING COMPUTERS:
DIGITAL TECHNOLOGY, DATA, AND
DEVICES, 17TH EDITION, 17E**

Jennifer T. Campbell, NA; Mark Ciampa, Western Kentucky University; Steven M. Freund, University of Central Florida; Mark Frydenberg, Bentley University

© 2023, 624pp, Paperback, 9789815097313

MindTap**AsiaTitle**

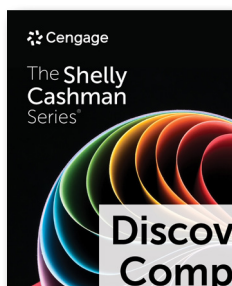
**DISCOVERING
COMPUTERS: DIGITAL
TECHNOLOGY, DATA, AND
DEVICES, 17th edition,** teaches you not only the basics of technology, but also how you will use it -- and the responsibilities that go along with being a digital citizen.

Focusing on current technology, the content addresses convergence of devices and platforms. Each module integrates practical how-to tips, ethics issues and security topics, while Consider This boxes woven throughout help you sharpen your critical-thinking skills. A variety of end-of-module activities -- checkpoint questions, small group activities and problem-solving exercises -- enable you to put what you learn into practice. MindTap digital learning solution is also available. Using an inviting approach that ensures understanding, DISCOVERING COMPUTERS equips you with the information you need for success at home, school and work.

NEW EDITION**DISCOVERING COMPUTERS: DIGITAL
TECHNOLOGY, DATA, AND DEVICES,
17TH EDITION, 17E**

Jennifer T. Campbell, NA; Mark Ciampa, Western Kentucky University; Barbara Clemens; Steven M. Freund, University of Central Florida

© 2023, 624pp, Paperback, 9780357675366

eBook

**DISCOVERING
COMPUTERS: DIGITAL
TECHNOLOGY, DATA,
AND DEVICES, 17th
edition,** teaches you not only the basics of technology, but also how you will use it -- and the responsibilities that go along with being a digital citizen. Focusing on

current technology, the content addresses convergence of devices and platforms. Each module integrates practical how-to tips, ethics issues and security topics, while Consider This boxes woven throughout help you sharpen your critical-thinking skills. A variety of end-of-module activities -- checkpoint questions, small group activities and problem-solving exercises -- enable you to put what you learn into practice. MindTap digital learning solution is also available. Using an inviting approach that ensures understanding, DISCOVERING COMPUTERS equips you with the information you need for success at home, school and work.

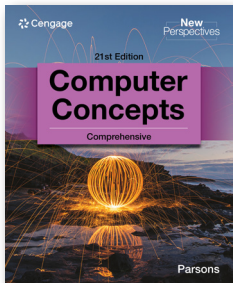
NEW EDITION

NEW PERSPECTIVES COMPUTER CONCEPTS COMPREHENSIVE, 21E

June Jamrich Parsons, MediaTechnics Corporation

© 2023, 952pp, Paperback, 9780357674611

MindTap



Helping you understand the technological foundations for a wide range of digital devices, New Perspectives Computer Concepts Comprehensive, 21st edition, presents what every learner should know about using technology to complete your education,

launch a successful career and engage in issues that shape today's world. The book's proven learning path is structured with today's busy reader in mind. Leading tech author June Parsons combines the latest on emerging technology with detailed illustrations and interactive activities that help you quickly understand technical topics. This edition provides updated information on current operating systems, digital rights management, the deep web and dark web, videoconferencing, the pandemic's impact on tech jobs, work-at-home and more. A unique module provides a hands-on introduction to programming, while MindTap offers anywhere, anytime learning solutions.

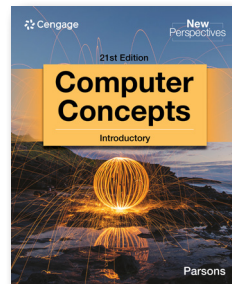
NEW EDITION

NEW PERSPECTIVES COMPUTER CONCEPTS INTRODUCTORY 21ST EDITION, 21E

June Jamrich Parsons, MediaTechnics Corporation

© 2023, 632pp, Paperback, 9780357674628

MindTap



Technology impacts every aspect of life, and choices are endless. You need to know how to evaluate devices, choose apps, maintain a compelling online reputation and lock down digital security. Cengage's NEW PERSPECTIVES

COMPUTER CONCEPTS INTRODUCTORY 21st Edition goes beyond the intuitive "how-to" of apps and social media to delve into the broad concepts that are guiding current technologies, such as self-driving cars, virtual reality, file sharing torrents, encrypted communications, photo forensics and the Internet of Things. Detailed illustrations and interactive features help you quickly understand technical topics. Completely up to date, this edition offers an insightful overview of what every learner should know about using technology to complete your education, launch a successful career and engage in issues that shape today's world.

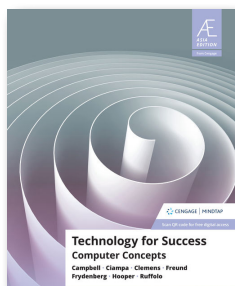
AE TECHNOLOGY FOR SUCCESS: COMPUTER CONCEPTS

Jennifer T. Campbell, NA; Mark Ciampa, Western Kentucky University; Barbara Clemens; Steven M. Freund, University of Central Florida

© 2020, 336pp, Paperback, 9789814888035

MindTap

AsiaTitle



Make today's ever-changing world of technology both relevant and manageable for your students with **TECHNOLOGY FOR SUCCESS: COMPUTER CONCEPTS**. Written by a team of best-selling technology authors, based on extensive research and

developed in partnership with an education advisory panel of subject matter experts, this edition prepares students to be consumers and technology users in their academic, professional and personal lives. This printed or digital solution breaks each topic into brief, inviting lessons that address the "what, why and how" behind technology to ensure deep understanding and real-life application. For those who want an online learning experience, MindTap and SAM (Skills Assessment Manager) resources include hands-on training, concept videos and critical-thinking challenges that challenge learners to problem solve. In addition, news feeds introduce the latest technology-related news and events. Students leave your course able to understand the impact of recent technology on daily life, the economy and society.

CONCEPTS PLUS APPLICATIONS

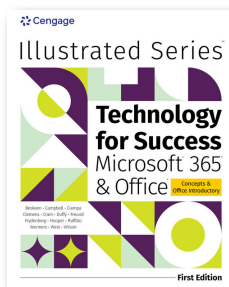
NEW EDITION

TECHNOLOGY FOR SUCCESS AND ILLUSTRATED SERIES® COLLECTION, MICROSOFT® 365® & OFFICE®

Beskeen/Campbell/Cram/Wermers/Wilson

© 2025, Hardback, 9780357882870

MindTap



Beskeen/Campbell/Cram/Wermers/Wilson's **TECHNOLOGY FOR SUCCESS AND ILLUSTRATED SERIES® COLLECTION, MICROSOFT® 365® & OFFICE®, 1st Edition**, is updated with the latest Microsoft 365 features and

enhanced support for Mac users. A concise, student-friendly approach to learning Microsoft Office uses a two-page layout, enabling learners to focus on discrete Office skills as they complete module readings. Modules begin with an overview of principles covered in the lesson while large, full-color images illustrate what students see on their computers. Module scenarios are based on Burning Glass market insights data and mapped to MOS objectives to engage students and reinforce the critical skills needed for academic and professional success. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and maximize results.

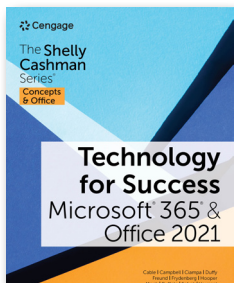
NEW

TECHNOLOGY FOR SUCCESS AND THE SHELLY CASHMAN SERIES® MICROSOFT® 365® & OFFICE® 2021

Sandra Cable, NA; Jennifer T. Campbell, NA; Mark Ciampa, Western Kentucky University; Barbara Clemens

© 2023, 992pp, Paperback, 9780357676929

MindTap



Helping you quickly get up to speed, **TECHNOLOGY FOR SUCCESS AND THE SHELLY CASHMAN SERIES® MICROSOFT® 365® & OFFICE® 2021**, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac

users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

NEW

TECHNOLOGY FOR SUCCESS AND ILLUSTRATED SERIES® COLLECTION, MICROSOFT® 365® & OFFICE® 2021

David Beskeen, NA; Jennifer T. Campbell, NA

© 2023, 624pp, Paperback, 9780357675038

MindTap



Including the latest Microsoft 365 features and enhanced support for Mac users, Cengage's Technology for Success and Illustrated Series® Collection, Microsoft® 365® & Office® 2021, 1st edition, helps you quickly master the nuances of Microsoft® Office. Its

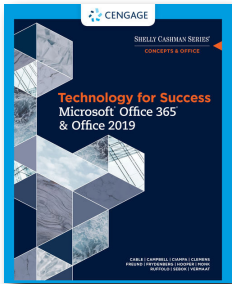
concise, student-friendly approach uses a proven two-page layout that allows you to work through an entire task without turning the page. Each module begins with a brief overview of the principles covered while large, full-color screen images illustrate what you see on your computer. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, and module scenarios are based on Burning Glass market insights data -- helping you sharpen the critical skills you need for real-world success. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

TECHNOLOGY FOR SUCCESS AND SHELLY CASHMAN SERIES MICROSOFT® OFFICE 365 & OFFICE 2019

*Sandra Cable, NA; Jennifer T. Campbell, NA; Mark Ciampa,
Western Kentucky University; Barbara Clemens*

© 2020, 976pp, Paperback, 9780357026380

MindTap eBook



Master the latest version of Microsoft® Office and take advantage of today's ever-changing world of technology with TECHNOLOGY FOR SUCCESS AND SHELLY CASHMAN SERIES MICROSOFT® OFFICE 365® & OFFICE 2019. Part

of the highly acclaimed Shelly Cashman Series that has introduced computer skills to millions of students like you, this edition offers a proven approach that's effective, no matter what your learning style. Meaningful topics within manageable lessons demonstrate how to apply concepts to your academic, professional, and personal lives. A step-by-step, screen-by-screen approach guides you in expanding your understanding of Microsoft® Office 2019 through experimentation, critical thought and personalization. Updated activities, case scenarios and an emphasis on employability demonstrate the importance of what you're learning as you master the keys to using Microsoft® Office 2019 effectively and become a user of today's technology.

COMPUTER SCIENCE

ADVANCED TOPICS - CS

CENGAGE - ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING

A Business Perspective

Hoisington

© 2027, Paperback, 9798214002163

MindTap



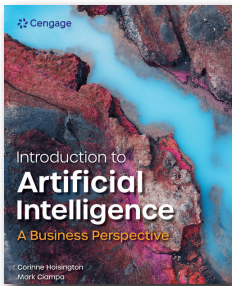
INTRODUCTION TO ARTIFICIAL INTELLIGENCE

A Business Perspective

Hoisington

© 2026, Digital-only, 9798214024837

MindTap



"Introduction to Artificial Intelligence: A Business Perspective" provides an overview of the impact of AI on business and technology. It covers a range of topics, from AI prompt engineering and its applications in business settings to machine learning, natural

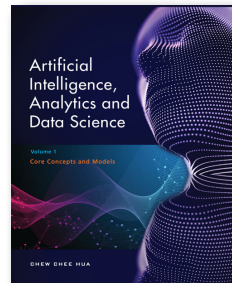
language processing, generative AI, analytical AI and computer vision. The book delves into ethical considerations, the evolution of AI and its potential and addresses challenges in the modern business and technological landscape, including automation and efficiency, ethics and privacy, bias and accuracy, education and personalization and business applications. The curriculum aligns with modern educational needs, making it relevant for students preparing for careers in technology and business. An instructor may incorporate several chapters to any course in any curriculum as AI spans every industry in the new world around us.

ARTIFICIAL INTELLIGENCE, ANALYTICS AND DATA SCIENCE (VOL. 1)

Chew Chee Hua

© 2021, 232pp, Paperback, 9789814896726

AsiaTitle



We are living in an exciting time in which artificial intelligence, analytics and data science are changing the world dramatically. This textbook enables students to gain a clear understanding of — and even lead — some of the changes in the next

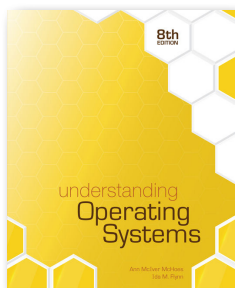
decade. Focusing on real data and real problems instead of purely mathematical constructs, Artificial Intelligence, Analytics and Data Science makes use of mathematics to solve real problems. The book concentrates on computations over mathematical proof, and on simplicity over complexity.

UNDERSTANDING OPERATING SYSTEMS, 8E

Ann McHoes, *Duquesne University*; Ida M. Flynn, *University of Pittsburgh*

© 2018, 592pp, Paperback, 9781305674257

eBook



Discover a clear, straightforward explanation of both current operating system theory and today's practices within UNDERSTANDING OPERATING SYSTEMS, 8E. This leading book's proven approach begins with a valuable discussion

of fundamentals before introducing specific operating systems. Fully updated, timely content offers an expanded analysis of how modern innovations, such as multi-core processing and wireless technologies, have impacted today's operating systems. Revised Research Topics within this edition's practical exercises encourage you to research emerging and influential topics on your own. In addition, updates throughout the final four chapters now highlight information on the most current versions of UNIX (including the latest Macintosh OS), Linux, Windows, and Android to equip you with the contemporary knowledge and skills you need to working most effectively with today's systems.

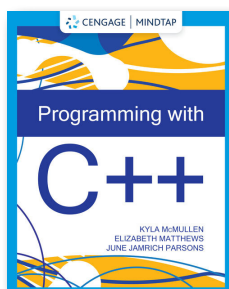
CS1 INTRODUCTION TO PROGRAMMING

READINGS FROM PROGRAMMING WITH C++

June Jamrich Parsons, *MediaTechnics Corporation*; Elizabeth Matthews, *Washington and Lee University*; Elizabeth Matthews, *Washington and Lee University*

© 2022, 400pp, Paperback, 9780357637753

MindTap



Using a beginner's approach that's ideal for anyone who has never programmed, McMullen/Matthews/Parsons' READINGS FROM PROGRAMMING WITH C++ helps you develop a useful understanding of computer science while

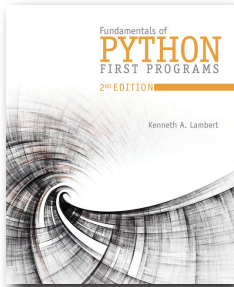
equipping you with the skills to use C++ programming language. This interesting, straightforward approach to programming emphasizes fundamental computer concepts using a programming language-independent approach and clear presentation with little technical jargon. Modules introduce important computer science concepts, procedural programming and object-oriented programming in short segments. Relevant real-world examples, streamlined code and descriptive figures help you better understanding today's computing concepts. You can tackle the learning modules in any order, interspersing conceptual modules with hands-on programming modules. You even refine critical-thinking and problem-solving skills as you strengthen computer science skills and build your confidence.

FUNDAMENTALS OF PYTHON, 2E First Programs

Kenneth A. Lambert, Washington and Lee University

© 2019, Paperback, 9781337560092

MindTap eBook



Master today's required computer science topics while preparing for further study with Lambert's **FUNDAMENTALS OF PYTHON: FIRST PROGRAMS**. This book's easygoing approach is ideal, no matter what your background. The approach

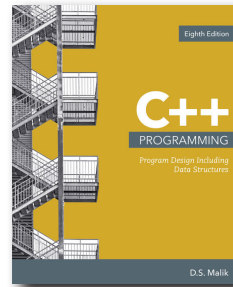
starts with simple algorithmic code and then scales into working with functions, objects, and classes as the problems become more complex and require new abstraction mechanisms. Rather than working only with numeric or text-based applications like other introductory texts, this edition presents graphics, image manipulation, GUIs, and simple networked client/server applications. The author uses Python's standard Turtle graphics module to introduce graphics and to provide open source frameworks for easy image processing and GUI application development.

C++ PROGRAMMING, 8E Program Design Including Data Structures

D.S. Malik, Creighton University

© 2018, 1728pp, Paperback, 9781337117562

MindTap eBook



Learn how to program with C++ using today's definitive choice for your first programming language experience -- **C++ PROGRAMMING: PROGRAM DESIGN INCLUDING DATA STRUCTURES, 8E**. D.S. Malik's time-tested, student-

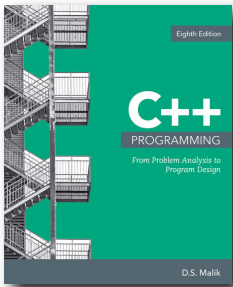
centered methodology incorporates a strong focus on problem-solving with full-code examples that vividly demonstrate the hows and whys of applying programming concepts and utilizing C++ to work through a problem. Thoroughly updated end-of-chapter exercises, more than 20 extensive new programming exercises, and numerous new examples drawn from Dr. Malik's experience further strengthen your understanding of problem solving and program design in this new edition. You review the important features of C++ 14 Standard with timely discussions that ensure this edition equips you to succeed in your CS1 course and beyond.

C++ PROGRAMMING, 8E

From Problem Analysis to Program Design
D.S. Malik, Creighton University

© 2018, 1488pp, Paperback, 9781337102087

MindTap eBook



Learn how to program with C++ using today's definitive choice for your first programming language experience -- C++ PROGRAMMING: FROM PROBLEM ANALYSIS TO PROGRAM DESIGN, 8E. D.S. Malik's time-tested, student-centered

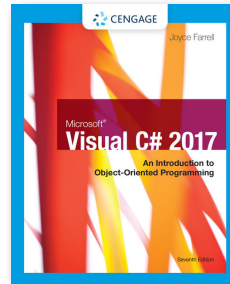
methodology incorporates a strong focus on problem-solving with full-code examples that vividly demonstrate the hows and whys of applying programming concepts and utilizing C++ to work through a problem. Thoroughly updated end-of-chapter exercises, more than 20 extensive new programming exercises, and numerous new examples drawn from Dr. Malik's experience further strengthen your understanding of problem solving and program design in this new edition. You review the important features of C++ 14 Standard with timely discussions that ensure this edition equips you to succeed in your CS1 course and beyond.

MICROSOFT VISUAL C#: AN INTRODUCTION TO OBJECT-ORIENTED PROGRAMMING, 7E

Joyce Farrell

© 2018, 784pp, Paperback, 9781337102100

MindTap eBook



Develop the strong programming skills you need for professional success with Farrell's MICROSOFT® VISUAL C# 2017: AN INTRODUCTION TO OBJECT-ORIENTED PROGRAMMING, 7E. Approachable examples and a clear, straightforward

style help you build a solid understanding of both structured and object-oriented programming concepts. You master critical principles and techniques that easily transfer to other programming languages. This new edition incorporates the most recent versions of both C# and Visual Studio 2017 to ensure you have the contemporary skills required in business today. Short "You Do It" hands-on features; video lessons for each chapter; and a variety of new debugging exercises, programming exercises, and running case studies help prepare you for success in today's programming environment. New MindTap online resource offers coding labs and additional assessment, in addition to a full eReader. Discover the tools and expertise you need for programming success.

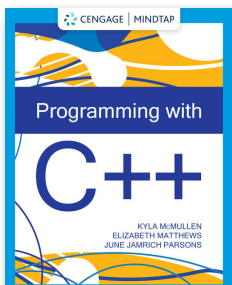
DATA STRUCTURES (CS2)

READINGS FROM PROGRAMMING WITH C++

June Jamrich Parsons, MediaTechnics Corporation; Elizabeth Matthews, Washington and Lee University; Elizabeth Matthews, Washington and Lee University

© 2022, 400pp, Paperback, 9780357637753

MindTap



Using a beginner's approach that's ideal for anyone who has never programmed, McMullen/Matthews/Parsons' READINGS FROM PROGRAMMING WITH C++ helps you develop a useful understanding of computer science while

equipping you with the skills to use C++ programming language. This interesting, straightforward approach to programming emphasizes fundamental computer concepts using a programming language-independent approach and clear presentation with little technical jargon. Modules introduce important computer science concepts, procedural programming and object-oriented programming in short segments. Relevant real-world examples, streamlined code and descriptive figures help you better understanding today's computing concepts. You can tackle the learning modules in any order, interspersing conceptual modules with hands-on programming modules. You even refine critical-thinking and problem-solving skills as you strengthen computer science skills and build your confidence.

INTRODUCTION TO COMPUTER SCIENCE (CSO)

AE INVITATION TO COMPUTER SCIENCE, 8E

G. Michael Schneider, Macalester College; Judith Gersting, Indiana University-Purdue University at Indianapolis

© 2019, 928pp, Paperback, 9789814834636

MindTap

AsiaTitle



Offer a contemporary overview of computer science with Schneider/Gersting's best-selling INVITATION TO COMPUTER SCIENCE, 8E. This flexible, non-language-specific text uses an algorithm-centered approach to provide a

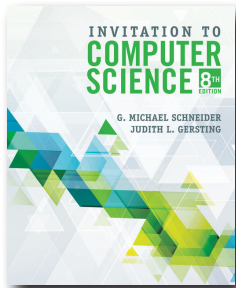
foundation in computing. Learning objectives and a clear hierarchy help introduce algorithms, hardware, virtual machines, software development, applications of computing, and social issues. Updated exercises and practice problems challenge students to analyze, evaluate, and approach problems creatively. Special interest boxes and timely content highlight topics such as privacy, drones, cloud computing, and net neutrality. Optional online modules for C++, Java, Python, C#, and Ada integrate seamlessly for the flexibility to teach a specific programming language. Optional MindTap® provides study tools and a digital Lab Manual and lab software with 20 laboratory projects.

INVITATION TO COMPUTER SCIENCE, 8E

*G. Michael Schneider, Macalester College; Judith Gersting,
Indiana University-Purdue University at Indianapolis*

© 2019, 912pp, Paperback, 9781337561914

MindTap eBook



Gain a contemporary overview of today's computer science with the best-selling INVITATION TO COMPUTER SCIENCE, 8E. This flexible, non-language-specific book uses an algorithm-centered approach that's ideal for your first introduction to

computer science. Measurable learning objectives and a clear hierarchy help introduce algorithms, hardware, virtual machines, software development, applications, and social issues. Exercises, practice problems, and feature boxes emphasize real-life context as well as the latest material on privacy, drones, cloud computing, and net neutrality. Optional online language modules for C++, Java, Python, C#, and Ada let you learn a programming language. MindTap is available with online study tools, a digital Lab Manual and lab software with 20 laboratory projects. Hands-on activities enable you to truly experience the fundamentals of today's computer science.

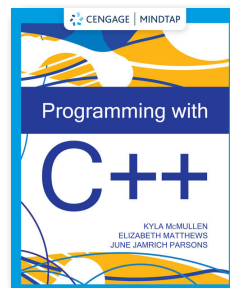
INTRODUCTION TO PROGRAMMING (CSI)

READINGS FROM PROGRAMMING WITH C++

*June Jamrich Parsons, MediaTechnics Corporation; Elizabeth
Matthews, Washington and Lee University; Elizabeth
Matthews, Washington and Lee University*

© 2022, 400pp, Paperback, 9780357637753

MindTap



Using a beginner's approach that's ideal for anyone who has never programmed, McMullen/Matthews/Parsons' READINGS FROM PROGRAMMING WITH C++ helps you develop a useful understanding of computer science while

equipping you with the skills to use C++ programming language. This interesting, straightforward approach to programming emphasizes fundamental computer concepts using a programming language-independent approach and clear presentation with little technical jargon. Modules introduce important computer science concepts, procedural programming and object-oriented programming in short segments. Relevant real-world examples, streamlined code and descriptive figures help you better understanding today's computing concepts. You can tackle the learning modules in any order, interspersing conceptual modules with hands-on programming modules. You even refine critical-thinking and problem-solving skills as you strengthen computer science skills and build your confidence.

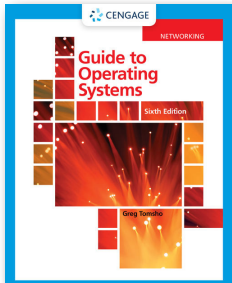
OPERATING SYSTEMS

GUIDE TO OPERATING SYSTEMS, 6E

Greg Tomsho, Yavapai College

© 2021, 608pp, Paperback, 9780357433836

MindTap



Master the fundamental concepts of computer operating systems with Tomsho's **GUIDE TO OPERATING SYSTEMS, 6th Edition**. An excellent resource for training across different operating systems, this practical text equips you with key theory and

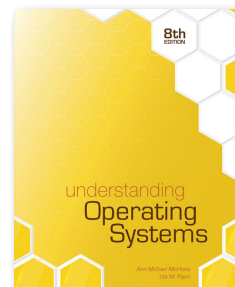
technical information as you work with today's most popular operating systems, including Windows, macOS and Linux platforms. You will learn how general operating systems are organized and function as well as gain hands-on experience with OS installation, upgrading and configuration. Processors, file systems, networking, virtualization, security, device management, storage, OS maintenance and troubleshooting are covered in detail. In addition, the MindTap digital learning solution gives you a wealth of anywhere, anytime learning resources.

UNDERSTANDING OPERATING SYSTEMS, 8E

Ann McHoes, Duquesne University; Ida M. Flynn, University of Pittsburgh

© 2018, 592pp, Paperback, 9781305674257

eBook



Discover a clear, straightforward explanation of both current operating system theory and today's practices within **UNDERSTANDING OPERATING SYSTEMS, 8E**. This leading book's proven approach begins with a valuable discussion

of fundamentals before introducing specific operating systems. Fully updated, timely content offers an expanded analysis of how modern innovations, such as multi-core processing and wireless technologies, have impacted today's operating systems. Revised Research Topics within this edition's practical exercises encourage you to research emerging and influential topics on your own. In addition, updates throughout the final four chapters now highlight information on the most current versions of UNIX (including the latest Macintosh OS), Linux, Windows, and Android to equip you with the contemporary knowledge and skills you need to working most effectively with today's systems.

