PREFACE

The Exploring Series and You

Exploring is Pearson's Office Application series that requires students like you to think "beyond the point and click." With Office 2010, Exploring has embraced today's student learning styles to support extended learning beyond the classroom.

The goal of Exploring is, as it has always been, to go further than teaching just the steps to accomplish a task—the series provides the theoretical foundation for you to understand when and why to apply a skill. As a result, you achieve a deeper understanding of each application and can apply this critical thinking beyond Office and the classroom.

You are plugged in constantly, and Exploring has evolved to meet you halfway to work within your changing learning styles. Pearson has paid attention to the habits of students today, how you get information, how you are motivated to do well in class, and what your future goals look like. We asked you and your peers for acceptance of new tools we designed to address these points, and you responded with a resounding "YES!"

Here Is What We Learned About You

You go to college or university now with a different set of skills than students did five years ago. The new edition of Exploring moves you beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that you need to know. This ensures that you will be engaged from the first page to the end of the book.

You and your peers have diverse learning styles. With this in mind, we broadened our definition of "student resources" to include Compass, an online skill database; relevant Set-Up Videos filmed in a familiar, commercial style; and the most powerful online homework and assessment tool around, my**it**lab. Exploring will be accessible to all students, regardless of learning style.

You read, prepare, and study differently than students used to. You use textbooks like a tool—you want to easily identify what you need to know and learn it efficiently. We have added key features that make the content accessible to you and make the text easy to use.

You are goal-oriented. You want a good grade and you want to be successful in your future career. With this in mind, we used motivating case studies and Set-Up Videos to aid in the learning now and to show the relevance of the skills to your future careers.

You are Canadian students learning in a Canadian context. You relate better to content that reflects the world you live in. The examples and exercises draw on Canadian places and interests.

Moving Beyond the Point and Click and Extending Your Learning Beyond the Classroom

All of these additions will keep you more engaged, helping you to achieve a higher level of understanding and to complete this course and go on to be successful in your career. In addition to the vision and experience of the series creator, Robert T. Grauer, we have assembled a tremendously talented team of Office Applications authors who have devoted themselves to teaching you the ins and outs of Microsoft Word, Excel, Access, and PowerPoint. Led in this edition by series editor Mary Anne Poatsy, and joined by Canadian authors Andy Igonor and Randy Jenne, the whole team is equally dedicated to the Exploring mission of **moving you beyond the point and click, and extending your learning beyond the classroom**.

Key Features of Exploring Office 2010

- **White Pages/Yellow Pages** clearly distinguish the theory (white pages) from the skills covered in the Hands-On Exercises (yellow pages) so students always know what they are supposed to be doing.

- **Objective Mapping** enables students to skip the skills and concepts they know and quickly find those they do not know by scanning the chapter opener pages for the page numbers of the material they need.

- **Pull Quotes** entice students into the theory by highlighting the most interesting points.

- **Case Study** presents a scenario for the chapter, creating a story that ties the Hands-On Exercises together.

- **Hands-On Exercises** throughout the chapters provide training, as students manipulate sample files to practise specific skills. Most of these exercises can also be found on myitlab.

- **Set-Up Video** introduces the chapter's Case Study to generate student interest and attention and shows the relevance of the skills to students' future work.

- **FYI Icon** indicates that an exercise step includes a skill that is common to more than one application. Students who require more information on that skill may utilize the Office Fundamentals and File Management chapter, or Compass for assistance.

- **Key Terms** are defined in the margins to ensure student comprehension.

- **End-of-Chapter Exercises** offer instructors several options for assessment. Each chapter has approximately 12–15 exercises ranging from multiple choice questions to open-ended projects.

- **Enhanced Mid-Level Exercises** include a **Creative Case**, which allows students some flexibility and creativity, not being bound by a definitive solution, as well as **Discover Steps**, which encourage students to use Help or to problem-solve to accomplish a task.

- A cumulative **Capstone Exercise** at the end of each chapter ties the use of the application to real-life professional situations in different fields. Most of these exercises can also be found on myitlab.

- **Beyond the Classroom** projects include General Cases, Research Cases, and Disaster Recovery Cases.

Instructor Resources

Many of the instructor resources are available on the Instructor's Resource CD-ROM (ISBN 978-0-13-260526-7) or can be downloaded from Pearson Canada's online catalogue at www.pearsoncanada.ca/highered.

- **Annotated Solution Files with Scorecards** assist with grading the Hands-On Exercises and end-of-chapter exercises.

