



# Microsoft Office 2016: In Practice

*Randy Nordell*

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Randy Nordell **Microsoft Office 2016: In Practice**

*Topic, Instruction, Practice!*

**Microsoft Office 2016: In Practice** offers a fresh approach to teaching today's students Microsoft Office skills by clearly introducing skills in a logical sequence: 1) **T**opic 2) **I**nstruction and 3) **P**ractice. Nordell's *T.I.P.s* approach builds a foundation for success by helping students practice what they learn, and provides transferable skills that allow students to grasp critical thinking beyond the textbook assignment.

**In Practice** seamlessly integrates with SIMnet Online, McGraw-Hill Education's learning and assessment solution, which has 1:1 content to help students practice and master computing concepts and Microsoft Office skills. **In Practice** projects in SIMgrader allow students to practice their skills in a live Office application. Students receive immediate feedback upon completion of these auto-graded projects. The integration of **In Practice** with SIMnet helps to meet the diverse needs of students and accommodate individual learning styles.

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