SOFTWARE ENGINEERING

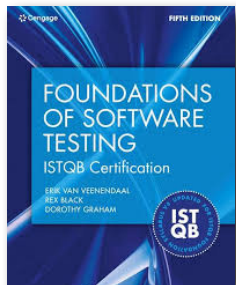
NEW EDITION

FOUNDATIONS OF SOFTWARE TESTING ISTQB CERTIFICATION, 5E

van Veenendaal/Black/Graham

© 2025, 288pp, Paperback, 9781473795884

MindTap



Now in its fifth edition, Foundations of Software Testing: ISTQB Certification is the essential guide to software testing and to the ISTQB Foundation qualification written by respected international authorities in software testing who themselves

helped develop the ISTQB Syllabus. Completely updated to comprehensively reflect the most recent changes to the ISTQB Foundation Syllabus v 4.0, 2023, this book adopts a practical, hands-on approach, covering the fundamental topics that every system and software tester should know.

About ISTQB

International Software Testing Qualifications Board (ISTQB) is a multinational body overseeing the development of international qualifications in software testing. It offers an internationally recognized qualification that ensures there is an international, common understanding of software and system testing issues.

WEB DESIGN AND PROGRAMMING

WEB DESIGN, 6E

Introductory

Jennifer T. Campbell, NA

© 2018, 256pp, Paperback, 9781337277938

MindTap eBook



Wish you had the skills and knowledge to design powerful websites? Gain the expertise you need right now with WEB DESIGN: INTRODUCTORY, 6E. Learn how to balance target audience expectations, sound design principles, and technical considerations

as you create successful, device- and platform-independent websites. Hands-on, interesting, and practical activities in each chapter check your comprehension, help build your web research skills, and develop your design awareness. You learn how to critically evaluate current issues in today's technology as you examine topics such as search engine optimization (SEO), HTML and responsive web design. WEB DESIGN: INTRODUCTORY, 6E equips you with the key skills you need to develop a solid web design plan of your own in no time.

DATABASES

CONCEPTS

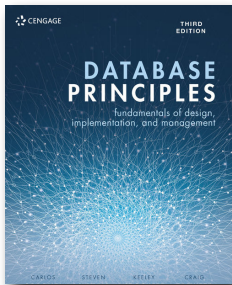
DATABASE PRINCIPLES, 3E

Fundamentals of Design, Implementation, and Management

Carlos Coronel, Middle Tennessee State University; Steven Morris, Middle Tennessee State University; Keeley Crockett, Manchester Metropolitan University; Craig Blewett, University of KwaZulu-Natal

© 2020, 928pp, Paperback, 9781473768048

eBook



MICROSOFT ACCESS

NEW EDITION

ILLUSTRATED MICROSOFT® OFFICE 365 & ACCESS® COMPREHENSIVE

Wilson

© 2025, Hardback, 9780357882191

MindTap



Students will develop the Microsoft® Office 365® and Access® skills needed to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in Shellman's NEW PERSPECTIVES

MICROSOFT® 365® ACCESS®, COMPREHENSIVE, FIRST EDITION. Updated with all-new case scenarios, this edition clearly applies the skills students are learning to real-world situations to make concepts even more relevant across the applications and reinforces 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. A robust set of instructional materials are available to assist instructors in delivering an outstanding course. Coupled with Cengage Learning Designers, it is easy to get your course set up and operational.

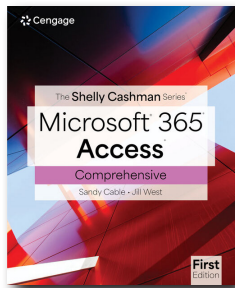
NEW EDITION

SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & ACCESS® COMPREHENSIVE

West

© 2025, Hardback, 9780357881651

MindTap



West's THE SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365 & ACCESS® COMPREHENSIVE, 1st Edition, includes the most recent features of Microsoft 365 and enhanced support for Mac users in introductory-level modules. The

trademark step-by-step, screen-by-screen, project-based approach encourages students to expand their understanding of Office applications through experimentation and critical thinking. Students engage with real-world scenarios based on data from market insights to reinforce critical skills that align to Microsoft Office Specialist (MOS) certification objectives. In addition, MindTap and updated SAM (Skills Assessment Manager) digital resources are available to guide additional study and ensure successful results.

ILLUSTRATED MICROSOFT® OFFICE 365 & ACCESS® 2019 COMPREHENSIVE

Lisa Friedrichsen, Johnson County Community College

© 2020, 480pp, Paperback, 9780357025697

MindTap eBook



Now students can master the nuances of Microsoft® Office quickly with ILLUSTRATED MICROSOFT® OFFICE 365 & ACCESS 2019 COMPREHENSIVE, part of today's popular Illustrated Series. This focused, user-friendly approach uses a

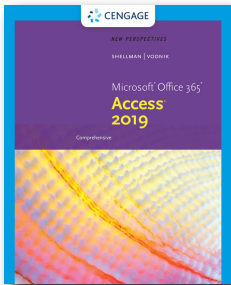
proven two-page layout that allows students to work through an entire task without turning the page. Clear Learning Outcomes outline the skills for each lesson, while large full-color screen images reflect exactly what students see on their own computers. Each module begins with a brief overview of the principles covered in the lesson and introduces a real-world case scenario to engage students and 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.

NEW PERSPECTIVES MICROSOFT® OFFICE 365 & ACCESS® 2019 COMPREHENSIVE

Mark Shellman, *Gaston College*; Sasha Vodnik

© 2020, 768pp, Paperback, 9780357025758

MindTap eBook



Develop the Microsoft® Office 365 and Access 2019 skills students need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in **NEW PERSPECTIVES MICROSOFT OFFICE 365**

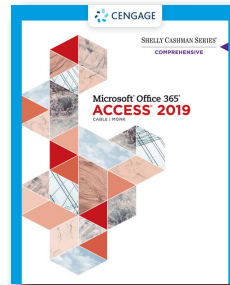
& **ACCESS 2019: COMPREHENSIVE**. Updated with all-new case scenarios, this edition clearly applies the skills students are learning to real-world situations to make concepts even more relevant across the applications and reinforces critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & ACCESS® 2019 COMPREHENSIVE

Sandra Cable, *NA*; Ellen Monk, *University of Delaware*

© 2020, 672pp, Paperback, 9780357026397

MindTap eBook



Introduce your students to the latest advancements that Microsoft® Office and Access® have to offer with **MICROSOFT® OFFICE 365 & ACCESS® 2019: COMPREHENSIVE** -- new to the acclaimed Shelly Cashman Series®. **MICROSOFT® OFFICE 365**

& **ACCESS® 2019: COMPREHENSIVE** continues the series' strong history of innovation with a hallmark learning approach enhanced to address the varied learning styles of today's students. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought, and personalization. This new edition and accompanying resources are designed to engage readers and improve retention 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.

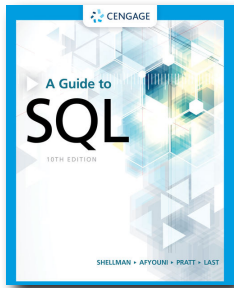
MICROSOFT SQL SERVER

A GUIDE TO SQL, 10E

Mark Shellman; Hassan Afyouni, e-con (Chief Information Officer); Philip J. Pratt, Grand Valley State University; Mary Z. Last

© 2021, 320pp, Paperback, 9780357361689

MindTap eBook



Master today's SQL programming principles and learn how to most effectively apply your SQL skills with Shellman/Afyouni/Pratt/Last's A GUIDE TO SQL, Tenth Edition. This edition's leading approach combines straightforward instruction and extensive hands-on

exercises with a strong foundation and emphasis on today's actual business applications. This edition introduces basic SQL commands in the context of an intriguing, ongoing case in which a business uses SQL to manage orders, items, customers and sales reps. This edition emphasizes how to apply fundamental principles and strengthen your programming practices, regardless of the database environment. You work with examples from the latest versions of MySQL, the world's most popular open source, free database, as well as Oracle® and Microsoft® SQL Server. In addition, MindTap digital learning solution is available to help you strengthen your SQL skills.

DECISION SCIENCES & OPERATIONS MANAGEMENT

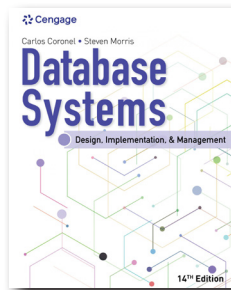
MIS

DATABASE SYSTEMS, 14E Design, Implementation, & Management

Carlos Coronel, Middle Tennessee State University; Steven Morris, Middle Tennessee State University

© 2023, 816pp, Paperback, 9780357673034

MindTap eBook



Using a practical and easy-to-understand approach, Coronel/Morris' DATABASE SYSTEMS: DESIGN, IMPLEMENTATION, & MANAGEMENT, 14th edition, equips students with a solid foundation in database design and implementation. This

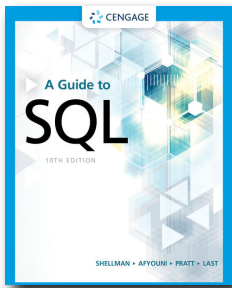
market-leading resource provides in-depth coverage of database design, balancing theory and practice with engaging visuals. The 14th edition offers enhanced coverage of today's most commonly used database systems, including Oracle, MySQL, SQL Server and Microsoft Access. Revised and reorganized chapters highlight SQL, big data analytics, NoSQL and data visualization technologies. In addition, readings, digital homework solutions and interactive auto-graded database labs in the MindTap digital learning platform help students prepare for a successful career in database design and management.

A GUIDE TO SQL, 10E

Mark Shellman; Hassan Afyouni, *e-conn (Chief Information Officer)*; Philip J. Pratt, *Grand Valley State University*; Mary Z. Last

© 2021, 320pp, Paperback, 9780357361689

MindTap eBook



Master today's SQL programming principles and learn how to most effectively apply your SQL skills with Shellman/Afyouni/Pratt/Last's A GUIDE TO SQL, Tenth Edition. This edition's leading approach combines straightforward instruction and extensive hands-on

exercises with a strong foundation and emphasis on today's actual business applications. This edition introduces basic SQL commands in the context of an intriguing, ongoing case in which a business uses SQL to manage orders, items, customers and sales reps. This edition emphasizes how to apply fundamental principles and strengthen your programming practices, regardless of the database environment. You work with examples from the latest versions of MySQL, the world's most popular open source, free database, as well as Oracle® and Microsoft® SQL Server. In addition, MindTap digital learning solution is available to help you strengthen your SQL skills.

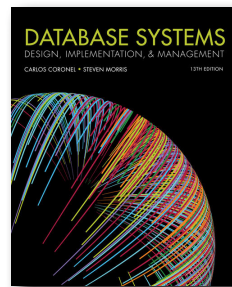
DATABASE SYSTEMS, 13E

Design, Implementation, & Management

Carlos Coronel, *Middle Tennessee State University*; Steven Morris, *Middle Tennessee State University*

© 2019, 816pp, Hardback, 9781337627900

MindTap eBook



Database skills are among the most in-demand IT skills today. Now you can gain a solid foundation in database design and implementation with the practical, easy-to-understand approach in the market-leading DATABASE SYSTEMS: DESIGN, IMPLEMENTATION, AND

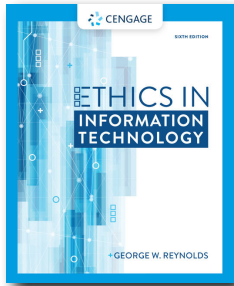
MANAGEMENT, 13E. Diagrams, illustrations, and tables clarify in-depth coverage of database design. You learn the key to successful database implementation as you study how to properly design databases to fit within the larger strategic data environment. Clear, straightforward writing supports an outstanding balance of theory and practice with hands-on skills today's employers want. Revised SQL coverage offers more SQL examples and simpler explanations that focus on the areas most important for a database career. More coverage of Big Data Analytics and NoSQL, including related Hadoop technologies, now provides a stronger hands-on approach.

ETHICS IN INFORMATION TECHNOLOGY, 6E

George Reynolds, *Strayer University*

© 2019, 480pp, Paperback, 9781337405874

MindTap eBook



Preparing for a future in IT? **ETHICS IN INFORMATION TECHNOLOGY, 6E** provides an understanding of the legal, ethical, and societal implications of information technology that you'll need as a successful IT professional. Examine ethical situations in IT and

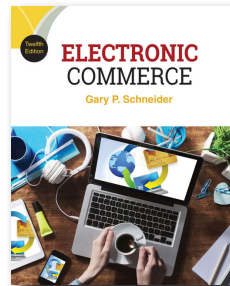
review practical advice for addressing common issues as you study professional codes of ethics, cyberattacks and cybersecurity, security risk assessment, privacy, electronic surveillance, and freedom of expression. You also review Internet censorship, protection of intellectual property, ethical decisions in software systems, IT's impact on society, social networking, and ethics of IT corporations. This book provides a thorough foundation for addressing ethical issues in today's workplace. Business vignettes, Critical-Thinking exercises, thought-provoking Cases and decision-making features prepare you to make key business decisions.

ELECTRONIC COMMERCE, 12E

Gary Schneider

© 2017, 624pp, Paperback, 9781305867819

eBook



Examine the latest developments in online business with cutting-edge coverage, real examples, actual business cases, and hands-on applications found in the market-leading **ELECTRONIC COMMERCE, 12E**. With comprehensive coverage of

emerging strategies and today's most important technologies, this popular book equips you with a solid understanding of the dynamics of this fast-paced industry. The new edition offers thorough discussions of e-commerce growth in the rapidly-developing economies of China, India, and Brazil. You also examine key topics, such as social media and online marketing strategies, technology-enabled outsourcing, and online payment processing systems. New intriguing "Learning From Failure" segments help you draw important lessons from the experiences of actual companies as you review real-world e-commerce practices in action.

INFORMATION SECURITY

HACKING AND COMPUTER PENETRATION TESTING

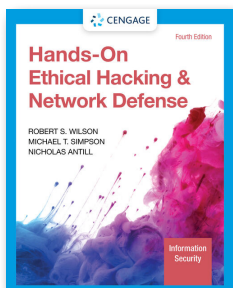
NEW EDITION

HANDS-ON ETHICAL HACKING AND NETWORK DEFENSE, 4E

Nicholas Antill

© 2023, 448pp, Paperback, 9780357509753

MindTap eBook



Wilson/Simpson/Antill's HANDS-ON ETHICAL HACKING AND NETWORK DEFENSE, 4th edition, equips you with the knowledge and skills to protect networks using the tools and techniques of an ethical hacker. The authors explore the concept of

ethical hacking and its practitioners -- explaining their importance in protecting corporate and government data -- and then deliver an in-depth guide to performing security testing. Thoroughly updated, the text covers new security resources, emerging vulnerabilities and innovative methods to protect networks, mobile security considerations, computer crime laws and penalties for illegal computer hacking. A final project brings concepts together in a penetration testing exercise and report, while virtual machine labs, auto-graded quizzes and interactive activities in the online learning platform help further prepare you for your role as a network security professional.

INTERNET

MICROSOFT OUTLOOK

NEW

THE SHELLY CASHMAN SERIES® COLLECTION MICROSOFT® 365® & OFFICE® OUTLOOK COMPREHENSIVE

Hoisington

© 2026, Paperback, 9798214024493

MindTap



Helping you quickly get up to speed, Hoisington's THE SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & OUTLOOK® 2021 COMPREHENSIVE, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for

Mac users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

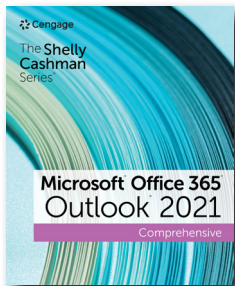
NEW

THE SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & OUTLOOK® 2021 COMPREHENSIVE

Sandra Cable, NA; Steven M. Freund, University of Central Florida; Ellen Monk, University of Delaware; Susan L. Sebok, NA

© 2023, 272pp, Paperback, 9780357677216

MindTap



Helping you quickly get up to speed, Hoisington's THE SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & OUTLOOK® 2021 COMPREHENSIVE, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for

Mac users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

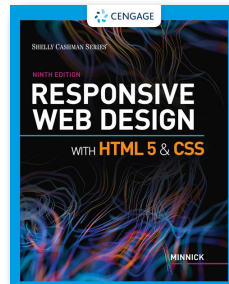
WEB SITE CREATION

RESPONSIVE WEB DESIGN WITH HTML 5 & CSS, 9E

Jessica Minnick, Pasco-Hernando Community College

© 2021, 640pp, Paperback, 9780357423837

MindTap eBook



Equipping you with the most up-to-date tools available, Minnick's RESPONSIVE WEB DESIGN WITH HTML 5 & CSS, 9th edition, teaches you step by step how to design professional quality websites that attract and retain customers. Packed with best practices

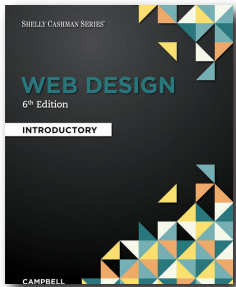
and tips from the pros, the text gives you a solid foundation in HTML, CSS and responsive web design. It shows you how to create one website that automatically adapts to mobile, tablet, laptop and desktop devices as well as large monitors. You will learn how to code a webpage to make a phone call from a mobile device, embed a map, use custom fonts, create shortcut navigation menus, integrate social media to promote a business and more. In addition, you will use popular web framework Bootstrap to create a webpage. Also available: MindTap digital learning solution.

WEB DESIGN, 6E Introductory

Jennifer T. Campbell, NA

© 2018, 256pp, Paperback, 9781337277938

MindTap eBook



Wish you had the skills and knowledge to design powerful websites? Gain the expertise you need right now with WEB DESIGN: INTRODUCTORY, 6E. Learn how to balance target audience expectations, sound design principles, and technical considerations

as you create successful, device- and platform-independent websites. Hands-on, interesting, and practical activities in each chapter check your comprehension, help build your web research skills, and develop your design awareness. You learn how to critically evaluate current issues in today's technology as you examine topics such as search engine optimization (SEO), HTML and responsive web design. WEB DESIGN: INTRODUCTORY, 6E equips you with the key skills you need to develop a solid web design plan of your own in no time.

MEDIA ARTS & DESIGN

DESIGN CONCEPTS

WEB DESIGN, 6E Introductory

Jennifer T. Campbell, NA

© 2018, 256pp, Paperback, 9781337277938

MindTap eBook



Wish you had the skills and knowledge to design powerful websites? Gain the expertise you need right now with WEB DESIGN: INTRODUCTORY, 6E. Learn how to balance target audience expectations, sound design principles, and technical considerations

as you create successful, device- and platform-independent websites. Hands-on, interesting, and practical activities in each chapter check your comprehension, help build your web research skills, and develop your design awareness. You learn how to critically evaluate current issues in today's technology as you examine topics such as search engine optimization (SEO), HTML and responsive web design. WEB DESIGN: INTRODUCTORY, 6E equips you with the key skills you need to develop a solid web design plan of your own in no time.

INTERACTIVE MEDIA DESIGN

WEB DESIGN, 6E

Introductory

Jennifer T. Campbell, NA

© 2018, 256pp, Paperback, 9781337277938

MindTap **eBook**



Wish you had the skills and knowledge to design powerful websites? Gain the expertise you need right now with **WEB DESIGN: INTRODUCTORY, 6E**. Learn how to balance target audience expectations, sound design principles, and technical considerations

as you create successful, device- and platform-independent websites. Hands-on, interesting, and practical activities in each chapter check your comprehension, help build your web research skills, and develop your design awareness. You learn how to critically evaluate current issues in today's technology as you examine topics such as search engine optimization (SEO), HTML and responsive web design. **WEB DESIGN: INTRODUCTORY, 6E** equips you with the key skills you need to develop a solid web design plan of your own in no time.

MIS

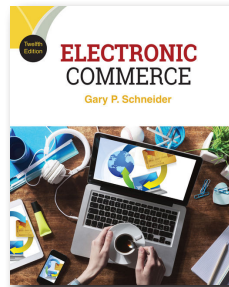
E-COMMERCE

ELECTRONIC COMMERCE, 12E

Gary Schneider

© 2017, 624pp, Paperback, 9781305867819

eBook



Examine the latest developments in online business with cutting-edge coverage, real examples, actual business cases, and hands-on applications found in the market-leading **ELECTRONIC COMMERCE, 12E**. With comprehensive coverage of

emerging strategies and today's most important technologies, this popular book equips you with a solid understanding of the dynamics of this fast-paced industry. The new edition offers thorough discussions of e-commerce growth in the rapidly-developing economies of China, India, and Brazil. You also examine key topics, such as social media and online marketing strategies, technology-enabled outsourcing, and online payment processing systems. New intriguing "Learning From Failure" segments help you draw important lessons from the experiences of actual companies as you review real-world e-commerce practices in action.

ELECTIVES

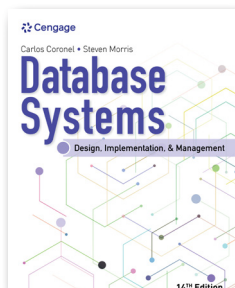
NEW EDITION

DATABASE SYSTEMS: DESIGN, IMPLEMENTATION, & MANAGEMENT, 14E

Carlos Coronel, *Middle Tennessee State University*; Steven Morris, *Middle Tennessee State University*

© 2023, 816pp, Paperback, 9780357673034

MindTap



Database skills are among the most in-demand IT skills. With its practical, accessible approach, Coronel/Morris' market-leading DATABASE SYSTEMS: DESIGN, IMPLEMENTATION, & MANAGEMENT, 14th edition, equips you with a

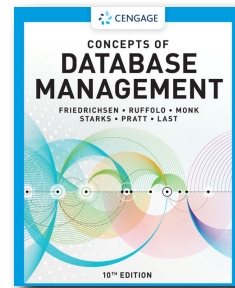
solid foundation in database design and implementation for today's market. The authors blend foundational theory, the latest real-world practices and the skills employers want. Straightforward writing and vivid illustrations make even complex concepts easy to understand. You'll learn the key to successful database implementation as you study how to properly design databases that fit within the larger strategic data environment. Expanded coverage includes big data analytics, NoSQL and data visualization technologies. In addition, the MindTap digital platform gives you real-world, hands-on practice to help you prepare for a successful career in database design and management.

CONCEPTS OF DATABASE MANAGEMENT, 10E

Philip J. Pratt, *Grand Valley State University*; Joseph J. Adamski, *Grand Valley State University*; Ellen Monk, *University of Delaware*; Joy L. Starks, *Indiana University, Purdue University at Indianapolis*

© 2021, 432pp, Paperback, 9780357422083

MindTap eBook



Strengthen your understanding of database management today with the thorough, hands-on presentation found in CONCEPTS OF DATABASE MANAGEMENT, 10th Edition. Real cases, practical examples, helpful

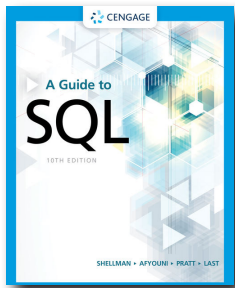
screenshots and concise explanations help clarify concepts, such as database design, data integrity, normalization, concurrent updates, data security and big data. Completely updated content reflects Microsoft® Access 2019, Office 365 standards and SQL Server 2019, while exploring SQL in a database-neutral environment. Detailed coverage presents the relational model (including QBE and SQL), normalization and views as well as database administration and management. You also examine advanced topics, such as distributed databases, data warehouses, stored procedures, triggers, data macros and Web Apps. Completely redesigned MindTap digital resources provide step-by-step practice using Access 2019 with instant feedback. Trust this contemporary introduction to help you master today's database techniques to advance your career in any field.

A GUIDE TO SQL, 10E

Mark Shellman; Hassan Afyouni, e-con (Chief Information Officer); Philip J. Pratt, Grand Valley State University; Mary Z. Last

© 2021, 320pp, Paperback, 9780357361689

MindTap eBook



Master today's SQL programming principles and learn how to most effectively apply your SQL skills with Shellman/Afyouni/Pratt/Last's A GUIDE TO SQL, Tenth Edition. This edition's leading approach combines straightforward instruction and extensive hands-on

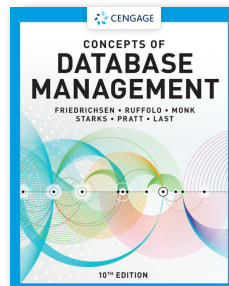
exercises with a strong foundation and emphasis on today's actual business applications. This edition introduces basic SQL commands in the context of an intriguing, ongoing case in which a business uses SQL to manage orders, items, customers and sales reps. This edition emphasizes how to apply fundamental principles and strengthen your programming practices, regardless of the database environment. You work with examples from the latest versions of MySQL, the world's most popular open source, free database, as well as Oracle® and Microsoft® SQL Server. In addition, MindTap digital learning solution is available to help you strengthen your SQL skills.

CONCEPTS OF DATABASE MANAGEMENT, 10E

Philip J. Pratt, Grand Valley State University; Joseph J. Adamski, Grand Valley State University; Ellen Monk, University of Delaware; Joy L. Starks, Indiana University, Purdue University at Indianapolis

© 2021, 432pp, Paperback, 9780357422083

MindTap eBook



Strengthen your understanding of database management today with the thorough, hands-on presentation found in CONCEPTS OF DATABASE MANAGEMENT, 10th Edition. Real cases, practical examples, helpful

screenshots and concise explanations help clarify concepts, such as database design, data integrity, normalization, concurrent updates, data security and big data. Completely updated content reflects Microsoft® Access 2019, Office 365 standards and SQL Server 2019, while exploring SQL in a database-neutral environment. Detailed coverage presents the relational model (including QBE and SQL), normalization and views as well as database administration and management. You also examine advanced topics, such as distributed databases, data warehouses, stored procedures, triggers, data macros and Web Apps. Completely redesigned MindTap digital resources provide step-by-step practice using Access 2019 with instant feedback. Trust this contemporary introduction to help you master today's database techniques to advance your career in any field.