- **Capstone Production Tests** allow instructors to assess all skills covered in a chapter with a single project.

- **Rubrics** for Mid-Level Creative Cases and Beyond the Classroom Cases in Microsoft® Word format enable instructors to customize the assignments for their classes.

- **PowerPoint® Presentations** with notes for each chapter are included for out-of-class study or review.

- **Audio PowerPoint Presentations** provide an alternate version of the PowerPoint presentations in which all the lecture notes have been prerecorded.

- **Lesson Plans** provide a detailed blueprint to achieve chapter learning objectives and outcomes.

- **Objectives List** maps chapter objectives to Hands-On Exercises and end-of-chapter exercises.

- **Multiple Choice Answer Key**

- **Complete Test Bank**, also available in TestGen format.

- **Set-Up Video Exercises** provide companion exercises for the Set-Up Video for each chapter.

- **Syllabus templates** for 8-week, 12-week, and 16-week courses.

- **Grader projects** provide live-in-the-application assessment for each chapter's Capstone Exercise and additional Capstone Exercises.

- **Instructor Reference Cards**, available electronically and as printed cards, for each chapter, include:
  - **Concept Summary**, which outlines the KEY objectives to cover in class with tips on where students get stuck as well as how to get them unstuck.
  - **Scripted Lecture**, which provides instructors with a lecture outline that mirrors the Hands-On Exercises.

Student Resources

Companion Web Site

www.pearsoncanada.ca/canadiancis offers expanded IT resources and downloadable supplements. Students can find the following self-study tools for each chapter:

- Online Study Guide
- Chapter Objectives
- Glossary
- Chapter Objectives Review
- Web Resources
- Student Data Files

The Student Data Files can also be found on the Pearson Custom Library Web site at www.pearsoncustom.com/customphit/datafiles.

Business Publishing/Information Technology Web Site (wps.prenhall.com/bp_it_premium_media)

- Set-Up Videos introduce the chapter's Case Study to generate student interest and attention and show the relevance of the skills to students' future work.
- Compass access for PC and cellphone

Compass

Compass is a searchable database of Microsoft Office 2010 skills that is available for use online on a computer or on your cell phone. Using a keyword look-up system on your computer, the database provides multimedia instructions via videos and at-a-glance frames to remind students how to perform a skill. For students on the go, you can use your cellphone to search and access a brief description of a skill and the clickstream instructions for how to perform the skill. This is a resource for the tech-savvy student, who wants help and answers right away. Students get access to Compass through my**it**lab and/or the Business Publishing/Information Technology Web Site.

Visual Reference Cards

A two-sided reference card for each application provides students with a visual summary of information and tips specific to each application that provide answers to the most common student questions. The cards can be easily attached to and detached from the book's spiral binding to be used as a bookmark, and all cards are clearly colour-coded by application. These cards are available as an optional package item requested by the instructor.

my**it**lab for Office 2010 is a solution designed by professors for professors that allows easy delivery of Office courses with defensible assessment and outcomes-based training. The new *Exploring Office 2010* system seamlessly integrates online assessment, training, and projects with my**it**lab for Microsoft Office 2010!

myitlab for Office 2010 Features. . .

- **Assessment and training built to match** *Exploring Office 2010* instructional content so that my**it**lab works with *Exploring* to move students beyond the point and click.
- **Both project-based and skill-based assessment and training** allow instructors to test and train students on complete exercises or individual Office application skills.
- **Full course management functionality** includes all instructor and student resources, a complete gradebook, and the ability to run a variety of reports including detailed student clickstream data.
- **The most open, realistic, high-fidelity simulation** of Office 2010 so students feel like they are learning Office, not just a simulation.
- **Grader, a live-in-the-application project-grading tool**, enables instructors to assign projects taken from the end-of-chapter material and additional projects included in the instructor resources. These are graded automatically, with detailed feedback provided to both instructors and students.

USING THE CANADIAN EDITION

The Evolution of Computer Applications Texts for Canadian Students

This best-selling series is now available in a Canadian adaptation written to meet the needs of Canadian students, integrating Canadian spelling and measurements and using Canadian content in examples where possible. The following information will help you use the Canadian edition.

Settings: Language, Date Format, and Units of Measurement

For use with this book and my**it**lab, settings should be as follows:

- In **Control Panel | Region and Language**, select **English (United States)**.

- In **Word | File | Options | Language**, add the additional language **English (Canada)** and **Set as Default**. This will set the spelling preference for all applications.

