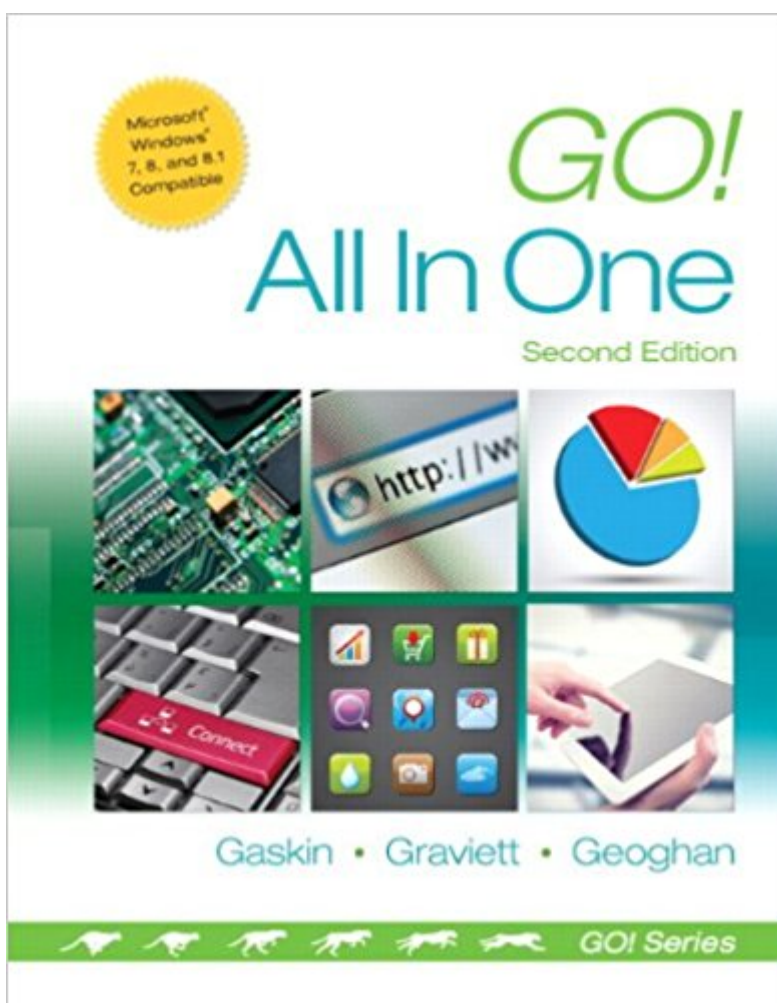


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# Go! All In One: Computer Concepts And Applications (2nd Edition) (GO! For Office 2013)



## Synopsis

Intended primarily for courses in Computer Concepts and Office Applications, this text also provides practical content to current and aspiring industry professionals. One Book. Everything You Need. GO! All In One, Second Edition teaches computer concepts and applications together the way it is in the real world! It engages students right away by using a jobs-focused approach that integrates computer concepts and applications into practical combinations of concepts and skills in the context of a job. With this approach students learn how to work in the real world where they will solve problems using computer concepts and skills related to the Internet, Microsoft Office 2013 applications, collaboration, social media, and cloud computing. Also available with MyITLab® This title is also available with MyITLab a “a fully integrated learning system that includes Grader projects, training and assessment simulations, the Pearson eText, and all of the student and instructor resources in one place! MyITLab personalizes learning to help your students better prepare for class, quizzes, and exams” resulting in more dynamic experiences in the classroom and improved performance in the course. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN. Instructors, contact your Pearson representative for more information.

## Book Information

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## Customer Reviews

Shelley Gaskin, Series Editor for the GO! Series, is a professor of business and computer

technology at Pasadena City College in Pasadena, California. She holds a master's degree in business education from Northern Illinois University and a doctorate in adult and community education from Ball State University. Dr. Gaskin has 15 years of experience in the computer industry with several Fortune 500 companies and has developed and written training materials for custom systems applications in both the public and private sector. She is also the author of books on Microsoft Outlook and word processing.

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

Debra Geoghan is currently an associate professor of computer and information science at Bucks County Community College, teaching computer classes ranging from basic computer literacy to cybercrime, computer forensics, and networking. She has earned certifications from Microsoft, CompTIA, Apple, and others. Deb has taught at the college level since 1996 and also spent 11 years in the high school classroom. She holds a B.S. in Secondary Science Education from Temple University and an M.A. in Computer Science Education from Arcadia University. Throughout her teaching career, Deb has worked with other educators to integrate technology across the curriculum. At BCCC, she serves on many technology committees, presents technology workshops for BCCC faculty, and runs a summer workshop for K-12 teachers interested in using technology in their classrooms. Deb is an avid user of technology which has earned her the nickname "gadget lady".

I got the kindle ebook bc I had added the class after the course started & had homework due the following day. The online book is convenient, but very difficult to do in text assignments. Going between the text for the assignment directions to the word app is a pain in the butt!! Even when I have both on screen, it's still hard to do. Maybe my computer, but when going to the next page, it would jump to another page. Very frustrating! Especially if you haven't used Microsoft Word a lot. Assignments are step by step so, it was really frustrating to have to keep switching screens. Having the actual text book would make it a lot faster & less infuriating. I'm buying the text.

I go to college and one of my classes had me buy this book. The problem is that usually with this

book comes with a program but online it DOES NOT come with it. The program is crap anyway since it had so many glitches over my last semester. If you are just interested in buying the book itself then I would say it's not a bad buy since it talks about Microsoft Office programs like word excel access and power point. It also talks about windows 8.1 along with what parts are in your computer. Back to if your in college then I would say buy it because the program is horrible.

like watching paint dry

Product arrived in poor condition with water stains and bent pages. Not as advertised.

well not the best in the world, but I needed it for school but it teaches you how to use Microsoft Word, Excel, and PowerPoint.so I guess it is okay..

It weighs a ton but it beats paying separate prices for individual books on Word, Access & PowerPoint.

Doesn't come with the code that you need for the MyITLab. :(

yup

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