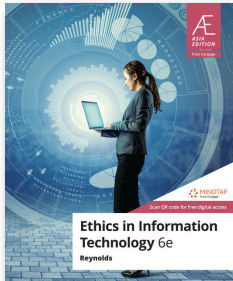
AE ETHICS IN INFORMATION TECHNOLOGY, 6E

George Reynolds, Strayer University

© 2019, 464pp, Paperback, 9789814846363

MindTap

AsiaTitle



Give students an understanding of the legal, ethical, and societal implications of information technology with Reynolds' ETHICS IN INFORMATION TECHNOLOGY, 6E. Thorough coverage highlights notable technology developments

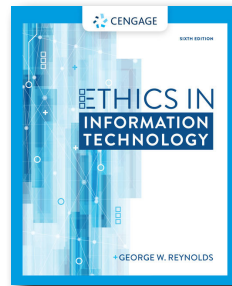
and their impact on business. Students examine professional codes of ethics, cyberattacks and cybersecurity, security risk assessment, privacy, electronic surveillance, and freedom of expression. They also study Internet censorship, protection of intellectual property, quality software systems, IT's impact on society, social networking, and ethics of IT corporations. Unlike other introductory books with brief ethical coverage, this edition provides a thorough foundation for addressing ethical issues in the workplace. Business vignettes, new Critical-Thinking Exercises and Manager's Checklists help students examine ethical situations in IT and address relevant issues.

ETHICS IN INFORMATION TECHNOLOGY, 6E

George Reynolds, Strayer University

© 2019, 480pp, Paperback, 9781337405874

MindTap eBook



Preparing for a future in IT? ETHICS IN INFORMATION TECHNOLOGY, 6E provides an understanding of the legal, ethical, and societal implications of information technology that you'll need as a successful IT professional. Examine ethical situations in IT and

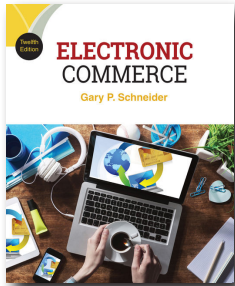
review practical advice for addressing common issues as you study professional codes of ethics, cyberattacks and cybersecurity, security risk assessment, privacy, electronic surveillance, and freedom of expression. You also review Internet censorship, protection of intellectual property, ethical decisions in software systems, IT's impact on society, social networking, and ethics of IT corporations. This book provides a thorough foundation for addressing ethical issues in today's workplace. Business vignettes, Critical-Thinking exercises, thought-provoking Cases and decision-making features prepare you to make key business decisions.

ELECTRONIC COMMERCE, 12E

Gary Schneider

© 2017, 624pp, Paperback, 9781305867819

eBook



Examine the latest developments in online business with cutting-edge coverage, real examples, actual business cases, and hands-on applications found in the market-leading **ELECTRONIC COMMERCE, 12E**. With comprehensive coverage of

emerging strategies and today's most important technologies, this popular book equips you with a solid understanding of the dynamics of this fast-paced industry. The new edition offers thorough discussions of e-commerce growth in the rapidly-developing economies of China, India, and Brazil. You also examine key topics, such as social media and online marketing strategies, technology-enabled outsourcing, and online payment processing systems. New intriguing "Learning From Failure" segments help you draw important lessons from the experiences of actual companies as you review real-world e-commerce practices in action.

INTRODUCTION TO IS/MIS/IT

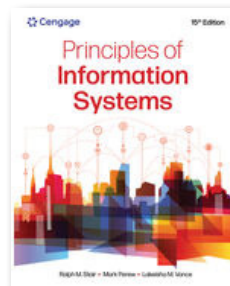
NEW EDITION

PRINCIPLES OF INFORMATION SYSTEMS, 15E

Stair/Reynolds

© 2025, 758pp, Hardback, 9798214000961

MindTap



Develop an understanding of the core principles of information systems (IS) and how these principles make a difference in today's business environment with **Stair/Reynolds' PRINCIPLES OF INFORMATION SYSTEMS, 15E**. Completely

reorganized for clarity and focus, this fresh new edition provides engaging new chapter opening cases and a new chapter on AI and automation. You explore the challenges and risks of cybercrime, hacking, internet of things, and artificial intelligence as you examine the latest IS research and learn from memorable examples. You can even maximize your employability as you learn how to use IS to increase profits and reduce costs in organizations. You study the latest in big data, business intelligence, cloud computing, e-commerce, enterprise systems, mobile computing, strategic planning, and systems development. Powerful tools, such as new ConceptClip videos and You Make the Decision interactive cases in this edition's MindTap digital resources help you further your success.

NEW EDITION

MIS, 11E

Bidgoli

© 2025, 358pp, Paperback, 9780357883860

MindTap



Bidgoli's MIS 11 delivers a thorough introduction to MIS with the most practical and current coverage available. It presents the latest developments in cloud computing, AR/VR/MR, quantum computing, blockchain, strategic information systems, data

lakes, digital citizenship, low code and no code, metaverse platforms and NFTs. Key concepts and skills within each case study and information box are tagged to the corresponding AACSB standards. The robust MindTap digital learning experience includes Use It activities that give students immediate feedback and "You Make the Decision" interactive case studies that place them in role of decision-maker. A micro-course on SQL fundamentals gives students hands-on coding experience. In addition, the author's daily social media posts provide updates on IS/IT applications, new developments, breaking news and IT Jobs -- bringing up-to-the-minute currency to your lectures.

NEW EDITION

AE MIS, 11E

Bidgoli

© 2023, 358pp, Paperback, 9789815119398

MindTap

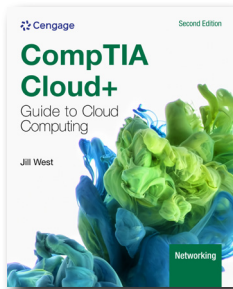


With its practically focused approach, Bidgoli's MIS 11 helps you explore MIS concepts and advancements that will enhance your personal and professional success. Over 130 real-life information boxes and cases illustrate how the materials covered in the text

positively impact your everyday life as well as future career. With this edition's MindTap digital experience, you can strengthen your decision-making skills with "You Make the Decision" interactive case studies that bridge technology and business strategy -- with you as the decision-maker. New concept videos and foundational case studies help you delve deeper into key course concepts, while the micro-course on SQL fundamentals gives you hands-on coding experience. In addition, MindTap's MIS for Life spotlights the latest developments and trends in today's dynamic business world.

NEW EDITION**COMPTIA CLOUD+ GUIDE TO CLOUD COMPUTING, 2E***Jill West, Georgia Northwestern Technical College*

© 2023, 368pp, Hardback, 9780357883457

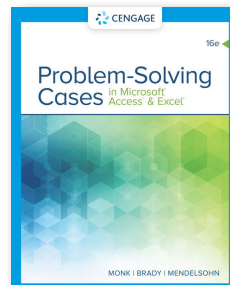


West's COMPTIA CLOUD+ GUIDE TO CLOUD COMPUTING, 2nd Edition, prepares you for certification exam and career success. Fully updated content maps to objectives of the CompTIA Cloud+ (CVO-003) exam, which now has less emphasis on physical host

configuration and more emphasis on cloud infrastructure, management and security. Each module in the second edition is packed with enriching features such as self-check questions, group activities and capstone projects that enable you to sharpen your new skills and knowledge through real design and deployment scenarios. You also can work with three popular cloud platforms: AWS (Amazon Web Services), Microsoft Azure and GCP (Google Cloud Platform). Live virtual machine labs, auto-graded quizzes, videos and hands-on projects in the MindTap digital learning platform provide additional preparation to maximize your success on the exam and well beyond.

PROBLEM SOLVING CASES IN MICROSOFT ACCESS & EXCEL, 16E*Ellen Monk, University of Delaware; Joseph Brady, University of Delaware; Emilio Mendelsohn, University of Delaware*

© 2020, 256pp, Paperback, 9780357138632

eBook

Learn how to analyze and successfully solve today's real business problems using the latest Microsoft® Office Access database management system and the most recent version of Excel spreadsheet tools. Packed with hands-on learning opportunities,

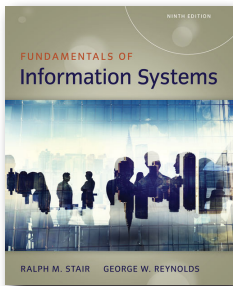
Monk/Brady/Mendelsohn's PROBLEM-SOLVING CASES IN MICROSOFT® ACCESS AND EXCEL, 16E features five individual tutorials designed to build your practical knowledge as you walk step-by-step through the capabilities of each software application. Twelve all-new case studies challenge you to use the software applications to resolve scenarios and problems you are likely to encounter on the job. In addition, a unique emphasis on skill-building integration demonstrates how to use Access and Excel together to resolve challenges within each case. Trust today's most up-to-date, practical guide for mastering critical Access and Excel skills in a business context.

FUNDAMENTALS OF INFORMATION SYSTEMS, 9E

Ralph M. Stair, Professor Emeritus; George Reynolds, Strayer University

© 2018, 560pp, Paperback, 9781337097536

MindTap eBook



Gain an overview of the core principles of IS and how it is practiced today as the concise, nine-chapter FUNDAMENTALS OF INFORMATION SYSTEMS, 9th edition combines the latest research with the most current coverage available. The book

addresses analytics; big data; business intelligence; cloud computing; cybercrime and information system security; e-commerce; enterprise systems; ethical, legal, and social issues of information systems; mobile computing solutions; and systems acquisition and development. You learn how information systems can increase profits and reduce costs as you explore the latest information on artificial intelligence, change management, consumerization of information systems, data governance, energy and environmental concerns, global IS challenges, Internet of Everything, Internet censorship and net neutrality, IS careers, and virtual teams. Leading online MindTap help you further maximize success as an employee, decision maker, and business leader.

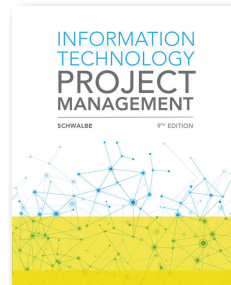
PROJECT MANAGEMENT

INFORMATION TECHNOLOGY PROJECT MANAGEMENT, 9E

Kathy Schwalbe, Augsburg College

© 2019, 672pp, Paperback, 9781337101356

MindTap eBook



Develop a strong understanding of IT project management as you learn to apply today's most effective project management tools and techniques with the unique approach found in Schwalbe's INFORMATION TECHNOLOGY PROJECT

MANAGEMENT, 9E. Examine the latest developments and skills as you prepare for the Project Management Professional (PMP) or Certified Associate in Project Management (CAPM) exams. This edition reflects content from the latest PMBOK® Guide, 6E and the Agile Practice Guide while providing a meaningful context. Examples from familiar companies featured in today's news discussion, exercises and cases reinforce learning. Time-saving template files assist in completing tasks. Agile information, a guide to using Microsoft Project 2016 and MindTap online resources will help you master today's most marketable IT project management skills.

SYSTEMS ANALYSIS AND DESIGN

NEW EDITION

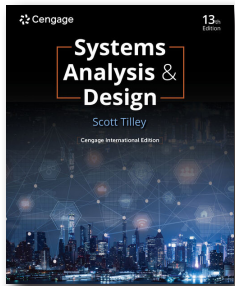
SYSTEMS ANALYSIS AND DESIGN, 13E

Cengage International Edition

Tilley Scott

© 2025, 576pp, Hardback, 9798214405919

MindTap



Tilley's **SYSTEMS ANALYSIS AND DESIGN**, Cengage International Edition, 13th, is a journey through the Systems Development Life Cycle (SDLC), supporting instructors and students with a systematic approach to understanding and

applying the principles and practices of systems development. It covers essential phases from planning and analysis through design and implementation to deployment and security management, with real-world examples and contemporary methodologies. Students learn about emerging technologies such as artificial intelligence (AI) and machine learning (ML), blockchain, cloud computing, cybersecurity and the Internet of Things (IoT). Projects, assignments and end-of-chapter exercises work together to hone your students' skills. Instructor support focuses on important skills and concepts to guide you in helping your students succeed in today's competitive business world.

NEW EDITION

SYSTEMS ANALYSIS AND DESIGN, 13E

Tilley Scott

© 2025, 576pp, Hardback, 9798214001111

MindTap



Discover a practical, streamlined approach to information systems development that focuses on the latest developments with Tilley's **SYSTEMS ANALYSIS AND DESIGN, 13E** and MindTap digital resources. Real examples clearly demonstrate both

traditional and emerging approaches to systems analysis and design, including object-oriented and agile methods. You also study cloud computing and mobile applications as this edition presents an easy-to-follow approach to systems analysis and design. Meaningful projects, insightful assignments and both online and printed exercises emphasize the critical thinking and IT skills that are most important in today's dynamic, business-related environment. New MindTap ConceptClip videos and a new online continuing case further demonstrate concepts for success in today's competitive and rapidly changing business world.

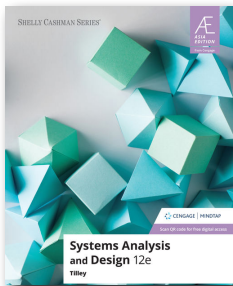
AE SYSTEMS ANALYSIS AND DESIGN, 12E

Scott Tilley, *Florida Institute of Technology*

© 2020, 512pp, Paperback, 9789814878302

MindTap

AsiaTitle



Introduce information systems development with today's latest practical and streamlined approach in Tilley's **SYSTEMS ANALYSIS AND DESIGN, 12E** and MindTap digital resources. Students learn even more about emerging technologies and

methodologies, including agile methods, cloud computing and mobile applications, as this edition provides an easy-to-understand approach to systems analysis and design. Meaningful projects, insightful assignments and end-of-chapter exercises -- within this edition and online -- work together to hone your students' skills. New MindTap ConceptClip videos and a new continuing case complement the book's wealth of real-world examples and work with proven online learning tools to help students master critical thinking and IT skills needed in today's dynamic, business-related environment. Detailed instructor support focuses on the most important skills and concepts to guide you in helping your students succeed in today's competitive business world.

NETWORKING

COMPTIA

NEW EDITION

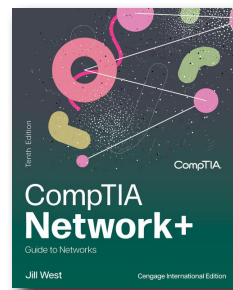
COMPTIA NETWORK+ GUIDE TO NETWORKS, 10E

Cengage International Edition

Jill West, *Georgia Northwestern Technical College*

© 2025, 880pp, Paperback, 9798214405902

MindTap



West's **COMPTIA NETWORK+ GUIDE TO NETWORKS, CENGAGE INTERNATIONAL EDITION, 10th Edition**, corresponds to all objectives on the CompTIA's Network+ N10-009 certification exam, including protocols, topologies, hardware,

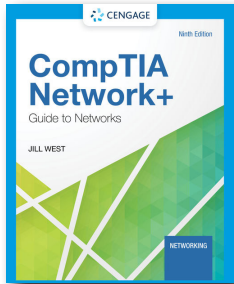
cloud, network design, security and troubleshooting. The latest content meets or surpasses every standard set by the objectives for a coherent scaffolding of skills and ideas that offers in-depth understanding and mastery. A proven, user-friendly structure helps students visualize high-level concepts. New and expanded cloud, virtualization and simulation projects offer experience working with a variety of hardware, software, operating systems and device interactions. Scenario-based questions, discussion prompts and hands-on projects help readers further explore concepts in-depth. MindTap digital resources provide additional exam preparation tools.

COMPTIA NETWORK+ GUIDE TO NETWORKS, 9E

Jill West, Georgia Northwestern Technical College

© 2022, 880pp, Paperback, 9780357508138

MindTap



Master the technical skills and industry knowledge you need to begin an exciting career installing, configuring and troubleshooting computer networks with West's completely updated NETWORK+ GUIDE TO NETWORKS, 9E. This resource thoroughly

prepares you for success on the latest CompTIA's Network+ N10-008 certification exam as content corresponds to all exam objectives, including protocols, topologies, hardware, network design, security and troubleshooting. Detailed, step-by-step instructions as well as cloud, virtualization and simulation projects give you experience working with a variety of hardware, software and operating systems as well as device interactions. Stories from professionals on the job, insightful discussion prompts, hands-on activities, applications and projects all guide you in exploring key concepts in-depth. You gain the problem-solving tools for any computing environment. MindTap digital resources are also available for additional practice and certification prep.

NETWORKING

NEW EDITION

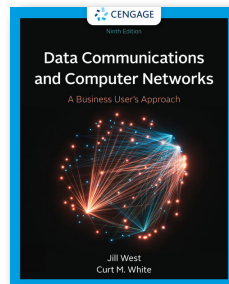
DATA COMMUNICATION AND COMPUTER NETWORKS, 9E

A Business User's Approach

Curt White, DePaul University

© 2023, 456pp, Hardback, 9780357504406

eBook



Whether you are preparing for a career as a business manager, computer programmer or system designer, or you simply want to be an informed home computer user, West's DATA COMMUNICATIONS AND COMPUTER NETWORKS,

9th Edition provides an understanding of the essential features, operations and limitations of today's computer networks. You learn about systems both on premises and in the cloud as the author balances technical concepts with practical, everyday issues. Updates address the latest developments and practices in cloud business principles and security techniques, software-defined networking, 5G, the Internet of Things, data analytics and supporting remote workforces. This edition also covers the CompTIA's Cloud Essentials+ exam to help you prepare for this vendor-neutral, business-oriented cloud computing certification. Hands-on learning features and thought-provoking content also guide you through virtual networking technologies, industry convergence and wired and wireless LAN technologies.

NETWORKING & SECURITY

INTRODUCTION TO NETWORKING

NEW EDITION

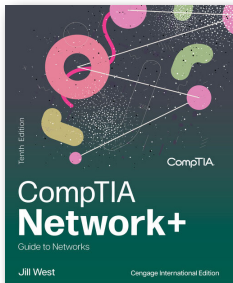
COMPTIA NETWORK+ GUIDE TO NETWORKS, 10E

Cengage International Edition

Jill West, Georgia Northwestern Technical College

© 2025, 880pp, Paperback, 9798214405902

MindTap



West's COMPTIA NETWORK+ GUIDE TO NETWORKS, CENGAGE INTERNATIONAL EDITION, 10th Edition, corresponds to all objectives on the CompTIA's Network+ N10-009 certification exam, including protocols, topologies, hardware,

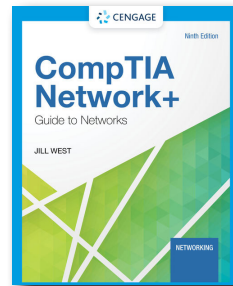
cloud, network design, security and troubleshooting. The latest content meets or surpasses every standard set by the objectives for a coherent scaffolding of skills and ideas that offers in-depth understanding and mastery. A proven, user-friendly structure helps students visualize high-level concepts. New and expanded cloud, virtualization and simulation projects offer experience working with a variety of hardware, software, operating systems and device interactions. Scenario-based questions, discussion prompts and hands-on projects help readers further explore concepts in-depth. MindTap digital resources provide additional exam preparation tools.

COMPTIA NETWORK+ GUIDE TO NETWORKS, 9E

Jill West, Georgia Northwestern Technical College

© 2022, 880pp, Paperback, 9780357508138

MindTap



Master the technical skills and industry knowledge you need to begin an exciting career installing, configuring and troubleshooting computer networks with West's completely updated NETWORK+ GUIDE TO NETWORKS, 9E. This resource thoroughly

prepares you for success on the latest CompTIA's Network+ N10-008 certification exam as content corresponds to all exam objectives, including protocols, topologies, hardware, network design, security and troubleshooting. Detailed, step-by-step instructions as well as cloud, virtualization and simulation projects give you experience working with a variety of hardware, software and operating systems as well as device interactions. Stories from professionals on the job, insightful discussion prompts, hands-on activities, applications and projects all guide you in exploring key concepts in-depth. You gain the problem-solving tools for any computing environment. MindTap digital resources are also available for additional practice and certification prep.

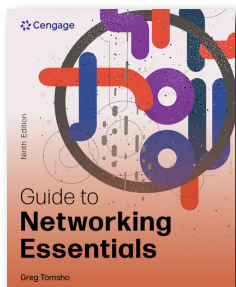
NEW EDITION

GUIDE TO NETWORKING ESSENTIALS, 9E

Greg Tomsho, Yavapai College

© 2026, 638pp, Paperback, 9798214012667

MindTap eBook



Packed with hands-on learning tools, Tomsho's **GUIDE TO NETWORKING ESSENTIALS**, 9th Edition, equips you with the knowledge and skills to work with network infrastructure devices and network operating systems in a small to medium-size

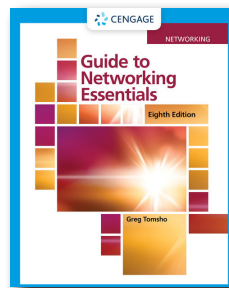
network environment. Focusing on troubleshooting and computer networking technologies, it delivers a comprehensive introduction to network protocols and network devices, including wireless and cybersecurity technologies. It reflects the latest networking technologies and operating systems, covers new Ethernet standards, includes an Internet of Things (IoT) chapter and adds certification mapping to the Microsoft Technology Associate (MTA Exam 98-366) in Networking Fundamentals. Maximizing your success, virtual labs and the MindTap digital learning solution give you ample opportunities to put what you learn into practice and prep for the certification test.

GUIDE TO NETWORKING ESSENTIALS, 8E

Greg Tomsho, Yavapai College

© 2020, 638pp, Paperback, 9780357118283

MindTap eBook



Packed with hands-on learning tools, Tomsho's **GUIDE TO NETWORKING ESSENTIALS**, Eighth Edition, equips you with the knowledge and skills to work with network infrastructure devices and network operating systems in a small to medium-size

network environment. Focusing on troubleshooting and computer networking technologies, it delivers a comprehensive introduction to network protocols and network devices, including wireless and cybersecurity technologies. It reflects the latest networking technologies and operating systems, covers new Ethernet standards, includes an Internet of Things (IoT) chapter and adds certification mapping to the Microsoft Technology Associate (MTA Exam 98-366) in Networking Fundamentals. Maximizing your success, virtual labs and the MindTap digital learning solution give you ample opportunities to put what you learn into practice and prep for the certification test.

NETWORKING

NEW EDITION

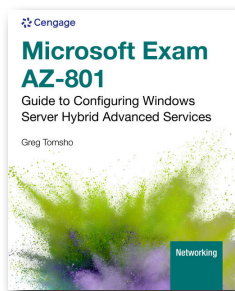
MICROSOFT EXAM AZ-800

Guide to Configuring Windows Server Hybrid Advanced Services

Tomsho

© 2026, 496pp, Paperback, 9798214025636

MindTap



Tomsho's MICROSOFT EXAM AZ-801: GUIDE TO CONFIGURING WINDOWS SERVER HYBRID ADVANCED SERVICES, 1st Edition, is a perfect fit for information technology programs that cover Windows Server and cloud technologies. The Windows

Server Hybrid Administrator Associate is the first new Windows Server-focused certification released by Microsoft since the MCSA Windows Server 2016. The text prepares students for the new Microsoft AZ-801 certification and helps them learn the critical skills of securing the Windows Server operating system and its roles and services, including Active Directory, networking services and storage. Students also learn how to implement server high availability and disaster recovery, migrate workloads, and monitor and troubleshoot Windows servers in both on-premises and Azure hybrid environments. The text focuses on Windows Server 2022, although much of the content is applicable to Windows Server 2016 and higher.

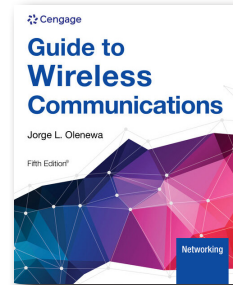
NEW EDITION

GUIDE TO WIRELESS COMMUNICATIONS, 5E

Olenewa

© 2025, Hardback, 9798214001258

MindTap



Learn about the most popular wireless data communications technologies in use today as GUIDE TO WIRELESS COMMUNICATIONS, 5E examines Bluetooth, ZigBee, Wi-Fi, cellular and satellite communications while providing a broad

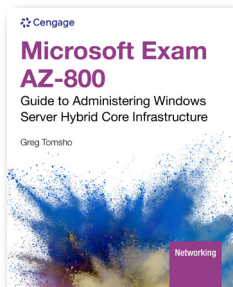
industry perspective. You develop a solid base of knowledge in Wireless Personal Area Networks (WPANs), Wireless Local Area Networks (WLANs), Wireless Metropolitan Area Networks (WMANs), and Wireless Wide Area Networks (WWANs) to help you better understand the most popular wireless communications available today. This book's comprehensive approach to wireless communication technology provides the solid background you need to prepare you for a future career in today's information and communications technology field.

MICROSOFT EXAM AZ-800: GUIDE TO ADMINISTERING WINDOWS SERVER HYBRID CORE INFRASTRUCTURE

Tomsho

© 2024, 576pp, Paperback, 9780357511800

MindTap



Tomsho's MICROSOFT EXAM AZ-800: GUIDE TO ADMINISTERING WINDOWS SERVER HYBRID CORE INFRASTRUCTURE, 1st EDITION, is a timely offering for information technology programs that study Windows Server and cloud

technologies. The Windows Server Hybrid Administrator Associate is the first new Windows Server focused certification released by Microsoft since the MCSA Windows Server 2016. This title, along with Microsoft Exam AZ-801: Guide to Configuring Windows Server Hybrid Advanced Services, prepares students to earn this new Microsoft certification and become successful cloud administrators, server administrators or network engineers. With this title, students learn the critical skills of installing, configuring and managing the Windows Server operating system and its roles and services including Active Directory, DNS, IP address management, remote access, file and storage services and Hyper-V virtualization. Students will work with these services in on-premises and Azure environments.