In Canada, there are three commonly used date formats: year, month, day (approved by the International Standards Organization); day, month, year (British); and month, day, year (American). In order to remain consistent with my**it**lab as well as other educational software that students may be using, we have used the month, day, year (mm/dd/yy) format in this textbook. That format will be set as the default when **English (United States)** is selected in the **Region and Language** settings, as indicated above.

The figures in this Canadian edition reflect metric units of measurement, and metric equivalents have been added (sometimes appearing in parentheses) to all instructions. However, note that, for purposes of page layout, Canadians typically use inches as the standard of measurement—describing pages as $8\frac{1}{2}"\times 11"$ with one-inch margins, for example. The **Region and Language** setting indicated above will set the units in inches.

Note that, in lab situations, students will likely be unable to access the **Control Panel** to change settings. If instructors choose to specify defaults other than those used in this book, they will need to organize that through the lab and provide students with instructions.

Student Resources

Companion Web Site (www.pearsoncanada.ca/canadiancis)

An interactive Web site helps you complete exercises from each chapter and features self-study tools to help you succeed in this course.

- **Student Data Files** provide the data needed to complete the projects in the book.

- **Online Study Guide** enables you to practise what you've learned by answering auto-graded questions.

- **Glossary** of key terms reinforces terminology as you learn the language of computing.

- **Chapter Summary** offers a quick overview.

- **Web Resources** include links to Microsoft® Office Online Help and How-To documents.

The **Student Data Files** can also be found on the Pearson Custom PHIT Web site at **www.pearsoncustom.com/customphit/datafiles**. Be sure to select the files for the Canadian edition of *Exploring Microsoft® Office 2010*. Because this is a custom book, student data file names are not always consistent with chapter numbers in your book's Table of Contents. Be sure that any student data file that you use exactly matches the file name cited in the chapter.

Business Publishing/Information Technology Web Site (wps.prenhall.com/bp_it_premium_media)

With the purchase of a new book, you will find on the inside front cover an access code for a password-protected site with additional resources:

- **Compass** is a searchable database of skills, providing videos and at-a-glance reminders of how to complete a skill. See below for more information.

- **Set-Up Videos** provide an introduction to the Case Study and the skills in the Hands-On Exercises in each chapter. These videos can also be accessed on my**it**lab.

Compass

Compass is a searchable database of multimedia tools designed to teach the 50 most essential skills in Microsoft Word, Excel, Access, and PowerPoint. Available online via your computer or cellphone, Compass is an at-your-fingertips resource for tech-savvy students who need help and answers right away. Information for accessing Compass via your computer or cellphone is available on my**it**lab and the Business Publishing/Information Technology Web Site.

my**it**lab (**www.myitlab.com**) is an online training and assessment program for Office 2010 that can help you maximize the learning process. It provides you with the tools you need to learn, understand, and assess your Office applications skills. In my**it**lab, you'll find:

- a realistic, open simulation of Microsoft Office 2010 that allows you to explore the Office applications without being penalized

- exam and training questions that match your textbook, so you can review the skills learned in class online, on your own time

- training that adapts to your skill level so you won't waste time relearning skills you already know

- a gradebook that allows you to view your grades and view reports showing your progress.

About the Canadian Authors

Andy Igonor holds a Ph.D. in Information Systems from the Bristol Business School, U.K. He has more than 15 years of experience in the Information Systems and Management field, and has consulted for various organizations and taught in a number of schools around the globe, including in South Africa, Singapore, the United Arab Emirates, the United Kingdom, and Canada. Andy's primary teaching specialties include Management Information Systems, eCommerce, Project Management, Information Systems Security and Risk Management, and Systems Analysis and Design. He has consulted for the United Nations Children's Fund (UNICEF) and the governments of South Africa, Canada, and Alberta. Recently he taught in the Masters program in Information Systems Security at Concordia University in Edmonton, and also worked as an Academic Coach on Risk Management and Information Security for Athabasca University's Executive M.B.A. program. He is an inveterate fan of Arsenal FC of the English Premier league. He lives in Edmonton with his wife and two sons.

Randy Jenne has taught computer courses at Grant MacEwan University for 30 years. Along the way he earned certifications from Microsoft®, Cisco®, and CompTIA. He received a B.Ed. from the University of Alberta and an M.Ed. with a major in education technology from the University of Southern Queensland. In addition to teaching, Randy loves to play basketball, lay on the beach, and bang on the drums every Sunday morning. He lives in Edmonton with his wife and son.

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