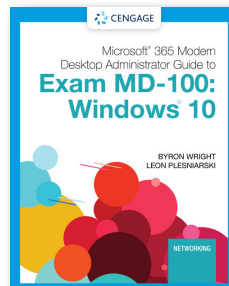
MICROSOFT 365 MODERN DESKTOP ADMINISTRATOR GUIDE TO EXAM MD-100

Windows 10

Byron Wright; Leon Plesniarski

© 2022, 592pp, Paperback, 9780357501757

MindTap



Wright/Plesniarski's MICROSOFT® SPECIALIST GUIDE TO MICROSOFT EXAM MD-100: WINDOWS 10 ensures you are well prepared for the Microsoft® exam as well as a successful career in system administration. Completely up to date, this student-

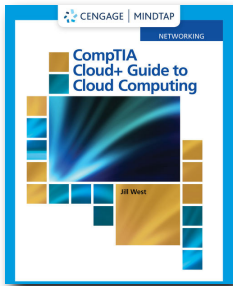
friendly guide walks you step by step through all aspects of installing, configuring and maintaining Windows 10 as a client operating system. Engaging exercises throughout enable you to experience the processes involved in Windows 10 configuration and management -- with plenty of troubleshooting tips that offer solutions to common problems. Review Questions help you prepare for the Microsoft® certification exam, while Case Projects provide practice in situations that must be managed in a live networking environment. Giving you added flexibility, labs can be completed on physical or virtual machines. Also available: MindTap digital learning solution.

COMPTIA CLOUD+ GUIDE TO CLOUD COMPUTING

Jill West, Georgia Northwestern Technical College

© 2021, Hardback, 9780357541395

MindTap

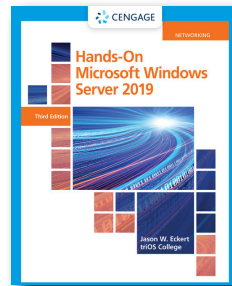


HANDS-ON MICROSOFT® WINDOWS SERVER 2019, 3E

Jason W. Eckert, triOS College

© 2021, 624pp, Paperback, 9780357436158

MindTap



Eckert's HANDS-ON MICROSOFT® WINDOWS® SERVER 2019 equips you with a solid foundation in basic server administration -- no prior experience required. It empowers you with the knowledge to manage servers on small to large networks and

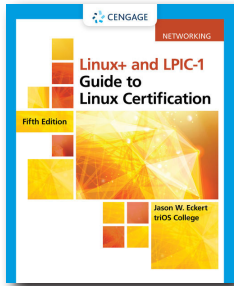
maximize Windows® Server 2019 administration. Using a logical topic flow and step-by-step exercises, it delivers thorough coverage of core Windows® Server 2019 features. You will learn how to deploy Windows® Server 2019 in a variety of different environments -- including those that rely on virtualization and containers -- and how to configure and manage server storage, troubleshoot performance issues and work with common Windows® Server technologies and network services, such as Active Directory, DNS, DHCP, IPAM, file sharing, printing and remote access. Numerous hands-on projects and MindTap activities enable you to put what you learn into real-world practice.

LINUX+ AND LPIC-1 GUIDE TO LINUX CERTIFICATION, 5E

Jason W. Eckert, *triOS College*

© 2020, 768pp, Paperback, 9781337569798

MindTap eBook



Eckert's LINUX+ and LPIC-1 GUIDE TO LINUX CERTIFICATION, 5th Edition, empowers you with the knowledge and skills you need to succeed on CompTIA's Linux®+ (XKO-004) certification exam and the Linux Professional Institute LPIC-1 (101-500

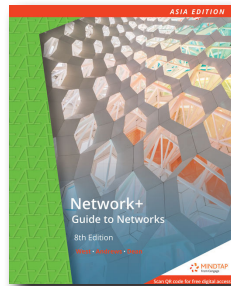
and 102-500) certification exams, as well as in your network administration career. The book covers the latest Linux® distributions, virtualization, containerization and storage technologies. Comprehensive coverage also addresses key job-related networking and security services, including FTP, NFS, Samba, Apache, DNS, DHCP, NTP, Squid, Postfix, SSH, VNC, Spice, RDP, GPG, PostgreSQL and iptables/firewalld. Hands-on projects give you practice using both modern Linux® distributions (Fedora™ 28 and Ubuntu® Server 18.04) and industry's legacy Linux distributions. And with MindTap's live virtual machine labs, you can explore various solutions in a safe, sandbox environment using real Cisco hardware and virtualized Linux operating systems.

AE NETWORK+ GUIDE TO NETWORKS, 8E

Jill West, *Georgia Northwestern Technical College; Tamara Dean; Jean Andrews*

© 2019, 880pp, Paperback, 9789814834643

MindTap
AsiaTitle



Completely updated, West/Dean/Andrews' NETWORK+ GUIDE TO NETWORKS, 8th edition, equips your students with the skills and knowledge to begin an exciting career installing, configuring and troubleshooting computer networks. It thoroughly

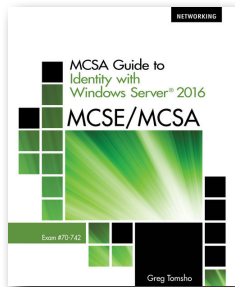
prepares students for success on CompTIA's Network+ N10-007 certification exam with fully mapped coverage of all objectives, including protocols, topologies, hardware, network design, security and troubleshooting. An all-new structure makes essential information easily accessible and helps students visualize high-level concepts. New virtualization-based projects give students experience working with a wider variety of hardware, software, operating systems and device interactions, while "On the Job" stories, Applying Concepts activities, and Hands-On and Capstone Projects help readers further explore chapter concepts. MindTap Networking is also available.

MCSA GUIDE TO IDENTITY WITH WINDOWS SERVER® 2016, EXAM 70-742

Greg Tomsho, Yavapai College

© 2018, 448pp, Paperback, 9781337400893

MindTap eBook



Packed with a wealth of hands-on activities, MCSA GUIDE TO IDENTITY WITH WINDOWS SERVER® 2016, EXAM 70-742 empowers you to successfully pass the MCSE/MCSA certification exam while also equipping you to face the real-world

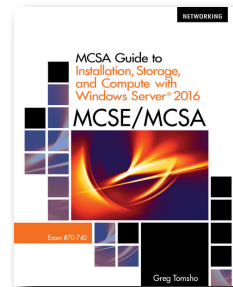
challenges of a Microsoft® networking professional. This engaging full-color presentation emphasizes the skills necessary to configure identity management with Windows Server® 2016. Comprehensive coverage highlights advanced Active Directory configuration and management, Group Policy, Certificate Services, Identity federation, Web Application Proxy and Active Directory Rights Management. Hands-on labs and skill-reinforcing case projects give you plenty of opportunity to apply what you learn to real-world practice.

MCSA GUIDE TO INSTALLATION, STORAGE, AND COMPUTE WITH MICROSOFT® WINDOWS SERVER 2016, EXAM 70-740

Greg Tomsho, Yavapai College

© 2018, 624pp, Paperback, 9781337400664

MindTap eBook



Packed with hands-on activities, MCSA GUIDE TO INSTALLATION, STORAGE, AND COMPUTE WITH MICROSOFT® WINDOWS SERVER® 2016, EXAM 70-740 equips you to pass the MCSE/MCSA certification exam while preparing you

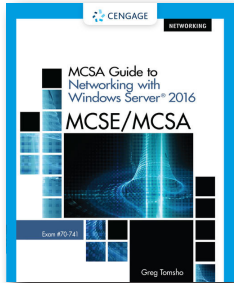
to become a successful Microsoft® networking professional. A clear presentation emphasizes the skills to manage a Windows Server 2016 system and focuses on installation, management, and configuration. Extensive coverage of all exam objectives introduces Windows Server 2016 and covers server installation, server configuration and management, storage and file systems, Hyper-V virtualization, high availability, and server maintenance and monitoring. A full chapter highlights new Nano Server and Windows Containers. Unlike many certification books, this edition goes beyond the certification objectives to provide an understanding of the core technologies built into Windows Server. Hands-on activities focus on virtualization and can be performed in a classroom or within MindTap.

MCSA GUIDE TO NETWORKING WITH WINDOWS SERVER® 2016, EXAM 70-741

Greg Tomsho, Yavapai College

© 2018, 496pp, Paperback, 9781337400787

MindTap eBook



Packed with a wealth of hands-on activities, **NETWORKING WITH WINDOWS SERVER® 2016, EXAM 70-741** empowers you to successfully pass the MCSE/MCSA certification exam while also equipping you to successfully face the

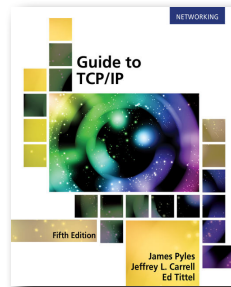
real challenges that you will encounter as a Microsoft® networking professional. This engaging, full-color presentation emphasizes the key skills necessary to manage and configure a Windows Server 2016 network. Comprehensive coverage addresses TCP/IP configuration, including IPv6, DNS configuration, DHCP implementation and management, deploying remote access, configuring distributed network file services, and high performance network solutions. In addition, hands-on labs and meaningful case projects offer extensive opportunities for you to apply what you've learned in real practice.

GUIDE TO TCP/IP, 5E IPv6 and IPv4

James Pyles; Jeffrey L. Carrell ; Ed Tittel

© 2017, 768pp, Paperback, 9781305946958

MindTap eBook



Guide to TCP/IP: IPv6 and IPv4 introduces students to the concepts, terminology, protocols, and services that the Transmission Control Protocol/Internet Protocol (TCP/IP) suite uses to make the Internet work. This text stimulates hands-on skills development by not only

describing TCP/IP capabilities, but also by encouraging students to interact with protocols. It provides the troubleshooting knowledge and tools that network administrators and analysts need to keep their systems running smoothly. Guide to TCP/IP covers topics ranging from traffic analysis and characterization, to error detection, security analysis and more. Both IPv6 and IPv4 are covered in detail.

SECURITY

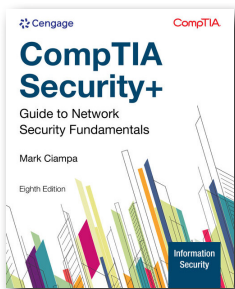
NEW EDITION

COMPTIA SECURITY+ GUIDE TO NETWORK SECURITY FUNDAMENTALS, 8E

Ciampa

© 2025, Paperback, 9798214000633

MindTap



Reflecting the latest developments and emerging trends from the field, **COMPTIA SECURITY+ GUIDE TO NETWORK SECURITY FUNDAMENTALS**, Seventh Edition, helps you prepare for professional certification -- and career success. The

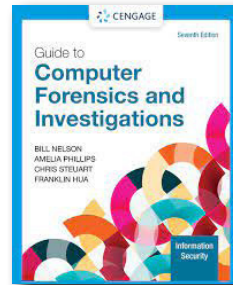
text fully maps to the new CompTIA Security+ SY0-601 Certification Exam, providing thorough coverage of all domain objectives. In addition to its comprehensive coverage of the fundamental essentials of network and computer security, the seventh edition includes expanded coverage of security evaluations, embedded device and Internet of Things (IoT) security, and cloud and virtualization security. Practical, Hands-On Projects, case activities and online virtual labs help you put what you learn into real-world practice, while the innovative Information Security Community Site connects you to up-to-the-minute news and insights from the information security field.

GUIDE TO COMPUTER FORENSICS AND INVESTIGATIONS, 7E

Bill Nelson, IT Forensics, Inc.; Amelia Phillips, Highline Community College; Christopher Steuart, ITForensics, Inc. and University of Washington

© 2024, 768pp, Paperback, 9780357672884

MindTap



Master the skills you need to conduct a successful digital investigation with Nelson/Phillips/Steuart/Hua's **GUIDE TO COMPUTER FORENSICS AND INVESTIGATIONS**, 7th Edition. Combining the latest advances in computer forensics with all-

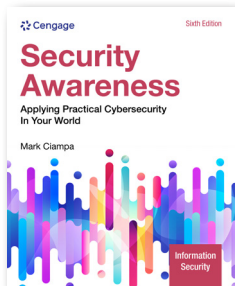
encompassing topic coverage, authoritative information from seasoned experts and real-world applications, you get the most comprehensive forensics resource available. While other resources offer an overview of the field, the hands-on learning in **GUIDE TO COMPUTER FORENSICS AND INVESTIGATIONS** teaches you the tools and techniques of the trade, introducing you to every step of the digital forensics investigation process, from lab setup to testifying in court. Designed to provide the most modern approach to the ins and outs of the profession of digital forensics investigation, it is appropriate for learners new to the field and an excellent refresher and technology update for current law enforcement, investigations or information security professionals.

SECURITY AWARENESS: APPLYING PRACTICAL CYBERSECURITY IN YOUR WORLD, 6E

Mark Ciampa, *Western Kentucky University*

© 2024, 192pp, Paperback, 9780357883761

eBook



Designed to provide you with the knowledge and skills needed to protect your technology devices from increasingly sophisticated cyberattacks, SECURITY AWARENESS: APPLYING PRACTICAL CYBERSECURITY IN YOUR WORLD, 6th

EDITION continues to present the same practical information that has made previous editions so popular. For most students, practical cybersecurity poses daunting challenges: Do I need antivirus software? How can I manage all my passwords? Can I prevent a ransomware attack? Is there a way to make my Web browser secure? What are patches? This text is designed to help you understand the answers to these questions and to protect your devices and even Wi-Fi networks from cyberattacks. In addition, hands-on projects and case studies give you the opportunity to test your knowledge and apply what you have learned.

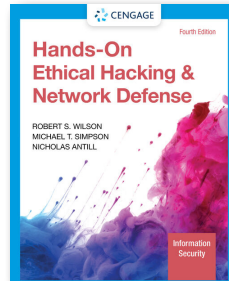
NEW EDITION

HANDS-ON ETHICAL HACKING AND NETWORK DEFENSE, 4E

Nicholas Antill

© 2023, 448pp, Paperback, 9780357509753

MindTap eBook



Wilson/Simpson/Antill's HANDS-ON ETHICAL HACKING AND NETWORK DEFENSE, 4th edition, equips you with the knowledge and skills to protect networks using the tools and techniques of an ethical hacker. The authors explore the concept of

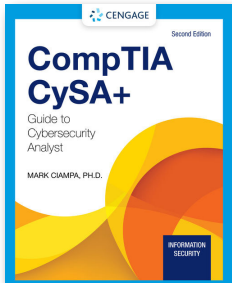
ethical hacking and its practitioners -- explaining their importance in protecting corporate and government data -- and then deliver an in-depth guide to performing security testing. Thoroughly updated, the text covers new security resources, emerging vulnerabilities and innovative methods to protect networks, mobile security considerations, computer crime laws and penalties for illegal computer hacking. A final project brings concepts together in a penetration testing exercise and report, while virtual machine labs, auto-graded quizzes and interactive activities in the online learning platform help further prepare you for your role as a network security professional.

COMPTIA CYSA+ GUIDE TO CYBERSECURITY ANALYST (CS0-002), 2E

Mark Ciampa, Western Kentucky University

© 2022, 976pp, Hardback, 9780357678091

MindTap



Develop the advanced cybersecurity knowledge and skills for success on the latest CompTIA Cybersecurity Analyst certification exam (CySA+ CS0-002) with Ciampa's COMPTIA CYSA+ GUIDE TO CYBERSECURITY ANALYST (CS0-002), 2nd

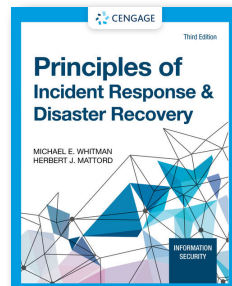
Edition. Updated, "stair-stepped" content builds on material you've previously mastered as you learn to analyze and interpret threat intelligence data, identify and address both external and internal vulnerabilities and respond effectively to cyber incidents. Each module opens with an actual, recent cybersecurity event that provides context for the information that follows. Quick review questions help test your understanding as you progress through content that completely maps to the latest CySA+ CS0-002 certification. MindTap digital resources offer additional tools to boost understanding and performance. Each module culminates with hands-on Live Virtual Machine Labs that allow you to troubleshoot, practice, explore and try different solutions in a safe, sandbox environment.

PRINCIPLES OF INCIDENT RESPONSE & DISASTER RECOVERY, 3E

Michael E. Whitman - Ph. D., CISM, CISSP, Michael J. Coles College of Business, Kennesaw State University; Herbert J. Mattord - MBA, CISM, CISSP, Michael J. Coles College of Business, Kennesaw State University

© 2022, 624pp, Paperback, 9780357508329

MindTap



Learn how to identify vulnerabilities within computer networks and implement countermeasures that mitigate risks and damage with Whitman/Mattord's PRINCIPLES OF INCIDENT RESPONSE & DISASTER RECOVERY, 3rd Edition.

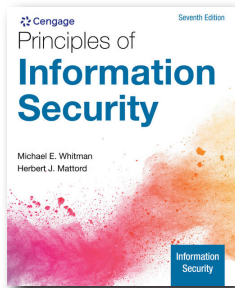
This edition offers the knowledge you need to help organizations prepare for and avert system interruptions and natural disasters. Comprehensive coverage addresses information security and IT in contingency planning today. Updated content focuses on incident response and disaster recovery. You examine the complexities of organizational readiness from an IT and business perspective with emphasis on management practices and policy requirements. You review industry's best practices for minimizing downtime in emergencies and curbing losses during and after system service interruptions. This edition includes the latest NIST knowledge, expanded coverage of security information and event management (SIEM) and unified threat management, and more explanations of cloud-based systems and Web-accessible tools to prepare you for success.

PRINCIPLES OF INFORMATION SECURITY, 7E

Michael E. Whitman - Ph. D., CISM, CISSP, Michael J. Coles College of Business, Kennesaw State University; Herbert J. Mattord - MBA, CISM, CISSP, Michael J. Coles College of Business, Kennesaw State University

© 2022, 752pp, Paperback, 9780357506431

MindTap



Discover the latest trends, developments and technology in information security with Whitman/Mattord's market-leading **PRINCIPLES OF INFORMATION SECURITY, 7th Edition**. Designed specifically to meet the needs of

information systems students like you, this edition's balanced focus addresses all aspects of information security, rather than simply offering a technical control perspective. This overview explores important terms and examines what is needed to manage an effective information security program. A new module details incident response and detection strategies. In addition, current, relevant updates highlight the latest practices in security operations as well as legislative issues, information management toolsets, digital forensics and the most recent policies and guidelines that correspond to federal and international standards. MindTap digital resources offer interactive content to further strength your success as a business decision-maker.

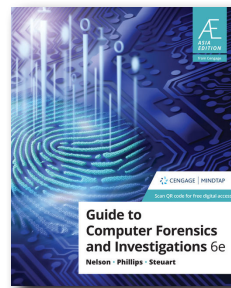
AE GUIDE TO COMPUTER FORENSICS AND INVESTIGATIONS, 6E

Bill Nelson; Amelia Phillips, Highline Community College; Christopher Steuart

© 2019, 768pp, Paperback, 9789814878067

MindTap

AsiaTitle



Providing authoritative information, powerful instructor resources and real-world student applications, Nelson/Phillips/Steuart's **GUIDE TO COMPUTER FORENSICS AND INVESTIGATIONS, Sixth Edition** delivers the most

comprehensive forensics resource available. This proven author team's wide-ranging areas of expertise mirror the breadth of coverage in the text, which focuses on techniques and practices for gathering and analyzing evidence used to solve crimes involving computers and other digital devices. Providing clear instruction on the tools and techniques of the trade, it introduces readers to every step of the computer forensics investigation—from lab setup to testifying in court. It also details how to use current forensics software and provides free demo downloads of popular tools like FTK Imager for use with Case Projects and Hands-On Projects. MindTap Computing is also available.

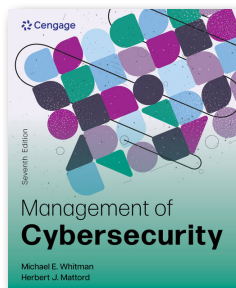
NEW EDITION

MANAGEMENT OF INFORMATION SECURITY, 7E

Michael E. Whitman - Ph. D., CISM, CISSP, Michael J. Coles College of Business, Kennesaw State University; Herbert J. Mattord - MBA, CISM, CISSP, Michael J. Coles College of Business, Kennesaw State University

© 2026, 672pp, Paperback, 9798214011738

MindTap



Equip students with a management-focused overview of cybersecurity and tools to administer it with Whitman/Mattord's *Management of Cybersecurity*, 7th Edition. Rapidly advancing digital landscapes require students to recognize threats and

vulnerabilities in existing systems to manage the use of information securely and support organizational goals. Robust security programs are needed to safeguard networks against a constant surge of emerging threats, persistent attacks and evolving cybercriminal sophistication, revealing vulnerabilities in existing technologies. The text provides a comprehensive approach to administering and managing secure computing environments. Up-to-date content on NIST, ISO standards and security governance incorporates industry developments. It addresses ransomware, cloud computing and the Internet of Things as well as emerging concerns like blockchain and AI.

OFFICE SUITES

OFFICE SUITES & APPLICATIONS

NEW EDITION

THE SHELLY CASHMAN SERIES® COLLECTION MICROSOFT® 365® & OFFICE® WINDOWS 12 COMPREHENSIVE

Vermaat

© 2026, Paperback, 9798214024455

MindTap



NEW EDITION

NEW PERSPECTIVES MICROSOFT® 365® & OFFICE® INTRODUCTORY

Campbell/Carey/Shaffer/Shellman

© 2025, Hardback, 9798214001258

MindTap



Using a unique in-depth, case-based approach, Campbell/Carey/Shaffer/Shellman's THE NEW PERSPECTIVES MICROSOFT® 365® & OFFICE® INTRODUCTORY, FIRST EDITION, thoroughly prepares you for the

Microsoft Office Specialist (MOS) certification exam and success in your future career. As you apply Microsoft Office skills to real-world business scenarios based on data from market insights, you will sharpen your critical-thinking and problem-solving skills. Professional tips and insights incorporated throughout provide context and relevancy to real-world practice, while ProSkills Boxes help strengthen your employability skills, including written and verbal communication. The text also offers updated coverage of Microsoft 365 features as well as enhanced support for Mac users. In addition, Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives.

NEW EDITION

NEW PERSPECTIVES COLLECTION, MICROSOFT® 365® & OFFICE®

Campbell/Carey/Shaffer/Shellman

© 2025, Hardback, 9780357882122

MindTap



Using a unique in-depth, case-based approach, Campbell/Shaffer/Carey/Shellman's NEW PERSPECTIVES MICROSOFT® 365® & OFFICE® INTERMEDIATE, FIRST EDITION, thoroughly prepares you for the

Microsoft Office Specialist (MOS) certification exam and success in your future career. As you apply Microsoft Office skills to real-world business scenarios based on data from market insights, you will sharpen your critical-thinking and problem-solving skills. Professional tips and insights incorporated throughout provide context and relevancy to real-world practice, while ProSkills Boxes help strengthen your employability skills, including written and verbal communication. The text also offers updated coverage of Microsoft 365 features as well as enhanced support for Mac users. In addition, Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives.

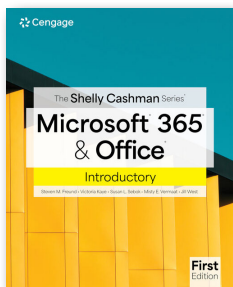
NEW EDITION

THE SHELLY CASHMAN SERIES® MICROSOFT® 365® & OFFICE® INTRODUCTORY

Freund/Wilson/Sebok/Vermaat/West

© 2025, Hardback, 9780357881408

MindTap



Freund/Kaye/Sebok/Vermaat/West's THE SHELLY CASHMAN SERIES? MICROSOFT? 365? & OFFICE? INTRODUCTORY, 1st Edition, includes the most recent features of Microsoft 365 and enhanced support for Mac users in introductory-

level modules. The trademark step-by-step, screen-by-screen, project-based approach encourages students to expand their understanding of Office applications through experimentation and critical thinking. Students engage with real-world scenarios based on data from market insights to reinforce critical skills that align to Microsoft Office Specialist (MOS) certification objectives. In addition, MindTap and updated SAM (Skills Assessment Manager) digital resources are available to guide additional study and ensure successful results.

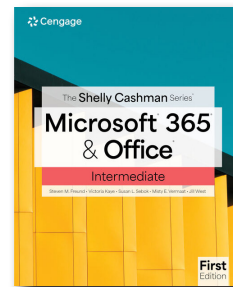
NEW EDITION

THE SHELLY CASHMAN SERIES® MICROSOFT® 365® & OFFICE® INTERMEDIATE

Freund/Wilson/Sebok/Vermaat/West

© 2025, Hardback, 9780357881446

MindTap



Freund/Kaye/Sebok/Vermaat/West's THE SHELLY CASHMAN SERIES? MICROSOFT? 365? & OFFICE? INTERMEDIATE, 1st Edition, includes the most recent features of Microsoft 365. The trademark step-by-step, screen-by-screen,

project-based approach encourages students to expand their understanding of Office applications through experimentation and critical thinking. Students engage with real-world scenarios based on data from market insights to reinforce critical skills that align to Microsoft Office Specialist (MOS) certification objectives. In addition, MindTap and updated SAM (Skills Assessment Manager) digital resources are available to guide additional study and ensure successful results.

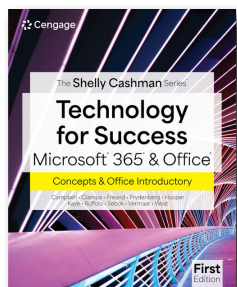
NEW EDITION

**TECHNOLOGY FOR SUCCESS AND
THE SHELLY CASHMAN SERIES®
MICROSOFT® 365® & OFFICE®**

Campbell/Ciampa/Freund/Wilson/Ruffolo/Sebok/Vermaat

© 2025, Hardback, 9780357881514

MindTap



Campbell/Ciampa/Freund/Frydenberg/Hooper/Kaye/Ruffolo/Sebok/Vermaat/West's TECHNOLOGY FOR SUCCESS & THE SHELLY CASHMAN SERIES? MICROSOFT? 365? & OFFICE? INTRODUCTORY, 1st Edition, engages students

in the history, use and concepts of technology. Modules begin with scenarios introducing how concepts are used. Module content is mapped to high-level learning objectives such as databases, networking, hardware, software, the web and digital communication. Objectives are broken into tasks and topics focused on the interaction or use of the technology. Topics include the digital divide, the use of technology in the professional world, applying information literacy skills to web searches, computer safety, health and legal and ethical responsibilities of being a digital citizen. Apply Your Skills exercises appear at the end of each module, inviting students to explore what they have learned.

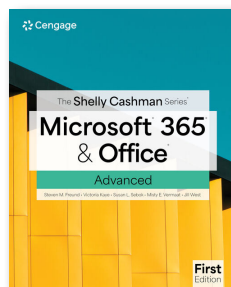
NEW EDITION

**THE SHELLY CASHMAN SERIES®
MICROSOFT® 365® & OFFICE®
ADVANCED**

Freund/Wilson/Sebok/Vermaat/West

© 2025, Hardback, 9780357884102

MindTap



Freund/Kaye/Sebok/Vermaat/West's THE SHELLY CASHMAN SERIES? MICROSOFT? 365? & OFFICE? ADVANCED, 1st Edition, includes the most recent features of Microsoft 365. The trademark step-by-step, screen-by-screen,

project-based approach encourages students to expand their understanding of Office applications through experimentation and critical thinking. Students engage with real-world scenarios based on data from market insights to reinforce critical skills that align to Microsoft Office Specialist (MOS) certification objectives. In addition, MindTap and updated SAM (Skills Assessment Manager) digital resources are available to guide additional study and ensure successful results.

NEW

ILLUSTRATED SERIES® COLLECTION, MICROSOFT® 365® & OFFICE® 2021 ADVANCED

David Beskeen, NA; Carol M. Cram, Capilano College; Jennifer Duffy, NA; Lisa Friedrichsen, Johnson County Community College

© 2023, Paperback, 9780357675007

MindTap



Including the latest Microsoft 365 features and enhanced support for Mac users, Cengage's Illustrated Series® Collection, Microsoft® 365® & Office® 2021 Advanced, 1st edition, helps you quickly master the nuances of Microsoft® Office. Its concise, student-

friendly approach uses a proven two-page layout that allows you to work through an entire task without turning the page. Each module begins with a brief overview of the principles covered while large, full-color screen images illustrate what you see on your computer. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, and module scenarios are based on Burning Glass market insights data -- helping you sharpen the critical skills you need for real-world success. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

NEW

ILLUSTRATED SERIES® COLLECTION, MICROSOFT® 365® & OFFICE® 2021 INTERMEDIATE

David Beskeen, NA; Carol M. Cram, Capilano College; Jennifer Duffy, NA; Lisa Friedrichsen, Johnson County Community College

© 2023, 496pp, Paperback, 9780357674963

MindTap



Including the latest Microsoft 365 features and enhanced support for Mac users, Cengage's Illustrated Series® Collection, Microsoft® 365® & Office® 2021 Intermediate, 2nd edition, helps you quickly master the nuances of Microsoft® Office. Its

concise, student-friendly approach uses a proven two-page layout that allows you to work through an entire task without turning the page. Each module begins with a brief overview of the principles covered while large, full-color screen images illustrate what you see on your computer. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, and module scenarios are based on Burning Glass market insights data -- helping you sharpen the critical skills you need for real-world success. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

NEW

**ILLUSTRATED SERIES® COLLECTION,
MICROSOFT® 365® & OFFICE® 2021
INTRODUCTORY**

David Beskeen, NA; Carol M. Cram, Capilano College; Jennifer Duffy, NA; Lisa Friedrichsen, Johnson County Community College

© 2023, 448pp, Paperback, 9780357674925

MindTap



Including the latest Microsoft 365 features and enhanced support for Mac users, Cengage's Illustrated Series® Collection, Microsoft® 365® & Office® 2021 Introductory, 1st edition, helps you quickly master the nuances of Microsoft® Office. Its

concise, student-friendly approach uses a proven two-page layout that allows you to work through an entire task without turning the page. Each module begins with a brief overview of the principles covered while large, full-color screen images illustrate what you see on your computer. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, and module scenarios are based on Burning Glass market insights data -- helping you sharpen the critical skills you need for real-world success. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

NEW

**NEW PERSPECTIVES COLLECTION,
MICROSOFT® 365® & OFFICE® 2021
ADVANCED**

Patrick Carey, Westminster Kingsway College; Ann Shaffer; Jennifer T. Campbell, NA

© 2023, 824pp, Paperback, 9780357672167

MindTap



Using a unique in-depth, case-based approach, Cengage's NEW PERSPECTIVES COLLECTION, MICROSOFT® 365® & OFFICE® 2021 ADVANCED thoroughly prepares you for the Microsoft® Office® Specialist (MOS)

certification exam and success in your future career. As you apply Microsoft® Office® skills to real-world business scenarios based on Burning Glass market insights, you will sharpen your critical-thinking and problem-solving skills. Professional tips and insights incorporated throughout provide context and relevancy to real-world practice, while ProSkills Boxes help strengthen your employability skills, including written and verbal communication. The text also offers updated coverage of Microsoft® 365® features and enhanced support for Mac users. In addition, MindTap and up-to-date SAM (Skills Assessment Manager) online resources provide interactive study tools to help maximize your study time -- and results.

NEW

NEW PERSPECTIVES COLLECTION, MICROSOFT® 365® & OFFICE® 2021 INTERMEDIATE

Cengage Learning; Ann Shaffer; Jennifer T. Campbell, NA

© 2023, 840pp, Paperback, 9780357672129

MindTap eBook



Using a unique in-depth, case-based approach, Cengage's NEW PERSPECTIVES COLLECTION, MICROSOFT® 365® & OFFICE® 2021 INTERMEDIATE thoroughly prepares you for the Microsoft® Office® Specialist

(MOS) certification exam -- and success in your future career. As you apply Microsoft® Office® skills to real-world business scenarios based on Burning Glass market insights, you will sharpen your critical-thinking and problem-solving skills. Professional tips and insights incorporated throughout provide context and relevancy to real-world practice, while ProSkills Boxes help strengthen your employability skills, including written and verbal communication. Updated coverage of Microsoft® 365® features and enhanced support for Mac users are also included. In addition, MindTap and up-to-date SAM (Skills Assessment Manager) online resources provide interactive study tools to help maximize your study time -- and results.

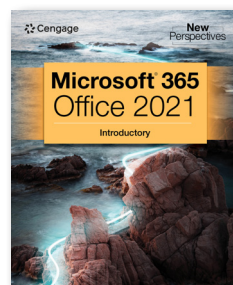
NEW

NEW PERSPECTIVES COLLECTION, MICROSOFT® 365® & OFFICE® 2021 INTRODUCTORY

Cengage Learning; Ann Shaffer; Jennifer T. Campbell, NA

© 2023, 1032pp, Paperback, 9780357672082

MindTap eBook



Using a unique in-depth, case-based approach, Cengage's NEW PERSPECTIVES COLLECTION, MICROSOFT® 365® & OFFICE® 2021 INTRODUCTORY prepares you for the Microsoft® Office® Specialist (MOS)

certification exam -- and success in your future career. As you apply Microsoft® Office® skills to real-world business scenarios based on Burning Glass market insights, you will sharpen your critical-thinking and problem-solving skills. Professional tips and insights incorporated throughout provide context and relevancy to real-world practice, while ProSkills Boxes help strengthen your employability skills, including written and verbal communication. Updated coverage of Microsoft® 365® features and enhanced support for Mac users are also included. In addition, MindTap and up-to-date SAM (Skills Assessment Manager) online resources provide interactive study tools to help maximize your study time -- and results.

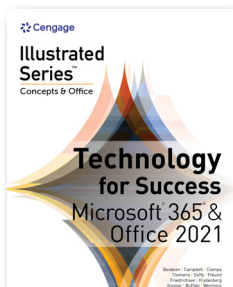
NEW

TECHNOLOGY FOR SUCCESS AND ILLUSTRATED SERIES® COLLECTION, MICROSOFT® 365® & OFFICE® 2021

David Beskeen, NA; Jennifer T. Campbell, NA

© 2023, 624pp, Paperback, 9780357675038

MindTap



Including the latest Microsoft 365 features and enhanced support for Mac users, Cengage's Technology for Success and Illustrated Series® Collection, Microsoft® 365® & Office® 2021, 1st edition, helps you quickly master the nuances of Microsoft® Office. Its

concise, student-friendly approach uses a proven two-page layout that allows you to work through an entire task without turning the page. Each module begins with a brief overview of the principles covered while large, full-color screen images illustrate what you see on your computer. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, and module scenarios are based on Burning Glass market insights data -- helping you sharpen the critical skills you need for real-world success. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

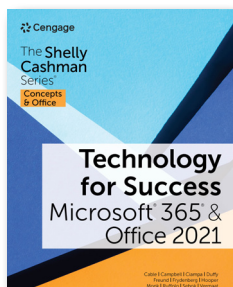
NEW

TECHNOLOGY FOR SUCCESS AND THE SHELLY CASHMAN SERIES® MICROSOFT® 365® & OFFICE® 2021

Sandra Cable, NA; Jennifer T. Campbell, NA; Mark Ciampa, Western Kentucky University; Barbara Clemens

© 2023, 992pp, Paperback, 9780357676929

MindTap



Helping you quickly get up to speed, TECHNOLOGY FOR SUCCESS AND THE SHELLY CASHMAN SERIES® MICROSOFT® 365® & OFFICE® 2021, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac

users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

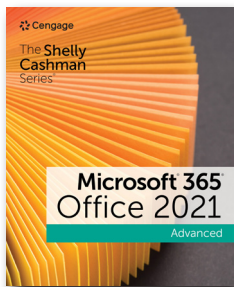
NEW

THE SHELLY CASHMAN SERIES® MICROSOFT® 365® & OFFICE® 2021 ADVANCED

Sandra Cable, NA; Steven M. Freund, University of Central Florida; Ellen Monk, University of Delaware; Susan L. Sebok, NA

© 2023, 976pp, Paperback, 9780357892374

MindTap



Helping you quickly get up to speed, Cengage's SHELLY CASHMAN SERIES® MICROSOFT® 365® & OFFICE® 2021 ADVANCED, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac

users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

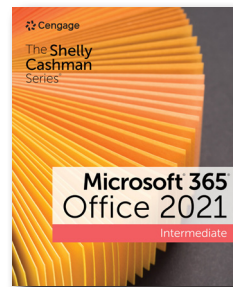
NEW

THE SHELLY CASHMAN SERIES® MICROSOFT® 365® & OFFICE® 2021 INTERMEDIATE

Sandra Cable, NA; Steven M. Freund, University of Central Florida; Ellen Monk, University of Delaware; Susan L. Sebok, NA

© 2023, 1056pp, Paperback, 9780357676837

MindTap



Helping you quickly get up to speed, THE SHELLY CASHMAN SERIES® MICROSOFT® 365® & OFFICE® 2021 INTERMEDIATE, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac

users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

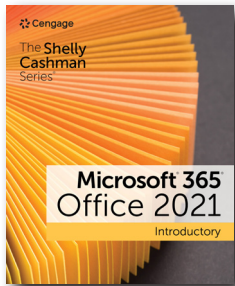
NEW

THE SHELLY CASHMAN SERIES® MICROSOFT® 365® & OFFICE® 2021 INTRODUCTORY

Sandra Cable, NA; Steven M. Freund, University of Central Florida; Ellen Monk, University of Delaware; Susan L. Sebok, NA

© 2023, 816pp, Paperback, 9780357676783

MindTap eBook



Helping you quickly get up to speed, THE SHELLY CASHMAN SERIES® MICROSOFT® 365® & OFFICE® 2021 INTRODUCTORY, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac

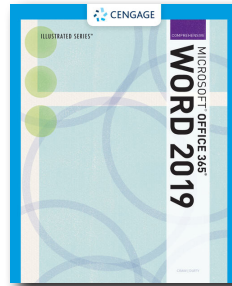
users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

ILLUSTRATED MICROSOFT® OFFICE 365® & WORD 2019 COMPREHENSIVE

Jennifer Duffy, NA; Carol M. Cram, Capilano College

© 2020, 456pp, Paperback, 9780357025727

MindTap eBook



Now students can master the nuances of Microsoft® Office quickly with ILLUSTRATED MICROSOFT® OFFICE 365 & WORD 2019 COMPREHENSIVE, part of today's popular Illustrated Series. This focused, user-friendly approach uses a

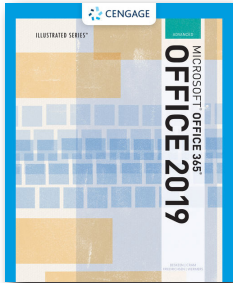
proven two-page layout that allows students to work through an entire task without turning the page. Clear Learning Outcomes outline the skills for each lesson, while large full-color screen images reflect exactly what students see on their own computers. Each module begins with a brief overview of the principles covered in the lesson and introduces a real-world case scenario to engage students and 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.

ILLUSTRATED MICROSOFT®OFFICE 365 & OFFICE 2019 ADVANCED

David Beskeen, NA; Carol M. Cram, Capilano College; Jennifer Duffy, NA; Lisa Friedrichsen, Johnson County Community College

© 2020, 664pp, Paperback, 9780357360132

MindTap eBook



Now students can master the nuances of Microsoft® Office quickly with ILLUSTRATED MICROSOFT® OFFICE 2019 & OFFICE 365 ADVANCED, part of today's popular Illustrated Series. This focused, user-friendly approach uses a proven

two-page layout that allows students to work through an entire task without turning the page. Clear Learning Outcomes outline the skills for each lesson, while large full-color screen images reflect exactly what students see on their own computers. Each module begins with a brief overview of the principles covered in the lesson and introduces a real-world case scenario to engage students and 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.

ILLUSTRATED MICROSOFT®OFFICE 365 & OFFICE 2019 INTERMEDIATE

David Beskeen, NA; Carol M. Cram, Capilano College; Jennifer Duffy, NA; Lisa Friedrichsen, Johnson County Community College

© 2020, 664pp, Paperback, 9780357360088

MindTap eBook



Now students can master the nuances of Microsoft® Office quickly with ILLUSTRATED MICROSOFT® OFFICE 2019 & OFFICE 365 INTERMEDIATE, part of today's popular Illustrated Series. This focused, user-friendly approach uses a

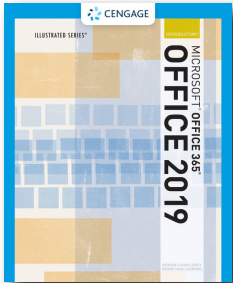
proven two-page layout that allows students to work through an entire task without turning the page. Clear Learning Outcomes outline the skills for each lesson, while large full-color screen images reflect exactly what students see on their own computers. Each module begins with a brief overview of the principles covered in the lesson and introduces a real-world case scenario to engage students and 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.

ILLUSTRATED MICROSOFT® OFFICE 365 & OFFICE 2019 INTRODUCTORY

David Beskeen, NA; Carol M. Cram, Capilano College; Jennifer Duffy, NA; Lisa Friedrichsen, Johnson County Community College

© 2020, 664pp, Paperback, 9780357025673

MindTap eBook



Now students can master the nuances of Microsoft® Office quickly with ILLUSTRATED MICROSOFT® OFFICE 365 & OFFICE 2019 INTRODUCTORY, part of today's popular Illustrated Series. This focused, user-friendly approach uses a

proven two-page layout that allows students to work through an entire task without turning the page. Clear Learning Outcomes outline the skills for each lesson, while large full-color screen images reflect exactly what students see on their own computers. Each module begins with a brief overview of the principles covered in the lesson and introduces a real-world case scenario to engage students and 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.

NEW PERSPECTIVES MICROSOFT® OFFICE 365 & OFFICE 2019 ADVANCED

Patrick Carey, Westminster Kingsway College; Katherine T. Pinard; Mark Shellman, Gaston College

© 2020, 824pp, Paperback, 9780357360521

MindTap eBook



Develop the Microsoft® Office 365 and Office 2019 skills students need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365

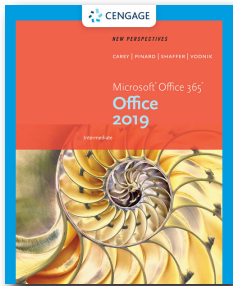
& OFFICE 2019 ADVANCED. Updated with all-new case scenarios, this edition clearly applies the skills students are learning to real-world situations to make concepts even more relevant across the applications and reinforces critical skills to make them successful in their educational and professional careers. NEW PERSPECTIVES MICROSOFT OFFICE 365 & OFFICE 2019 ADVANCED demonstrates the importance of what students are learning while strengthening your skills and helping students transfer those skills to other applications and disciplines for further success. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

NEW PERSPECTIVES MICROSOFT®OFFICE 365 & OFFICE 2019 INTERMEDIATE

Patrick Carey, Westminster Kingsway College; Katherine T. Pinard; Ann Shaffer; Sasha Vodnik

© 2020, 840pp, Paperback, 9780357360491

MindTap eBook



Develop the Microsoft® Office 365 and Office 2019 skills students need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365

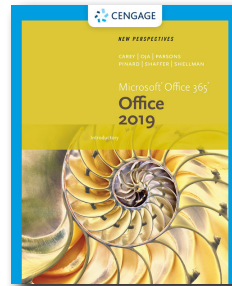
& OFFICE 2019 INTERMEDIATE. Updated with all-new case scenarios, this edition clearly applies the skills students are learning to real-world situations to make concepts even more relevant across the applications and reinforces critical skills to make them successful in their educational and professional careers. NEW PERSPECTIVES MICROSOFT OFFICE 365 & OFFICE 2019 INTERMEDIATE demonstrates the importance of what students are learning while strengthening your skills and helping students transfer those skills to other applications and disciplines for further success. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

NEW PERSPECTIVES MICROSOFT®OFFICE 365 & OFFICE 2019 INTRODUCTORY

Patrick Carey, Westminster Kingsway College; Katherine T. Pinard; Ann Shaffer; Mark Shellman, Gaston College

© 2020, 1032pp, Paperback, 9780357025741

MindTap eBook



Develop the Microsoft® Office 365 and Office 2019 skills students need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365

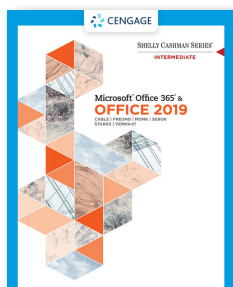
& OFFICE 2019 INTRODUCTORY. Updated with all-new case scenarios, this edition clearly applies the skills students are learning to real-world situations to make concepts even more relevant across the applications and reinforces critical skills to make them successful in their educational and professional careers. NEW PERSPECTIVES MICROSOFT OFFICE 365 & OFFICE 2019 INTRODUCTORY demonstrates the importance of what students are learning while strengthening your skills and helping students transfer those skills to other applications and disciplines for further success. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

SHELLY CASHMAN SERIES MICROSOFT®OFFICE 365 & OFFICE 2019 INTERMEDIATE

*Sandra Cable, NA; Steven M. Freund, University of Central
Florida; Ellen Monk, University of Delaware; Susan L. Sebok,
NA*

© 2020, 976pp, Paperback, 9780357359969

MindTap eBook



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:

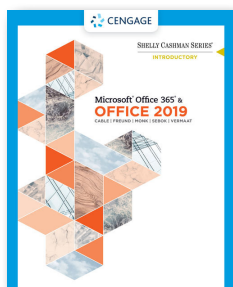
INTERMEDIATE. Part of the acclaimed Shelly Cashman Series®, this edition continues the series' strong history of innovation with an enhanced learning approach designed to engage students, improve retention and prepare learners for success with Microsoft® Office. A trademark step-by-step, screen-by-screen 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.

SHELLY CASHMAN SERIES MICROSOFT®OFFICE 365 & OFFICE 2019 INTRODUCTORY

*Sandra Cable, NA; Steven M. Freund, University of Central
Florida; Ellen Monk, University of Delaware; Susan L. Sebok,
NA*

© 2020, 976pp, Paperback, 9780357026434

MindTap eBook



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

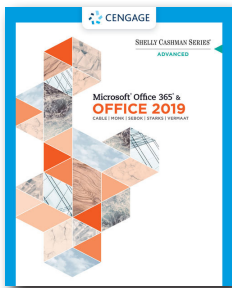
INTRODUCTORY. Part of the acclaimed Shelly Cashman Series®, this edition continues the series' strong history of innovation with an enhanced learning approach designed to engage students, improve retention and prepare learners for success with Microsoft® Office. A trademark step-by-step, screen-by-screen 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.

SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & OFFICE 2019 ADVANCED

Sandra Cable, NA; Steven M. Freund, University of Central Florida; Ellen Monk, University of Delaware; Susan L. Sebok, NA

© 2020, 976pp, Paperback, 9780357359990

MindTap eBook



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

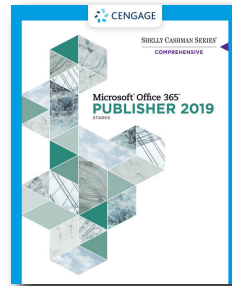
ADVANCED. Part of the acclaimed Shelly Cashman Series®, this edition continues the series' strong history of innovation with an enhanced learning approach designed to engage students, improve retention and prepare learners for success with Microsoft® Office. A trademark step-by-step, screen-by-screen 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.

SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & PUBLISHER 2019® COMPREHENSIVE

Joy L. Starks, Indiana University, Purdue University at Indianapolis; Misty E. Vermaat, Purdue University Calumet

© 2020, 528pp, Paperback, 9780357360026

MindTap eBook



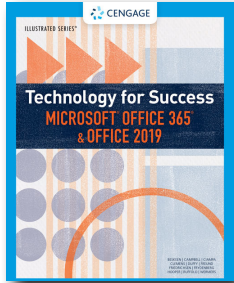
Introduce your students to the important new features that the latest version of Microsoft® Office has to offer with the focused approach found in MICROSOFT® OFFICE 365® & PUBLISHER 2019: COMPREHENSIVE. Part of the acclaimed Shelly

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® Publisher. 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.

TECHNOLOGY FOR SUCCESS AND ILLUSTRATED SERIES™ MICROSOFT® OFFICE 365® & OFFICE 2019

David Beskeen, NA; Jennifer T. Campbell, NA; Mark Ciampa, Western Kentucky University; Barbara Clemens

© 2020, 736pp, Paperback, 9780357025680



Whether you're a computer "rookie" looking for a user-friendly presentation or a computer "hotshot" who wants to advance through lessons quickly, you can effectively master Microsoft® Office 2019 and today's computer concepts with TECHNOLOGY FOR

SUCCESS AND ILLUSTRATED SERIES MICROSOFT® OFFICE 365 and OFFICE 2019. Using the popular Illustrated Series' proven approach, this edition breaks topics into manageable lessons that place concepts into context for success in your academic, professional and personal lives. An easy-to-follow presentation of Microsoft® Office 2019 provides an overview of essential skills and introduces a case study for further application. The proven two-page layout guides you with large, full-color screen images that reflect exactly what you should see on your own computer. MindTap and SAM help you further focus your study for results now and success later on the job.

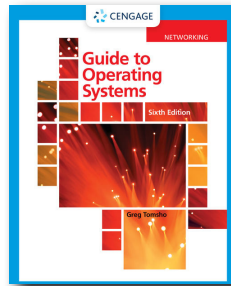
OPERATING SYSTEMS CONCEPTS

GUIDE TO OPERATING SYSTEMS, 6E

Greg Tomsho, Yavapai College

© 2021, 608pp, Paperback, 9780357433836

MindTap



Master the fundamental concepts of computer operating systems with Tomsho's GUIDE TO OPERATING SYSTEMS, 6th Edition. An excellent resource for training across different operating systems, this practical text equips you with key theory and

technical information as you work with today's most popular operating systems, including Windows, macOS and Linux platforms. You will learn how general operating systems are organized and function as well as gain hands-on experience with OS installation, upgrading and configuration. Processors, file systems, networking, virtualization, security, device management, storage, OS maintenance and troubleshooting are covered in detail. In addition, the MindTap digital learning solution gives you a wealth of anywhere, anytime learning resources.

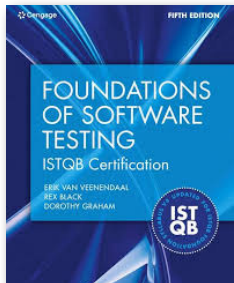
NEW EDITION

FOUNDATIONS OF SOFTWARE TESTING ISTQB CERTIFICATION

Veenendaal/Black/Graham

© 2025, 9781473795884

MindTap



Now in its fifth edition, Foundations of Software Testing: ISTQB Certification is the essential guide to software testing and to the ISTQB Foundation qualification written by respected international authorities in software testing who themselves

helped develop the ISTQB Syllabus. Completely updated to comprehensively reflect the most recent changes to the ISTQB Foundation Syllabus v 4.0, 2023, this book adopts a practical, hands-on approach, covering the fundamental topics that every system and software tester should know.

About ISTQB

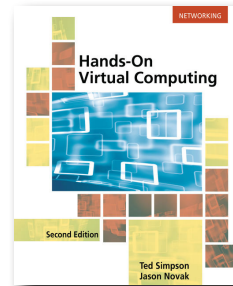
International Software Testing Qualifications Board (ISTQB) is a multinational body overseeing the development of international qualifications in software testing. It offers an internationally recognized qualification that ensures there is an international, common understanding of software and system testing issues.

HANDS ON VIRTUAL COMPUTING, 2E

Ted Simpson, University of Wisconsin Colleges – Barron County Center; Jason Novak, Wisconsin Indianhead Technical College

© 2018, 480pp, Paperback, 9781337101936

MindTap eBook



Prepare for today's dramatically changing IT world with the insights and timely instruction in HANDS-ON VIRTUAL COMPUTING, 2E. This unique book combines current theory and emerging concepts with practical hands-on activities and projects to help you

master virtualization and learn to apply those skills in real world scenarios. You gain experience working with the latest virtualization technology and learn the differences between the two major leaders in virtualization products -- VMware and Microsoft. Specific chapters address Oracle VirtualBox, VMware Workstation, Microsoft Hyper-V, VMware vSphere, and virtualization in software-defined data centers. You develop the solid understanding of virtualization concepts and products that you need to advance within your IT career.

LINUX

NEW EDITION

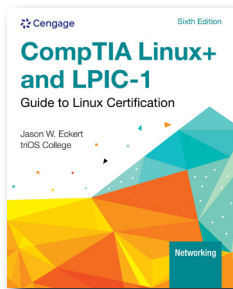
LINUX+ AND LPIC-1 GUIDE TO LINUX CERTIFICATION

Freund

Eckert

© 2024, Paperback, 9798214000800

MindTap



Eckert's LINUX+ and LPIC-1 GUIDE TO LINUX CERTIFICATION, 6th EDITION, empowers learners with the knowledge and skills they need to succeed on CompTIA's Linux+ (XKO-005) certification exam and the Linux Professional Institute

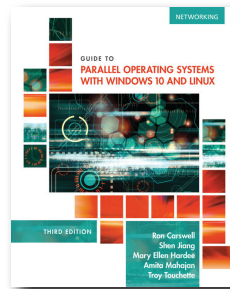
LPIC-1 (101-500 and 102-500) certification exams, as well as in their information technology career. The book covers the latest Linux distributions, as well as virtualization, containerization, cloud orchestration and enterprise storage. Comprehensive coverage also addresses key job-related services and cloud technologies, including firewalls, FTP, NFS, Samba, Apache, DNS, DHCP, NTP, Postfix, PostgreSQL, SSH, VNC, RDP, Docker and Kubernetes. Appendices allow learners to apply their Linux knowledge to macOS and FreeBSD. Hands-on projects give them practice using the latest Fedora and Ubuntu Linux distributions and can be performed on either a Windows PC (Intel or ARM) or macOS PC (Intel or Apple Silicon).

GUIDE TO PARALLEL OPERATING SYSTEMS WITH WINDOWS® 10 AND LINUX, 3E

Ron Carswell, San Antonio College, San Antonio, Texas, Professor Emeritus; Shen Jiang, San Antonio College, Assistant Professor; Mary Ellen Hardee, San Antonio College, Adjunct Professor; Amita Mahajan, San Antonio College, Adjunct Professor

© 2017, 640pp, Paperback, 9781305107120

eBook



Examine two of the most prominent operating systems -- Windows 10 and Linux CentOS7 -- in parallel with the unique approach found only in GUIDE TO PARALLEL OPERATING SYSTEMS WITH WINDOWS 10 AND LINUX, 3E. Rather than using a

compare and contrast model, the book presents each topic conceptually before demonstrating it simultaneously on both operating systems. You are able to switch instantly between Windows 10 and Linux CentOS 7 to complete the myriad of hands-on activities that reinforce the similarities between the two operating systems for each conceptual task. The text's virtualization approach provides flexibility that enables you to use Microsoft® Hyper-V Client, Oracle® VirtualBox, or VMWare Workstation. This comprehensive guide helps you develop the competencies you need in Windows 10 and Linux to maximize success in today's classroom as well as in tomorrow's business environment.

MICROSOFT WINDOWS

NEW EDITION

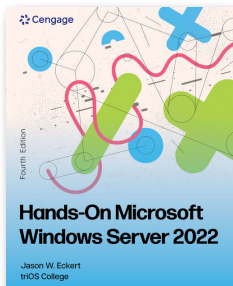
HANDS-ON MICROSOFT® WINDOWS SERVER 2022, 4E

Eckert

Byron Wright; Leon Plesniarski

© 2026, 976pp, Paperback, 9798214011608

MindTap



The perfect resource for learning from the ground up, Eckert's **HANDS-ON MICROSOFT® WINDOWS® SERVER 2022** equips students with a solid foundation in basic server administration -- no prior experience required. It covers all of the core

Windows® Server 2022 features using a logical topic flow and step-by-step exercises that can be performed within a home or college lab environment, making it ideal for a Windows® Server administration course. Students learn how to deploy Windows® Server 2022 in a variety of different environments, configure and manage server storage, troubleshoot performance issues and work with common technologies and network services such as Active Directory, PowerShell, DNS, DHCP, IIS, file sharing, printing and remote access. Additionally, students learn how to run Windows Server 2022 virtual machines and containers within cloud environments, host Linux network services using the Windows Subsystem for Linux, as well as configure key security technologies including certificates, 802.1X, WSUS, and Microsoft Defender. Hands-on projects and discovery exercises help learners engage and actively apply their skills in real-world scenarios. Also available: MindTap.

NEW EDITION

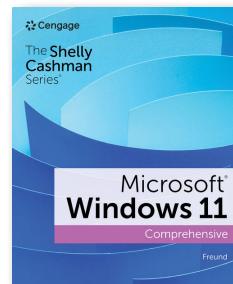
SHELLY CASHMAN SERIES® MICROSOFT® / WINDOWS® 11 COMPREHENSIVE

Freund

Byron Wright; Leon Plesniarski

© 2025, Hardback, 9780357881774

MindTap



Freund's **THE SHELLY CASHMAN SERIES® MICROSOFT® / WINDOWS® 11 COMPREHENSIVE**, 1st Edition, includes the most recent features of Microsoft 365 and enhanced support for Mac users in introductory-level modules. The

trademark step-by-step, screen-by-screen, project-based approach encourages students to expand their understanding of Office applications through experimentation and critical thinking. Students engage with real-world scenarios based on data from market insights to reinforce critical skills that align to Microsoft Office Specialist (MOS) certification objectives. In addition, MindTap and updated SAM (Skills Assessment Manager) digital resources are available to guide additional study and ensure successful results.

NEW EDITION**IC3 DIGITAL LITERACY GLOBAL
STANDARD 6 CERTIFICATION GUIDE
USING WINDOWS 10 & MICROSOFT
365***CCI Learning*

© 2024, 624pp, Paperback, 9780357951347

MindTap

Approved by Certiport, IC3 DIGITAL LITERACY GLOBAL STANDARD 6 CERTIFICATION GUIDE USING WINDOWS 10 & MICROSOFT 365, 3rd edition, thoroughly prepares readers for success as they master the requirements for the Basic, Intermediate and

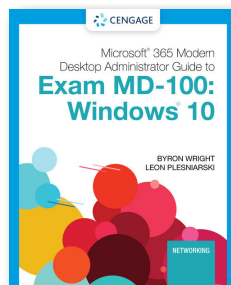
Advanced IC3 Internet and Computing Core Certification exams. IC3's trusted standard guidelines detail the knowledge and skills that functional users of computer hardware, software, networks and the internet need. IC3 certification mapping at the back of the book pinpoints where students can study each feature. The third edition includes the latest on digital citizenship, recent cybersecurity trends, information management best practices and digital literacy topics. Help your students maximize their exam success to earn globally validated credentials and demonstrate their proficiency to potential employers, customers or higher education institutions.

**MICROSOFT 365 MODERN DESKTOP
ADMINISTRATOR GUIDE TO EXAM
MD-100**

Windows 10

Byron Wright; Leon Plesniarski

© 2022, 592pp, Paperback, 9780357501757

MindTap

Wright/Plesniarski's MICROSOFT® SPECIALIST GUIDE TO MICROSOFT EXAM MD-100: WINDOWS 10 ensures you are well prepared for the Microsoft® exam as well as a successful career in system administration. Completely up to date, this student-

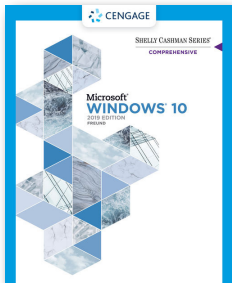
friendly guide walks you step by step through all aspects of installing, configuring and maintaining Windows 10 as a client operating system. Engaging exercises throughout enable you to experience the processes involved in Windows 10 configuration and management -- with plenty of troubleshooting tips that offer solutions to common problems. Review Questions help you prepare for the Microsoft® certification exam, while Case Projects provide practice in situations that must be managed in a live networking environment. Giving you added flexibility, labs can be completed on physical or virtual machines. Also available: MindTap digital learning solution.

SHELLY CASHMAN SERIES® MICROSOFT® / WINDOWS® 10 COMPREHENSIVE 2019

Steven M. Freund, *University of Central Florida*

© 2020, 530pp, Paperback, 9780357123867

MindTap eBook



Introduce your students to the important new features that the latest version of Microsoft® Office has to offer with the focused approach found in MICROSOFT® Office 365® & WINDOWS 2019: COMPREHENSIVE. Part of the acclaimed Shelly

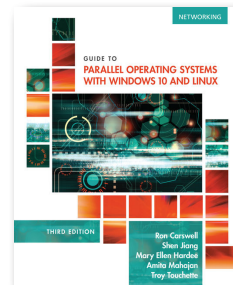
Cashman Series®, this edition continues the series' strong history of innovation with an enhanced learning approach designed to engage students, improve retention and prepare learners for success with Microsoft® Windows. A trademark step-by-step, screen-by-screen approach encourages students to expand 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.

GUIDE TO PARALLEL OPERATING SYSTEMS WITH WINDOWS® 10 AND LINUX, 3E

Ron Carswell, *San Antonio College, San Antonio, Texas, Professor Emeritus*; Shen Jiang, *San Antonio College, Assistant Professor*; Mary Ellen Hardee, *San Antonio College, Adjunct Professor*; Amita Mahajan, *San Antonio College, Adjunct Professor*

© 2017, 640pp, Paperback, 9781305107120

eBook



Examine two of the most prominent operating systems -- Windows 10 and Linux CentOS7 -- in parallel with the unique approach found only in GUIDE TO PARALLEL OPERATING SYSTEMS WITH WINDOWS 10 AND LINUX, 3E. Rather than using a

compare and contrast model, the book presents each topic conceptually before demonstrating it simultaneously on both operating systems. You are able to switch instantly between Windows 10 and Linux CentOS 7 to complete the myriad of hands-on activities that reinforce the similarities between the two operating systems for each conceptual task. The text's virtualization approach provides flexibility that enables you to use Microsoft® Hyper-V Client, Oracle® VirtualBox, or VMWare Workstation. This comprehensive guide helps you develop the competencies you need in Windows 10 and Linux to maximize success in today's classroom as well as in tomorrow's business environment.

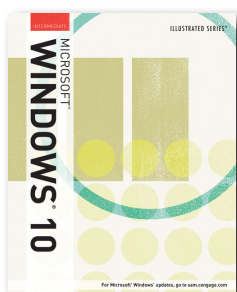
ILLUSTRATED MICROSOFT® WINDOWS 10

Intermediate

Barbara Clemens

© 2017, 185pp, Paperback, 9781305656581

MindTap **eBook**



No matter what your level of experience, ILLUSTRATED MICROSOFT® WINDOWS® 10: INTERMEDIATE equips you with the skills to master Microsoft® Windows® 10. This book's practical, user-friendly format allows you to work through one entire lesson without turning a

page. The streamlined text gets you up and running right away as you work with the latest features of Windows® 10. You learn to utilize the new user interface, work with the Charms bar, start an app, work with multiple windows, managing files, and more.

NEW PERSPECTIVES MICROSOFT® WINDOWS® 10

Intermediate

Lisa Ruffolo

© 2017, 336pp, Paperback, 9781305579392

MindTap **eBook**



Discover a unique, critical-thinking approach to mastering Microsoft® Windows 10 concepts and skills with NEW PERSPECTIVES MICROSOFT® WINDOWS 10 INTERMEDIATE. Using in-depth coverage, this book highlights the most

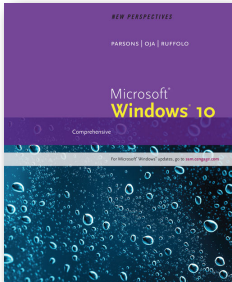
important new features in the Windows 10 Operating System, including Cortana, the new Edge browser, and new search functions. As part of the acclaimed New Perspectives Series, this intermediate edition offers proven learning features to help you retain and apply information, no matter what your learning style. A dynamic Visual Overview at the beginning of each module graphically overviews the content and serves as a study guide for later use. ProSkills Boxes provide information about professional skills that relate to the module's content. Troubleshoot Exercises let you apply your skills in a critical-thinking setting.

NEW PERSPECTIVES MICROSOFT®WINDOWS 10 Comprehensive

Lisa Ruffolo

© 2017, 608pp, Paperback, 9781305579385

MindTap eBook



Discover a unique, critical-thinking approach to mastering Windows® 10 concepts and skills with NEW PERSPECTIVES MICROSOFT® WINDOWS® 10: COMPREHENSIVE. In addition to in-depth coverage of essential topics, this book highlights

some of the coolest new features in the Windows® 10 Operating System, including Cortana, the new Edge browser, and new search functions. As part of the acclaimed New Perspectives Series, this complete edition offers proven learning features to help you absorb key information, no matter what your learning style. A dynamic Visual Overview at the beginning of each module gives you a graphic preview of content and serves as a study guide for later use. ProSkills Boxes provide you with information about professional skills that relate to the module's content. Troubleshoot Exercises let you apply your skills in a critical-thinking setting. Trust NEW PERSPECTIVES MICROSOFT® WINDOWS® 10: COMPREHENSIVE for all of the MS Windows® skills you need.

PC REPAIR/A+

PC REPAIR/A+

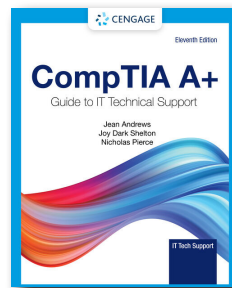
NEW EDITION

COMPTIA A+ GUIDE TO IT TECHNICAL SUPPORT, 11E

Jean Andrews; Joy Dark; Jill West, Georgia Northwestern Technical College

© 2023, 1164pp, Hardback, 9780357674161

MindTap



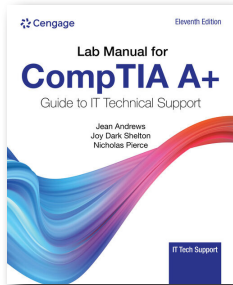
Using a step-by-step, highly visual approach, Andrews/Dark Shelton/Pierce's bestselling COMPTIA A+ GUIDE TO IT TECHNICAL SUPPORT, 11th edition, teaches you how to work with users as well as install, maintain, troubleshoot and network computer hardware

and software. Ensuring you are well prepared for 220-1101 and 220-1102 certification exams, each module covers core and advanced topics while emphasizing practical application of the most current technology, techniques and industry standards. You will study the latest hardware, security, Active Directory, operational procedures, basics of scripting, virtualization, cloud computing, mobile devices, Windows 10, macOS and Linux. Digital lab manuals, live virtual machine labs, simulations, auto-graded quizzes and interactive activities provide additional preparation for the certification exam -- and your role as an IT support technician or administrator.

NEW EDITION**LAB MANUAL FOR COMPTIA A+ GUIDE TO INFORMATION TECHNOLOGY TECHNICAL SUPPORT, 11E**

Jean Andrews; Joy Dark; Nicholas Pierce, Virginia Peninsula Community College

© 2023, Paperback, 9780357674567

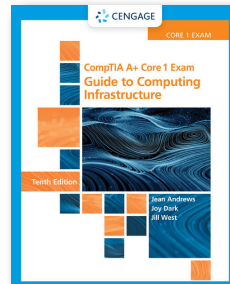


The Laboratory Manual is a valuable tool designed to enhance your lab experience. Lab activities, objectives, materials lists, step-by-step procedures, illustrations, and review questions are commonly found in a Lab Manual.

COMPTIA A+ CORE 1 EXAM, 10E
Guide to Computing Infrastructure

Jean Andrews; Joy Dark; Jill West, Georgia Northwestern Technical College

© 2020, 608pp, Hardback, 9780357108376

MindTap eBook

Master the details of IT technical support as best-selling authors Andrews, West and Dark explain how to work effectively with users as well as how to install, maintain and troubleshoot computer hardware and networks in the leading COMPTIA A+

CORE 1 EXAM: GUIDE TO COMPUTING INFRASTRUCTURE, 10E. This step-by-step, highly visual approach uses CompTIA A+ Exam objectives as a framework to prepare you for the 220-1001 certification exam. Each chapter covers core and advanced topics while emphasizing practical applications of the most current technology, techniques and industry standards in IT today. You learn by doing with this edition's expanded coverage of the latest hardware, security, mobile device support, cloud computing and virtualization. Lab Manuals, CourseNotes, online labs and optional MindTap online resources provide additional certification test prep and interactive activities to prepare you for a role as a professional IT support technician

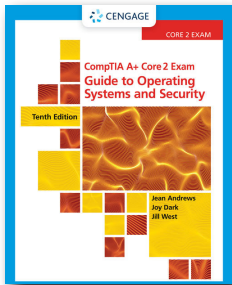
COMPTIA A+ CORE 2 EXAM, 10E

Guide to Operating Systems and Security

Jean Andrews; Joy Dark; Jill West, Georgia Northwestern Technical College

© 2020, 688pp, Hardback, 9780357108505

MindTap eBook



Introduce IT technical support as best-selling authors and educators Andrews, West and Dark explain how to work with users as well as install, maintain, secure and troubleshoot software in COMPTIA A+ CORE 2 EXAM: GUIDE TO

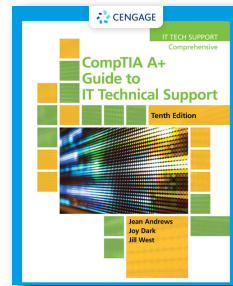
OPERATING SYSTEMS AND SECURITY, 10E. This step-by-step, highly visual approach uses CompTIA A+ Exam objectives as a framework to prepare students for the 220-1002 certification exam. Extensive updates reflect the most current technology, techniques and industry standards in IT support. Each chapter covers core and advanced topics with an emphasis on practical application and learning by doing. Additional coverage explores the latest developments in security, Active Directory, operational procedures, the basics of scripting, mobile operating systems, virtualization, remote support and Windows 10. In addition, Lab Manuals, CourseNotes, online labs and optional MindTap online resources provide certification test prep and interactive activities to prepare future IT support technicians.

COMPTIA A+ GUIDE TO IT TECHNICAL SUPPORT, 10E

Jean Andrews; Joy Dark; Jill West, Georgia Northwestern Technical College

© 2020, 1164pp, Hardback, 9780357108291

MindTap eBook



Master the details of IT technical support as Andrews/Dark/West's comprehensive COMPTIA A+ GUIDE TO IT TECHNICAL SUPPORT, 10E explains how to work with users as well as install, maintain, troubleshoot and network computer hardware

and software. This step-by-step, highly visual, best-selling approach uses CompTIA A+ Exam objectives as a framework to prepare you for 220-1001 and 220-1002 certification exams. Each chapter covers core and advanced topics while emphasizing practical application of the most current technology, techniques and industry standards. You study the latest hardware, security, Active Directory, operational procedures, basics of scripting, virtualization, cloud computing, mobile devices and Windows 10. Lab Manuals, CourseNotes, online labs and optional MindTap online resources provide additional certification test preparation and interactive activities to prepare you for a role as an IT support technician or administrator.

PRESENTATION TOOLS

MICROSOFT POWERPOINT

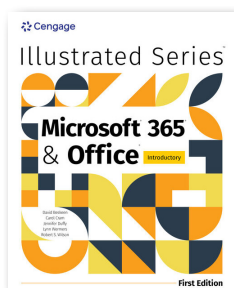
NEW EDITION

ILLUSTRATED SERIES® COLLECTION, MICROSOFT® 365® & OFFICE® INTRODUCTORY

Beskeen/Duffy/Wermers/Wilson

© 2025, Hardback, 9780357882566

MindTap



Beskeen/Cram/Duffy/Wermers/Wilson's ILLUSTRATED MICROSOFT® 365® & OFFICE® INTRODUCTORY, FIRST EDITION, is newly updated with Microsoft 365 features and enhanced support for Mac users in introductory

level modules. A concise, student-friendly approach uses a two-page layout enabling learners to focus on discrete Office skills as they complete module readings. Modules begin with an overview of the principles covered in the lesson while large, full-color images illustrate what students see on their computers. Module scenarios are based on data from market insights and mapped to Microsoft Office Specialist (MOS) objectives to engage students and reinforce the critical skills they need for academic and professional success. In addition, MindTap and updated SAM (Skills Assessment Manager) digital resources are available to guide additional study and maximize results.

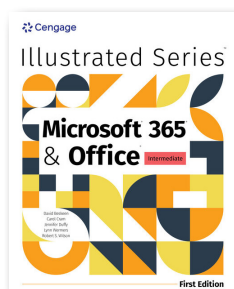
NEW EDITION

ILLUSTRATED SERIES® COLLECTION, MICROSOFT® 365® & OFFICE® INTERMEDIATE

Beskeen/Duffy/Wermers/Wilson

© 2025, Hardback, 9780357882610

MindTap



Beskeen/Cram/Wermers/Wilson's ILLUSTRATED MICROSOFT® 365® & OFFICE® INTERMEDIATE, FIRST EDITION, is updated with the latest Microsoft 365 features and enhanced support for Mac users in introductory level modules.

A concise, student-friendly approach to learning Microsoft Office uses a two-page layout, enabling learners to focus on discrete Office skills as they complete module readings. Modules begin with an overview of principles in the lesson and large, full-color images illustrate what students see on their computers. Module scenarios are based on data from market insights and mapped to Microsoft Office Specialist (MOS) objectives to engage students and reinforce the critical skills they need for academic and professional success. In addition, MindTap and updated SAM (Skills Assessment Manager) digital resources are available to guide additional study and maximize results.

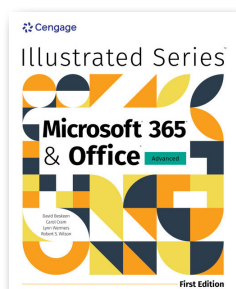
NEW EDITION

ILLUSTRATED SERIES® COLLECTION, MICROSOFT® 365® & OFFICE® ADVANCEDINTERMEDIATE

Beskeen/Duffy/Wermers/Wilson

© 2025, Hardback, 9780357882658

MindTap



Beskeen/Cram/Wermers/Wilson's ILLUSTRATED MICROSOFT® 365® & OFFICE® ADVANCED, FIRST EDITION, is fully updated with the latest Microsoft 365 features. A concise, student-friendly approach to learning Microsoft Office uses a

proven two-page layout that enables learners to focus on discrete Office skills as they complete module readings. Each module begins with a brief overview of the principles covered in the lesson while large, full-color screen images illustrate what students see on their own computers. Module scenarios are based on data from market insights and mapped to Microsoft Office Specialist (MOS) objectives to engage students and reinforce the critical skills they need for academic and professional success. In addition, MindTap and updated SAM (Skills Assessment Manager) digital resources are available to guide additional study and maximize results.

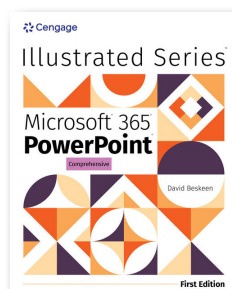
NEW EDITION

ILLUSTRATED SERIES® COLLECTION, MICROSOFT® OFFICE 365® & POWERPOINT® COMPREHENSIVE

Beskeen

© 2025, Hardback, 9780357882689

MindTap



Beskeen's ILLUSTRATED MICROSOFT® 365® POWERPOINT® COMPREHENSIVE, FIRST EDITION, is updated with the latest Microsoft 365 features and enhanced support for Mac users in introductory level modules. Its concise, student-friendly

approach to learning Microsoft Office uses a two-page layout that enables learners to focus on discrete Office skills as they complete module readings. Modules begin with an overview of principles covered in the lesson while large, full-color images illustrate what students see on their own computers. Module scenarios are based on data from market insights and mapped to Microsoft Office Specialist (MOS) objectives to engage students and reinforce the critical skills they need for academic and professional success. In addition, MindTap and updated SAM (Skills Assessment Manager) digital resources are available to guide additional study and maximize results.

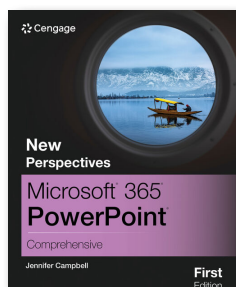
NEW EDITION

NEW PERSPECTIVES COLLECTION, MICROSOFT® 365® & POWERPOINT® COMPREHENSIVE

Campbell

© 2025, Hardback, 9780357882252

MindTap



Campbell's **NEW PERSPECTIVES MICROSOFT® 365® POWERPOINT® COMPREHENSIVE, FIRST EDITION**, includes updated Microsoft® 365® features and enhanced support for Mac users. The unique in-depth, case-based

approach helps students apply Microsoft® Office® skills to real-world business scenarios based on Burning Glass market insights while reinforcing critical-thinking and problem-solving skills. ProSkills Boxes help students strengthen their employability skills, and professional tips and insights are incorporated throughout the narrative to provide context and relevancy that will prepare them for successful careers. Module Learning Objectives are also mapped to Microsoft® Office® Specialist (MOS) certification objectives. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results. MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study to maximize results.

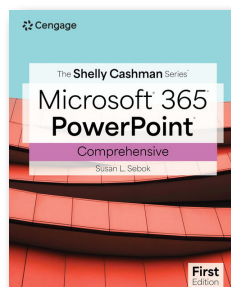
NEW EDITION

THE SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & POWERPOINT® COMPREHENSIVE

Sebok

© 2025, Hardback, 9780357881699

MindTap



Sebok's **THE SHELLY CASHMAN SERIES® MICROSOFT® 365® & POWERPOINT® COMPREHENSIVE, 1st Edition**, delivers up-to-date coverage of Microsoft 365 features along with enhanced support for Mac users. The series' trademark

step-by-step, screen-by-screen, project-based approach encourages students to expand their understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist certification objectives, reinforcing the critical skills needed for success in college and career. Other Ways boxes help users see alternate click paths to achieve a step, while BTW call-outs offer helpful hints as readers work through projects, enabling them to make the most of Microsoft Office tools. MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study to maximize results.

NEW

ILLUSTRATED SERIES® COLLECTION, MICROSOFT® OFFICE 365® & POWERPOINT® 2021 COMPREHENSIVE

David Beskeen, NA

© 2023, 208pp, Paperback, 9780357675137

MindTap



Including the latest Microsoft 365 features and enhanced support for Mac users, Cengage's Illustrated Series® Collection, Microsoft® Office 365® & PowerPoint® 2021 Comprehensive, 2nd edition, helps you quickly master the nuances of

Microsoft® Office. Its concise, student-friendly approach uses a proven two-page layout that allows you to work through an entire task without turning the page. Each module begins with a brief overview of the principles covered while large, full-color screen images illustrate what you see on your computer. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, and module scenarios are based on Burning Glass market insights data -- helping you sharpen the critical skills you need for real-world success. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

ILLUSTRATED MICROSOFT®OFFICE 365 & POWERPOINT® 2019 COMPREHENSIVE

David Beskeen, NA

© 2020, 248pp, Paperback, 9780357025710

MindTap eBook

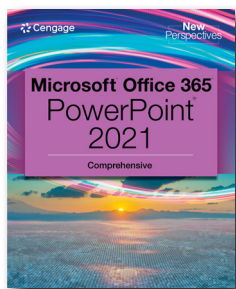


Now students can master the nuances of Microsoft® Office quickly with ILLUSTRATED MICROSOFT®OFFICE 365 & POWERPOINT 2019 COMPREHENSIVE, part of today's popular Illustrated Series. This focused, user-friendly approach uses a

proven two-page layout that allows students to work through an entire task without turning the page. Clear Learning Outcomes outline the skills for each lesson, while large full-color screen images reflect exactly what students see on their own computers. Each module begins with a brief overview of the principles covered in the lesson and introduces a real-world case scenario to engage students and 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.

NEW**NEW PERSPECTIVES COLLECTION,
MICROSOFT® 365® & POWERPOINT®
2021 COMPREHENSIVE***Cengage Learning*

© 2023, 464pp, Paperback, 9780357672259

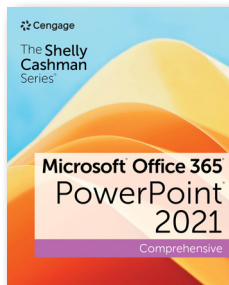
MindTap

Using a unique in-depth, case-based approach, Cengage's MICROSOFT® 365® & POWERPOINT® 2021 COMPREHENSIVE helps you prepare for the Microsoft® Office® Specialist (MOS) certification exam and success in your future career. As you apply

Microsoft® Office® skills to real-world business scenarios based on Burning Glass market insights, you will sharpen your critical-thinking and problem-solving skills. Professional tips and insights incorporated throughout provide context and relevancy to real-world practice, while ProSkills Boxes help strengthen your employability skills, including written and verbal communication. Updated coverage of Microsoft® 365® features and enhanced support for Mac users are also included. In addition, MindTap and up-to-date SAM (Skills Assessment Manager) online resources provide interactive study tools to help maximize your study time -- and results.

NEW**THE SHELLY CASHMAN
SERIES® MICROSOFT® OFFICE
365® & POWERPOINT® 2021
COMPREHENSIVE***Susan L. Sebok, NA*

© 2023, 560pp, Paperback, 9780357677056

MindTap

Helping you quickly get up to speed, THE SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & POWERPOINT® 2021 COMPREHENSIVE includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac

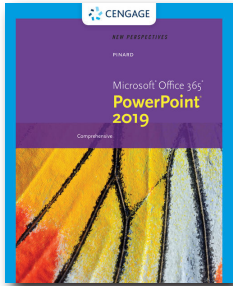
users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

NEW PERSPECTIVES MICROSOFT® OFFICE 365 & POWERPOINT® 2019 COMPREHENSIVE

Katherine T. Pinard

© 2020, 464pp, Paperback, 9780357026168

MindTap eBook



Develop the Microsoft® Office 365 and PowerPoint 2019 skills students need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in **NEW PERSPECTIVES MICROSOFT OFFICE 365**

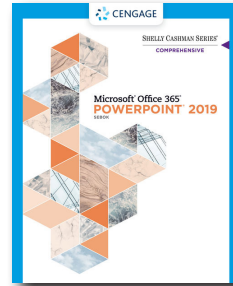
& POWERPOINT 2019: COMPREHENSIVE. Updated with all-new case scenarios, this edition clearly applies the skills students are learning to real-world situations to make concepts even more relevant across the applications and reinforces critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & POWERPOINT® 2019 COMPREHENSIVE

Susan L. Sebok, NA

© 2020, 976pp, Paperback, 9780357026410

MindTap eBook



Introduce your students to the important new features that the latest version of Microsoft® PowerPoint has to offer with the focused approach found in Microsoft® Office 365® & PowerPoint® 2019 Comprehensive. 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® PowerPoint®. 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.

PROGRAMMING

CONCEPTS

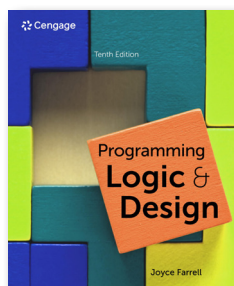
NEW EDITION

PROGRAMMING LOGIC AND DESIGN, 10E

Farrell

© 2024, 608pp, Paperback, 9780357880876

MindTap



Teach students the fundamental principles of developing structured program logic and prepare them for success with Joyce Farrell's PROGRAMMING LOGIC AND DESIGN, 10th EDITION. This text takes a comprehensive, language-independent approach to

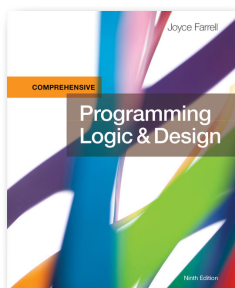
programming logic with an emphasis on modern conventions. Noted for its clear writing style, it avoids technical jargon while introducing universal programming concepts and ensuring strong programming style and logical thinking. It can be used in a stand-alone logic course as a prerequisite to a programming course, or as a companion to an introductory programming text. Diverse and project-rich opportunities for learners to creatively apply logic to their program designs fill this edition. Chapters include illustrative figures, flowcharts and pseudocode to appeal to various learning styles, and they also include learning objectives, notes, short quizzes, summaries, key term lists, multiple-choice review and a variety of engaging exercises.

PROGRAMMING LOGIC & DESIGN, COMPREHENSIVE, 9E

Joyce Farrell

© 2018, 656pp, Paperback, 9781337102070

MindTap eBook



Prepare for programming success as you learn the fundamental principles of developing structured program logic with Farrell's fully revised PROGRAMMING LOGIC AND DESIGN, COMPREHENSIVE, 9E. Ideal for mastering

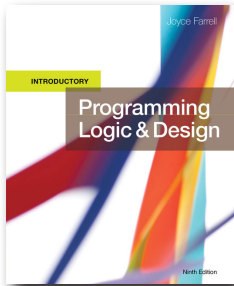
foundational programming, this popular book takes a unique, language-independent approach to programming with a distinctive emphasis on modern conventions. Noted for its clear writing style and complete coverage, the book eliminates highly technical jargon while introducing you to universal programming concepts and encouraging a strong programming style and logical thinking. Frequent side notes and Quick Reference boxes provide concise explanations of important programming concepts. Each chapter also contains learning objectives, a concise summary, and a helpful list of key terms. End-of-chapter material ensures your comprehension with multiple-choice review, programming and debugging exercises, and a maintenance exercise that encourages you to improve working logic.

PROGRAMMING LOGIC AND DESIGN, INTRODUCTORY, 9E

Joyce Farrell

© 2018, 384pp, Paperback, 9781337109635

MindTap eBook



Prepare for programming success by learning the fundamental principles of developing structured program logic with Farrell's PROGRAMMING LOGIC AND DESIGN: INTRODUCTORY, 9E. Widely used in foundational programming courses, this

popular book takes a unique, language-independent approach to programming with a distinctive emphasis on modern conventions. Noted for its clear, concise writing style, the book eliminates highly technical jargon while introducing universal programming concepts and encouraging a strong programming style and logical thinking. Frequent side notes and Quick Reference boxes provide concise explanations of important programming concepts. Each chapter also begins with a list of objectives and provides a concise summary and a list of key terms. End-of-chapter practice offers multiple-choice review questions, programming and gaming exercises, debugging exercises, and a maintenance exercise that challenges you to improve the working logic presented.

MICROSOFT VISUAL BASIC

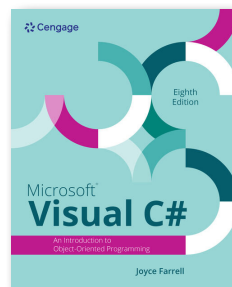
NEW EDITION

MICROSOFT VISUAL C#: AN INTRODUCTION TO OBJECT-ORIENTED PROGRAMMING, 8E

Farrell

© 2025, Hardback, 9798214001906

MindTap

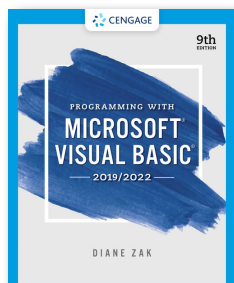


Guide beginning programmers through the fundamentals of the C# language using its most recent features with Farrell's MICROSOFT VISUAL C#: INTRODUCTION TO OBJECT ORIENTED PROGRAMMING, 8th Edition. Clear examples

help students build a strong background in structured and object-oriented programming concepts. Students master skills that easily transfer to other programming languages. Recent versions of C# and Visual Studio ensure students have the skills necessary for professional success. Hands-on features, video lessons, debugging and programming exercises and running case studies keep students engaged. MindTap, the online learning platform that powers students from memorization to mastery, is included. Hands-on practice with auto-graded coding lab assignments found within MindTap. A full selection of instructor support provides the tools to reinforce solid programming skills.

NEW EDITION**PROGRAMMING WITH MICROSOFT
VISUAL BASIC 2019/2022, 9E***Diane Zak, N/A*

© 2023, 960pp, Paperback, 9780357674000

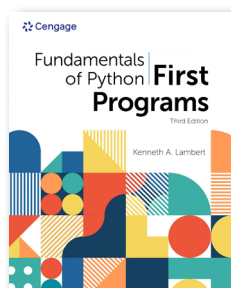
MindTap

With **PROGRAMMING WITH MICROSOFT VISUAL BASIC 2019/2022** by bestselling technology author Diane Zak, even readers with no prior programming experience can quickly learn how to effectively plan and create interactive Visual Basic

2019/2022 applications. A dynamic visual presentation, timely examples, step-by-step tutorials and practical exercises addressing a variety of learning styles make this the ideal introduction to programming. Through hands-on applications in a real-world setting, you will master the fundamentals of effective programming while working through Visual Basic 2019/2022's latest features. In addition to planning and creating your own Windows applications, you will learn about graphical user interface design skills, object-oriented programming concepts and planning tools such as Planning Charts, pseudocode and flowcharts. Also available: MindTap online learning platform.

OPEN SOURCE**NEW EDITION****FUNDAMENTALS OF PYTHON: FIRST
PROGRAMS, 3E***Lambert*

© 2024, 562pp, Paperback, 9780357881019

MindTap

L a m b e r t ' s
**FUNDAMENTALS OF
PYTHON: FIRST
PROGRAMS, 3rd EDITION**,
is intended for an
introductory course in
programming and problem
solving. The text covers the
material taught in a typical
introductory Computer

Science 1 course (CS1) at the undergraduate or high school level. It covers five major aspects of computing: programming basics, object-oriented programming, data and information processing, the software development life cycle, and contemporary applications of computing.

PROGRAMMING LANGUAGES

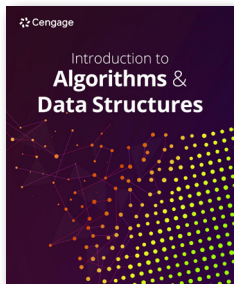
NEW EDITION

INTRODUCTION TO ALGORITHMS AND DATA STRUCTURES

Perez

© 2024, 384pp, Paperback, 9780357673560

MindTap



With Perez's **INTRODUCTION TO ALGORITHMS AND DATA STRUCTURES**, 1st Edition, a student will master basic programming patterns and learn how to use them to solve problems. One of the cornerstones of solving problems is knowing which

patterns to apply. This is where algorithms and data structures become fundamental. Familiarity with data structures and algorithms allows a programmer to tackle unthinkable problems, using only a programming language's basic control flow and loops. The book explores several common ideas -- backtracking, depth-first, breadth-first, recursion, divide and conquer and dynamic programming. Not only this will prepare students with problem-solving skills, it will also equip students with employability through technical interview tips and best practices.

NEW EDITION

ANDROID BOOT CAMP FOR DEVELOPERS USING JAVA®: A GUIDE TO CREATING YOUR FIRST ANDROID APPS, 4E

Hoisington

© 2023, 448pp, Paperback, 9780357881231

MindTap



Give students the confidence to build successful mobile applications with a strong foundation in Java? programming using the new Android Studio. **ANDROID BOOT CAMP FOR DEVELOPERS USING JAVA?: A GUIDE TO**

CREATING YOUR FIRST ANDROID APPS, 4E, by award-winning author Corinne Hoisington, offers a thorough introduction to Java? with an emphasis on creating effective mobile apps.

Designed for a first-semester course in programming, the book is ideal for students with no prior Java? experience. The book?s hands-on tutorial approach offers step-by-step instruction and numerous screen shots to guide readers through tasks with real-life app examples. Practical callouts and industry tips, exercises that extend learning beyond the book, and a variety of cases and assignments reinforce understanding of programming logic and Java? tools for Android Studio. Prepare student programmers to meet growing business demand for mobile apps with this engaging text.

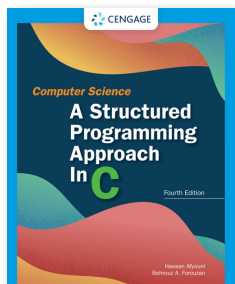
NEW EDITION

COMPUTER SCIENCE: A STRUCTURED PROGRAMMING APPROACH IN C, 4E

A Structured Programming Approach in C
Cengage Learning

© 2023, 1184pp, Paperback, 9780357506134

eBook



Ideal for a first course in the C programming language, Afyouni/Forouzan's **COMPUTER SCIENCE: A STRUCTURED PROGRAMMING APPROACH IN C**, 4th edition, introduces you to both computer science theory and C-language

syntax using a principle-before-implementation approach. Combining a clear organizational structure with easy-to-follow figures, charts and tables, the text helps you sharpen your logic, problem-solving skills and understanding of fundamental CS concepts and software engineering through hands-on programming assignments and applications. In addition, two all-new chapters are devoted to Pointers and Recursion.

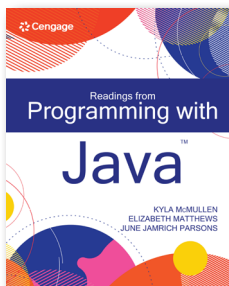
NEW

READINGS FROM PROGRAMMING WITH JAVA

Cengage Learning; Elizabeth Matthews, Washington and Lee University; June Jamrich Parsons, MediaTechnics Corporation

© 2023, 608pp, Paperback, 9780357637906

MindTap eBook



Ideal for anyone who has never programmed, McMullen/Matthews/Parsons' **READINGS FROM PROGRAMMING WITH JAVA** uses a beginner's approach that combines conceptual content with rich examples and hands-on learning activities.

Straightforward and student friendly, it emphasizes fundamental computer concepts from a Java programming approach in a clear presentation with little technical jargon. Modules introduce key computer science concepts, procedural programming and object-oriented programming in short segments. Relevant real-world examples, streamlined code and descriptive figures ensure you have a thorough understanding of today's computing concepts. As you build on your computer science knowledge, you will also strengthen your critical-thinking and problem-solving skills -- and confidence.

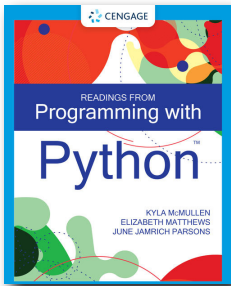
NEW

READINGS FROM PROGRAMMING WITH PYTHON

Cengage Learning; Elizabeth Matthews, Washington and Lee University; June Jamrich Parsons, MediaTechnics Corporation

© 2023, 592pp, Paperback, 9780357637456

MindTap eBook



Ideal for anyone who has never programmed, McMullen/Matthews/Parsons' READINGS FROM PROGRAMMING WITH PYTHON uses a beginner's approach that combines conceptual content with rich examples and hands-on learning

activities. Straightforward and student friendly, it emphasizes fundamental computer concepts from a Python programming perspective using a clear presentation with little technical jargon. Modules introduce important computer science concepts, procedural programming and object-oriented programming in short segments, while real-world examples, streamlined code and descriptive figures help you better understand today's computing concepts. As you strengthen your computer science knowledge, you will also sharpen critical-thinking and problem-solving skills -- and build confidence.

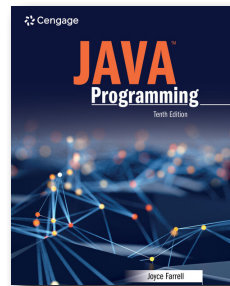
NEW EDITION

JAVA PROGRAMMING, 10E

Joyce Farrell

© 2023, 896pp, Paperback, 9780357673423

MindTap eBook



Discover the power of Java for developing applications today with the engaging, hands-on approach in Farrell's JAVA PROGRAMMING, 10th edition. Even if you're a first-time programmer, JAVA PROGRAMMING can show you step-by-step how

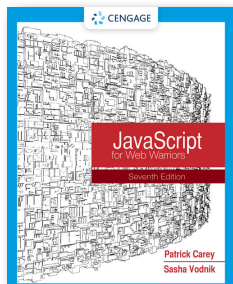
to quickly start developing useful programs, all while mastering the basic principles of structured and object-oriented programming. Up-to-date, reader-friendly explanations and meaningful programming and collaboration exercises emphasize business applications, while useful debugging exercises and contemporary case problems further expand your understanding. Offering anywhere, anytime learning, MindTap equips you with an additional online learning platform, interactive learning tools and auto-graded coding labs for practicing and expanding your skills.

JAVASCRIPT FOR WEB WARRIORS, 7E

Cengage Learning; Sasha Vodnik

© 2022, 736pp, Paperback, 9780357638002

MindTap



Learn to use JavaScript, the popular scripting language that allows web page authors to develop interactive web pages and sites. Carey/Vodnik's JAVASCRIPT FOR WEB WARRIORS, Seventh Edition introduces a variety of techniques that focus on

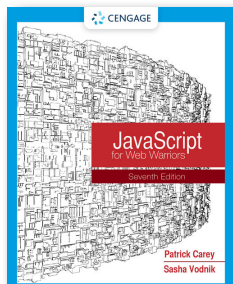
what you need to know to begin using JavaScript right away. Step-by-step tasks within each chapter highlight particular techniques essential for building actual JavaScript programs. Guided activities reinforce skills and build in complexity as you progress. You also study debugging techniques. Using accompanying MindTap digital resources, you read and immediately practice with embedded JavaScript coding exercises in an authentic integrated development environment (IDE). Learning objectives, summaries, review and key terms highlight major concepts while reinforcement exercises let you further practice new techniques. After completing your course, you will be able to use JavaScript to build professional quality web applications.

JAVASCRIPT FOR WEB WARRIORS, 7E

Cengage Learning; Sasha Vodnik

© 2022, 736pp, Paperback, 9780357638002

MindTap



Learn to use JavaScript, the popular scripting language that allows web page authors to develop interactive web pages and sites. Carey/Vodnik's JAVASCRIPT FOR WEB WARRIORS, Seventh Edition introduces a variety of techniques that focus on

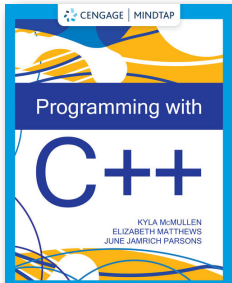
what you need to know to begin using JavaScript right away. Step-by-step tasks within each chapter highlight particular techniques essential for building actual JavaScript programs. Guided activities reinforce skills and build in complexity as you progress. You also study debugging techniques. Using accompanying MindTap digital resources, you read and immediately practice with embedded JavaScript coding exercises in an authentic integrated development environment (IDE). Learning objectives, summaries, review and key terms highlight major concepts while reinforcement exercises let you further practice new techniques. After completing your course, you will be able to use JavaScript to build professional quality web applications.

READINGS FROM PROGRAMMING WITH C++

June Jamrich Parsons, MediaTechnics Corporation; Elizabeth Matthews, Washington and Lee University; Elizabeth Matthews, Washington and Lee University

© 2022, 400pp, Paperback, 9780357637753

MindTap



Using a beginner's approach that's ideal for anyone who has never programmed, McMullen/Matthews/Parsons' READINGS FROM PROGRAMMING WITH C++ helps you develop a useful understanding of computer science while

equipping you with the skills to use C++ programming language. This interesting, straightforward approach to programming emphasizes fundamental computer concepts using a programming language-independent approach and clear presentation with little technical jargon. Modules introduce important computer science concepts, procedural programming and object-oriented programming in short segments. Relevant real-world examples, streamlined code and descriptive figures help you better understanding today's computing concepts. You can tackle the learning modules in any order, interspersing conceptual modules with hands-on programming modules. You even refine critical-thinking and problem-solving skills as you strengthen computer science skills and build your confidence.

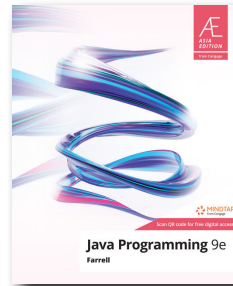
AE JAVA PROGRAMMING, 9E

Joyce Farrell

© 2019, 896pp, Paperback, 9789814846264

MindTap

AsiaTitle



Introduce your beginning programmers to the power of Java™ for developing applications with the engaging, hands-on approach in Farrell's JAVA PROGRAMMING, 9E. With this dynamic text, even first-time programmers can quickly develop useful

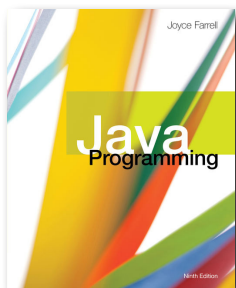
programs while mastering the basic principles of structured and object-oriented programming. This edition presents reader-friendly explanations and meaningful programming exercises that highlight today's business applications, game creation, debugging exercises, and case problems. You'll find additional resources to equip new Java programmers with digital tools within MindTap, including interactive teaching and learning tools and coding IDE (Integrated Development Environment) labs.

JAVA PROGRAMMING, 9E

Joyce Farrell

© 2019, 1024pp, Paperback, 9781337397070

MindTap eBook



Discover the power of Java™ for developing applications today when you trust the engaging, hands-on approach in Farrell's **JAVA PROGRAMMING, 9E**. Even if you're a first-time programmer, **JAVA PROGRAMMING** can show

you how to quickly start developing useful programs, all while still mastering the basic principles of structured and object-oriented programming. Unique, reader-friendly explanations and meaningful programming exercises emphasize business applications and game creation while useful debugging exercises and contemporary case problems further expand your understanding. Additional digital learning resources within MindTap provide interactive learning tools as well as coding IDE (Integrated Development Environment) labs for practicing and expanding your skills.

MICROSOFT VISUAL C#: AN INTRODUCTION TO OBJECT-ORIENTED PROGRAMMING, 7E

Joyce Farrell

© 2018, 784pp, Paperback, 9781337102100

MindTap eBook



Develop the strong programming skills you need for professional success with Farrell's **MICROSOFT® VISUAL C# 2017: AN INTRODUCTION TO OBJECT-ORIENTED PROGRAMMING, 7E**. Approachable examples and a clear, straightforward

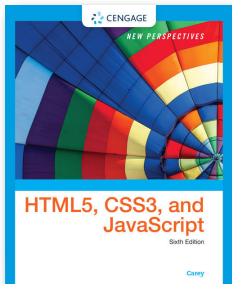
style help you build a solid understanding of both structured and object-oriented programming concepts. You master critical principles and techniques that easily transfer to other programming languages. This new edition incorporates the most recent versions of both C# and Visual Studio 2017 to ensure you have the contemporary skills required in business today. Short "You Do It" hands-on features; video lessons for each chapter; and a variety of new debugging exercises, programming exercises, and running case studies help prepare you for success in today's programming environment. New MindTap online resource offers coding labs and additional assessment, in addition to a full eReader. Discover the tools and expertise you need for programming success.

NEW PERSPECTIVES ON HTML5, CSS3, AND JAVASCRIPT, 6E

Patrick M. Carey, *University of Wisconsin*

© 2018, 1336pp, Paperback, 9781305503922

MindTap eBook



Discover the thorough instruction you need to build dynamic, interactive Web sites from scratch with **NEW PERSPECTIVES ON HTML5, CSS3, AND JAVASCRIPT, 6E**. This user-friendly book provides comprehensive coverage of HTML, CSS, and JavaScript

with an inviting approach that starts with the basics and does not require any prior knowledge on the subject. Detailed explanations of key concepts and skills make even the most challenging topics clear and accessible. Case scenarios and case problems place the most complex concepts within an understandable and practical context. You develop important problem solving skills as you work through realistic exercises. Proven applications and an interesting approach help you retain the material and apply what you've learned in a professional environment.

SOFT SKILLS

SOFT SKILLS

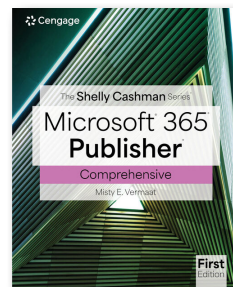
NEW EDITION

SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & PUBLISHER® COMPREHENSIVE

Vermaat

© 2025, Hardback, 9780357881811

MindTap



Introduce your students to the important new features that the latest version of Microsoft® Office has to offer with the focused approach found in Vermaat's **THE SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & PUBLISHER®**

COMPREHENSIVE, 1st Edition. 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® Publisher. 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.

NEW PERSPECTIVES PORTFOLIO PROJECTS FOR SOFT SKILLS, 2E

Beverly Amer, Northern Arizona University

© 2017, Paperback, 9781337119306

eBook



NEW PERSPECTIVES PORTFOLIO PROJECTS FOR SOFT SKILLS, 2E helps your students develop the critical soft skills that they need to thrive in academic pursuits, land a dream job, and flourish in the workplace.

ILLUSTRATED COURSE GUIDES : PROBLEM SOLVING AND DECISION MAKING - SOFT SKILLS FOR A DIGITAL WORKPLACE, 3E

Problem Solving and Decision Making - Soft Skills for a Digital Workplace

Jeff Butterfield, Western Kentucky University

© 2017, 144pp, Paperback, 9781337119252

MindTap eBook



Give your students a 360-degree education and career advantage with **ILLUSTRATED COURSE GUIDES: PROBLEM-SOLVING AND DECISION MAKING - SOFT SKILLS FOR A DIGITAL WORKPLACE**. Part of the Illustrated Series Soft Skills,

this book, like all others in the series, makes it easy to teach students the essential soft skills necessary to succeed in today's competitive workplace. Timeless information highlights marketable skills that students need for success in the technological workplace. This book addresses 40 critical skills that equip your students with extensive knowledge they can bring with them into today's real world.

ILLUSTRATED COURSE GUIDES : PROFESSIONALISM - SOFT SKILLS FOR A DIGITAL WORKPLACE, 2E, 2E

Professionalism - Soft Skills for a Digital Workplace

Jeff Butterfield, Western Kentucky University

© 2017, 142pp, Paperback, 9781337119269

MindTap eBook



Give your students the professional skills needed for success throughout their education and career with ILLUSTRATED COURSE GUIDES : PROFESSIONALISM - SOFT SKILLS FOR A DIGITAL WORKPLACE, 2E. Part of the acclaimed

ILLUSTRATED SOFT SKILLS SERIES, this book, like all others in the series, makes it easy to teach students the essential soft skills necessary to succeed in today's competitive workplace. Each book addresses 40 critical skills, providing your students with extensive knowledge they can bring with them into the professional world.

ILLUSTRATED COURSE GUIDES : TEAMWORK & TEAM BUILDING - SOFT SKILLS FOR A DIGITAL WORKPLACE, 2E, 2E

Teamwork & Team Building - Soft Skills for a Digital Workplace

Jeff Butterfield, Western Kentucky University

© 2017, 142pp, Paperback, 9781337119276

MindTap eBook



Give your students the teamwork skills needed for success throughout their education and career with ILLUSTRATED COURSE GUIDES: TEAMWORK AND TEAM BUILDING - SOFT SKILLS FOR A DIGITAL WORKPLACE, 2E. Part of the acclaimed

ILLUSTRATED SOFT SKILLS SERIES, this book makes it easy to teach students the essential team building and other soft skills necessary to succeed in today's competitive workplace. Each book addresses 40 critical skills, providing your students with extensive knowledge they can bring with them into the real world.

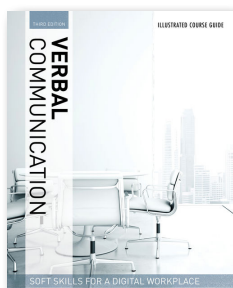
ILLUSTRATED COURSE GUIDES : VERBAL COMMUNICATION - SOFT SKILLS FOR A DIGITAL WORKPLACE, 3E

Verbal Communication - Soft Skills for a Digital
Workplace

Jeff Butterfield, Western Kentucky University

© 2017, 136pp, Paperback, 9781337119283

MindTap eBook



Give your students the professional communication skills needed for success throughout their education and careers with ILLUSTRATED COURSE GUIDES: VERBAL COMMUNICATION - SOFT SKILLS FOR A DIGITAL WORKPLACE, 3E. Part of

the acclaimed ILLUSTRATED SOFT SKILLS SERIES, this book, like all others in the series, makes it easy to teach students the essential soft skills necessary to succeed in today's competitive workplace. Timeless information highlights marketable verbal skills that students need for success in today's technological business world. This text delves into the importance of effective, professional, and polite verbal communication -- from speaking with clients to everyday dialogue with colleagues.

ILLUSTRATED COURSE GUIDES : WRITTEN COMMUNICATION - SOFT SKILLS FOR A DIGITAL WORKPLACE, 3E

Written Communication - Soft Skills for a Digital
Workplace

Jeff Butterfield, Western Kentucky University

© 2017, 136pp, Paperback, 9781337119290

MindTap eBook



Give your students the professional communication skills needed for success throughout their education and careers with ILLUSTRATED COURSE GUIDES: WRITTEN COMMUNICATION - SOFT SKILLS FOR A DIGITAL WORKPLACE, 3E. Part of

the acclaimed ILLUSTRATED SOFT SKILLS SERIES, this book, like all others in the series makes it easy to teach students the written communication and other essential soft skills necessary to succeed in today's competitive workplace. This text delves into the importance of effective and professional written communication -- from creating professional documentation to E-mail correspondence.

SPREADSHEETS

MICROSOFT EXCEL

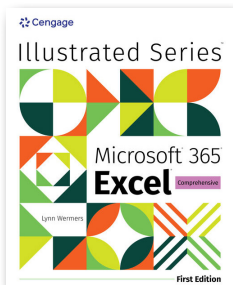
NEW EDITION

ILLUSTRATED SERIES® COLLECTION, MICROSOFT® OFFICE 365® & EXCEL® COMPREHENSIVE

Wermers

© 2025, Hardback, 9780357882832

MindTap



Wermers' ILLUSTRATED MICROSOFT® 365® EXCEL® COMPREHENSIVE, FIRST EDITION, is updated with the latest Microsoft 365 features and enhanced support for Mac users in introductory level modules.

Its concise, student-friendly approach to learning Microsoft Office uses a two-page layout that enables learners to focus on discrete Office skills as they complete module readings. Modules begin with an overview of the principles covered in the lesson while large, full-color images illustrate what students see on their own computers. Module scenarios are based on data from market insights and mapped to Microsoft Office Specialist (MOS) objectives to engage students and reinforce the critical skills they need for academic and professional success. In addition, MindTap and updated SAM (Skills Assessment Manager) digital resources are available to guide additional study and maximize results.

NEW EDITION

NEW PERSPECTIVES COLLECTION, MICROSOFT® 365® & EXCEL® COMPREHENSIVE

Carey

© 2025, Hardback, 9780357882221

MindTap



Using a unique in-depth, case-based approach, Carey's NEW PERSPECTIVES MICROSOFT® 365® EXCEL® COMPREHENSIVE, FIRST EDITION, thoroughly prepares you for the Microsoft Office Specialist

(MOS) certification exam and success in your future career. As you apply Microsoft Office skills to real-world business scenarios based on data from market insights, you will sharpen your critical-thinking and problem-solving skills. Professional tips and insights incorporated throughout provide context and relevancy to real-world practice, while ProSkills Boxes help strengthen your employability skills, including written and verbal communication. The text also offers updated coverage of Microsoft 365 features as well as enhanced support for Mac users. In addition, Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives.

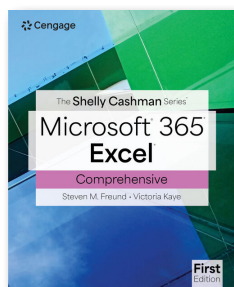
NEW EDITION

**THE SHELLY CASHMAN SERIES®
MICROSOFT® OFFICE 365® & EXCEL®
COMPREHENSIVE**

Wilson

© 2025, Hardback, 9780357881613

MindTap



Kaye's THE SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & EXCEL® COMPREHENSIVE, 1st Edition, includes the most recent features of Microsoft 365 and enhanced support for Mac users in introductory-level modules. The

trademark step-by-step, screen-by-screen, project-based approach encourages students to expand their understanding of Office applications through experimentation and critical thinking. Students engage with real-world scenarios based on data from market insights to reinforce critical skills that align to Microsoft Office Specialist (MOS) certification objectives. In addition, MindTap and updated SAM (Skills Assessment Manager) digital resources are available to guide additional study and ensure successful results.

NEW

**ILLUSTRATED SERIES® COLLECTION,
MICROSOFT® OFFICE 365® & EXCEL®
2021 COMPREHENSIVE**

Lynn Wermers, NA

© 2023, 304pp, Paperback, 9780357675106

MindTap eBook



Including the latest Microsoft 365 features and enhanced support for Mac users, Cengage's Illustrated Series® Collection, Microsoft® Office 365® & Excel® 2021 Comprehensive, 1st edition, helps you quickly master the nuances of Microsoft®

Office. Its concise, student-friendly approach uses a proven two-page layout that allows you to work through an entire task without turning the page. Each module begins with a brief overview of the principles covered while large, full-color screen images illustrate what you see on your computer. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, and module scenarios are based on Burning Glass market insights data -- helping you sharpen the critical skills you need for real-world success. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

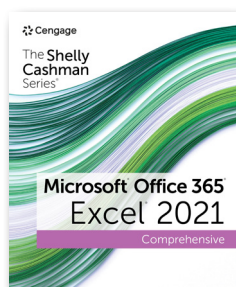
NEW

THE SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & EXCEL® 2021 COMPREHENSIVE

Steven M. Freund, *University of Central Florida*; Joy L. Starks,
Indiana University, Purdue University at Indianapolis

© 2023, 768pp, Paperback, 9780357676974

MindTap



Helping you quickly get up to speed, THE SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & EXCEL® 2021 COMPREHENSIVE, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac

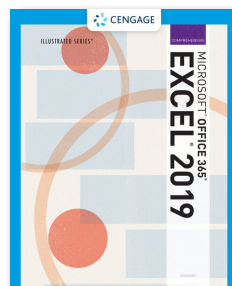
users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

ILLUSTRATED MICROSOFT® OFFICE 365® & EXCEL® 2019 COMPREHENSIVE

Lynn Wermers, NA

© 2020, 448pp, Paperback, 9780357025703

MindTap eBook



Now students can master the nuances of Microsoft® Office quickly with ILLUSTRATED MICROSOFT® OFFICE 365 & EXCEL 2019 COMPREHENSIVE, part of today's popular Illustrated Series. This focused, user-friendly approach uses a

proven two-page layout that allows students to work through an entire task without turning the page. Clear Learning Outcomes outline the skills for each lesson, while large full-color screen images reflect exactly what students see on their own computers. Each module begins with a brief overview of the principles covered in the lesson and introduces a real-world case scenario to engage students and 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.

NEW

NEW PERSPECTIVES COLLECTION, MICROSOFT® 365® & EXCEL® 2021 COMPREHENSIVE

Cengage Learning

© 2023, 912pp, Paperback, 9780357672228

MindTap eBook



Using a unique in-depth, case-based approach, Cengage's MICROSOFT® 365® & EXCEL® 2021 COMPREHENSIVE helps you prepare for the Microsoft® Office® Specialist (MOS) certification exam -- and success in your future career. As you apply

Microsoft® Office® skills to real-world business scenarios based on Burning Glass market insights, you will sharpen your critical-thinking and problem-solving skills. Professional tips and insights incorporated throughout provide context and relevancy to real-world practice, while ProSkills Boxes help strengthen your employability skills, including written and verbal communication. The text also offers updated coverage of Microsoft® 365® features as well as enhanced support for Mac users. In addition, MindTap and up-to-date SAM (Skills Assessment Manager) online resources provide interactive study tools to help maximize your study time -- and results.

NEW PERSPECTIVES MICROSOFT® OFFICE 365® & EXCEL® 2019 COMPREHENSIVE

Patrick Carey, Westminster Kingsway College

© 2020, 912pp, Paperback, 9780357025765

MindTap eBook



Develop the Microsoft® Office 365 and Excel 2019 skills students need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365

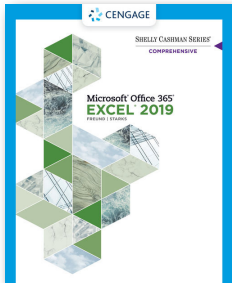
& EXCEL 2019 COMPREHENSIVE. Updated with all-new case scenarios, this edition clearly applies the skills students are learning to real-world situations to make concepts even more relevant across the applications and reinforces critical skills to make them successful in their educational and professional careers. NEW PERSPECTIVES MICROSOFT OFFICE 365 & EXCEL 2019 COMPREHENSIVE demonstrates the importance of what students are learning while strengthening your skills and helping students transfer those skills to other applications and disciplines for further success. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & EXCEL® 2019 COMPREHENSIVE

Steven M. Freund, *University of Central Florida*; Joy L. Starks,
Indiana University, Purdue University at Indianapolis

© 2020, 976pp, Paperback, 9780357026403

MindTap eBook



Introduce your students to the latest advancements that Microsoft® Office and Excel® have to offer with MICROSOFT® OFFICE 365 & EXCEL 2019 -- new to the acclaimed Shelly Cashman Series®. MICROSOFT® OFFICE 365 & EXCEL 2019 continues the series'

strong history of innovation with a hallmark learning approach enhanced to address the varied learning styles of today's students. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought, and personalization. This new edition and accompanying resources are designed to engage readers and improve retention 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.

WEB DESIGN & DEVELOPMENT

INTERACTIVE MEDIA DESIGN

NEW EDITION

NEW PERSPECTIVES ON HTML 5 AND CSS, 9E

Comprehensive

Patrick M. Carey, *University of Wisconsin*

© 2027, Paperback, 9798214012537

MindTap eBook



Develop the skills you need to compete successfully in today's high-tech workforce with Carey's NEW PERSPECTIVES ON HTML5 AND CSS3: COMPREHENSIVE, 9E and MindTap digital resources. You learn fundamental design

concepts as you build websites based on real-world case scenarios. Specially designed activities help you strengthen your logic, design, troubleshooting and creativity. The projects you complete can even become part of your professional portfolio. You progress from hands-on labs focused on code snippets and debugging to completing assessments and a capstone project. Short Coding Challenges check your understanding of key concepts, while Debugging Challenges teach you how to fix syntax errors in an existing web page. In addition, MindTap's educational integrated development environment (IDE) provides immediate feedback with tutorials, based on realistic case problems, that help you refine problem-solving skills as you develop websites in a professional environment.

NEW EDITION

WEB DEVELOPMENT: FULL STACK

Collier

© 2024, Paperback, 9780357673850

MindTap



Collier's WEB DEVELOPMENT: FULL STACK, is a hands-on introduction to web development written for both computer science majors and students taking computer science as an elective. It makes no assumptions about previous

technical knowledge and the only prerequisites are familiarity with the internet and computer basics. This text represents a way for non-technical students to gain experience with the breadth of full stack web development. It builds on practical experiences but contains enough theory to create familiarity with necessary technical information. There are other textbooks available that plumb the depths of full stack web development, but most are written by technical experts for students who have programming and computer science experience. This text is more approachable, incorporating decades of teaching experience into hands-on tutorials. The most in-demand technologies (by market share) illustrate the concepts needed to understand how full stack web development works.

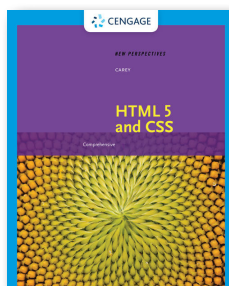
NEW PERSPECTIVES ON HTML 5 AND CSS: COMPREHENSIVE, 8E

Comprehensive

Patrick M. Carey, University of Wisconsin

© 2021, 936pp, Paperback, 9780357107140

MindTap eBook



Develop the skills you need to compete successfully in today's high-tech workforce with Carey's NEW PERSPECTIVES ON HTML5 AND CSS3: COMPREHENSIVE, 8E and MindTap digital resources. You learn fundamental design

concepts as you build websites based on real-world case scenarios. Specially designed activities help you strengthen your logic, design, troubleshooting and creativity. The projects you complete can even become part of your professional portfolio. You progress from hands-on labs focused on code snippets and debugging to completing assessments and a capstone project. Short Coding Challenges check your understanding of key concepts, while Debugging Challenges teach you how to fix syntax errors in an existing web page. In addition, MindTap's educational integrated development environment (IDE) provides immediate feedback with tutorials, based on realistic case problems, that help you refine problem-solving skills as you develop websites in a professional environment.

RESPONSIVE WEB DESIGN WITH HTML 5 & CSS, 9E

Jessica Minnick, Pasco-Hernando Community College

© 2021, 640pp, Paperback, 9780357423837

MindTap eBook



Equipping you with the most up-to-date tools available, Minnick's **RESPONSIVE WEB DESIGN WITH HTML 5 & CSS**, 9th edition, teaches you step by step how to design professional quality websites that attract and retain customers. Packed with best practices

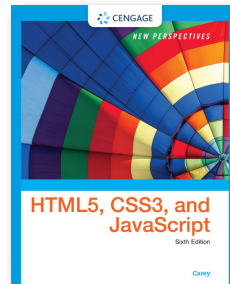
and tips from the pros, the text gives you a solid foundation in HTML, CSS and responsive web design. It shows you how to create one website that automatically adapts to mobile, tablet, laptop and desktop devices as well as large monitors. You will learn how to code a webpage to make a phone call from a mobile device, embed a map, use custom fonts, create shortcut navigation menus, integrate social media to promote a business and more. In addition, you will use popular web framework Bootstrap to create a webpage. Also available: MindTap digital learning solution.

NEW PERSPECTIVES ON HTML5, CSS3, AND JAVASCRIPT, 6E

Patrick M. Carey, University of Wisconsin

© 2018, 1336pp, Paperback, 9781305503922

MindTap eBook



Discover the thorough instruction you need to build dynamic, interactive Web sites from scratch with **NEW PERSPECTIVES ON HTML5, CSS3, AND JAVASCRIPT, 6E**. This user-friendly book provides comprehensive coverage of HTML, CSS, and JavaScript

with an inviting approach that starts with the basics and does not require any prior knowledge on the subject. Detailed explanations of key concepts and skills make even the most challenging topics clear and accessible. Case scenarios and case problems place the most complex concepts within an understandable and practical context. You develop important problem solving skills as you work through realistic exercises. Proven applications and an interesting approach help you retain the material and apply what you've learned in a professional environment.

WORD PROCESSING

MICROSOFT WORD

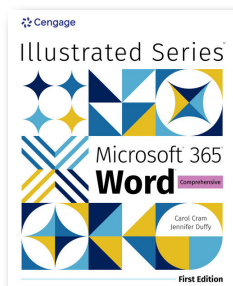
NEW EDITION

ILLUSTRATED SERIES® COLLECTION,
MICROSOFT® OFFICE 365® & WORD®
COMPREHENSIVE

Duffy/Cram

© 2025, Hardback, 9780357882757

MindTap



Duffy / Cram's ILLUSTRATED MICROSOFT® 365? WORD? COMPREHENSIVE, FIRST EDITION, is updated with the latest Microsoft 365 features and enhanced support for Mac users. Its concise, student-friendly

approach to learning Microsoft Office uses a proven two-page layout that enables learners to focus on discrete Office skills as they complete module readings. Each module begins with a brief overview of the principles covered in the lesson while large, full-color screen images illustrate what students see on their own computers. Module scenarios are based on Burning Glass market insights data and mapped to MOS objectives to engage students and reinforce the critical skills they need for academic and professional success. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and maximize results.

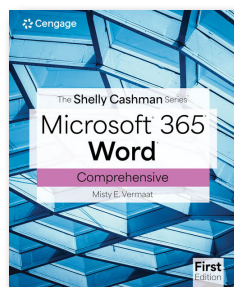
NEW EDITION

THE SHELLY CASHMAN SERIES®
MICROSOFT® OFFICE 365® & WORD®
COMPREHENSIVE

Vermaat

© 2025, Hardback, 9780357881736

MindTap



Vermaat's THE SHELLY CASHMAN SERIES® MICROSOFT® 365® WORD® COMPREHENSIVE, 1st Edition, includes the most recent features of Microsoft 365 and enhanced support for Mac users in introductory-level modules. The

trademark step-by-step, screen-by-screen, project-based approach encourages students to expand their understanding of Office applications through experimentation and critical thinking. Students engage with real-world scenarios based on data from market insights to reinforce critical skills that align to Microsoft Office Specialist (MOS) certification objectives. In addition, MindTap and updated SAM (Skills Assessment Manager) digital resources are available to guide additional study and ensure successful results.

NEW EDITION

NEW PERSPECTIVES COLLECTION, MICROSOFT® 365® & WORD® COMPREHENSIVE

Shaffer

© 2025, Hardback, 9780357882283

MindTap



Using a unique in-depth, case-based approach, Shaffer's NEW PERSPECTIVES COLLECTION, MICROSOFT® 365® WORD® COMPREHENSIVE, FIRST EDITION, thoroughly prepares you for the

Microsoft Office Specialist (MOS) certification exam and success in your future career. As you apply Microsoft Office skills to real-world business scenarios based on data from market insights, you will sharpen your critical-thinking and problem-solving skills. Professional tips and insights incorporated throughout provide context and relevancy to real-world practice, while ProSkills Boxes help strengthen your employability skills, including written and verbal communication. The text also offers updated coverage of Microsoft 365 features as well as enhanced support for Mac users. In addition, Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives.

NEW

ILLUSTRATED SERIES® COLLECTION, MICROSOFT® OFFICE 365® & WORD® 2021 COMPREHENSIVE

Jennifer Duffy, NA; Carol M. Cram, Capilano College

© 2023, 384pp, Paperback, 9780357675168

MindTap



Including the latest Microsoft 365 features and enhanced support for Mac users, Cengage's Illustrated Series® Collection, Microsoft® Office 365® & Word® 2021 Comprehensive, 1st edition, helps you quickly master the nuances of Microsoft® Office. Its

concise, student-friendly approach uses a proven two-page layout that allows you to work through an entire task without turning the page. Each module begins with a brief overview of the principles covered while large, full-color screen images illustrate what you see on your computer. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, and module scenarios are based on Burning Glass market insights data -- helping you sharpen the critical skills you need for real-world success. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

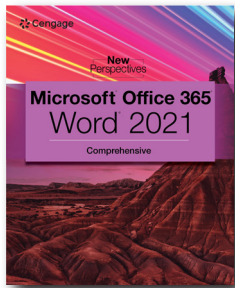
NEW

NEW PERSPECTIVES COLLECTION, MICROSOFT® 365® & WORD® 2021 COMPREHENSIVE

Cengage Learning

© 2023, 688pp, Paperback, 9780357672280

MindTap



Using a unique in-depth, case-based approach, Cengage's NEW PERSPECTIVES COLLECTION, MICROSOFT® 365® & WORD® 2021 COMPREHENSIVE thoroughly prepares you for the Microsoft® Office®

Specialist (MOS) certification exam and success in your future career. As you apply Microsoft® Office® skills to real-world business scenarios based on Burning Glass market insights, you will sharpen your critical-thinking and problem-solving skills. Professional skills, tips and insights incorporated throughout provide context and relevancy to real-world practice. The text also offers updated coverage of Microsoft® 365® features as well as enhanced support for Mac users. In addition, MindTap and up-to-date SAM (Skills Assessment Manager) online resources provide interactive study tools to help maximize your study time -- and results.

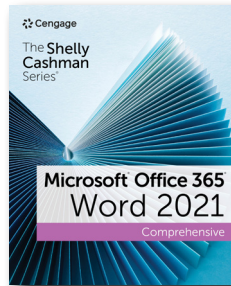
NEW

THE SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & WORD® 2021 COMPREHENSIVE

Misty E. Vermaat, Purdue University Calumet; Jennifer Duffy, NA

© 2023, 752pp, Paperback, 9780357677094

MindTap



Helping you quickly get up to speed, THE SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & WORD® 2021 COMPREHENSIVE, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac

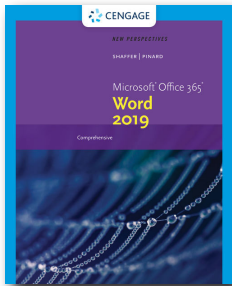
users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

NEW PERSPECTIVES MICROSOFT® OFFICE 365 & WORD® 2019 COMPREHENSIVE

Ann Shaffer; Katherine T. Pinard

© 2020, 688pp, Paperback, 9780357026182

MindTap eBook



Develop the Microsoft® Office 365 and Word 2019 skills students need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in **NEW PERSPECTIVES MICROSOFT OFFICE 365**

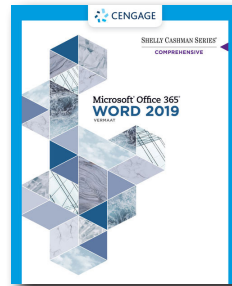
& WORD 2019 COMPREHENSIVE. Updated with all-new case scenarios, this edition clearly applies the skills students are learning to real-world situations to make concepts even more relevant across the applications and reinforces critical skills to make them successful in their educational and professional careers. **NEW PERSPECTIVES MICROSOFT OFFICE 365 & WORD 2019 COMPREHENSIVE** demonstrates the importance of what students are learning while strengthening your skills and helping students transfer those skills to other applications and disciplines for further success. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & WORD 2019 COMPREHENSIVE

Misty E. Vermaat, Purdue University Calumet

© 2020, 976pp, Paperback, 9780357026427

MindTap eBook



Introduce your students to the latest advancements that Microsoft® Office and Word have to offer with **MICROSOFT® OFFICE 365 & Word 2019** -- new to the acclaimed Shelly Cashman Series®. **MICROSOFT® OFFICE 365 & Word 2019** continues the series' strong

history of innovation with a hallmark learning approach enhanced to address the varied learning styles of today's students. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought, and personalization. This new edition and accompanying resources are designed to engage readers and improve retention 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.



Cengage Learning Asia Pte Ltd

30A Kallang Place, #12-06
Singapore 339213

T (65) 6410 1200

F (65) 6410 1208

E asia.info@cengage.com

URL www.cengageasia.com