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# Benchmark Series Microsoft Word

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BENCHMARK SERIES

Benchmark Series: Microsoft Word 2016 Level 3

Microsoft Word 2010

BENCHMARK SERIES

Microsoft Word 2010

Benchmark Series: Microsoft Word 2019 Level 2

BENCHMARK SERIES

Benchmark Series

Microsoft Word 2016

Benchmark Series: Microsoft Excel 2016 Level 1

Benchmark Series: Microsoft Word 2016 Level 3

Benchmark Series: Microsoft® Word 2016 Levels 1 And 2

Benchmark Series

Microsoft Office 365

Benchmark Series: Microsoft® Word 2016 Levels 1 And 2

Microsoft Access 2016

Microsoft Excel 2016

Benchmark Series: Microsoft Word 2019 Level 3

Benchmark Series: Microsoft® Word 2010 Levels 2

Microsoft Word 2010 Levels 1 & 2 (Benchmark Series)

Microsoft Excel 365

Microsoft Word 2016 Level 2

Microsoft Word 365

BENCHMARK SERIES

BENCHMARK SERIES

Microsoft Word 2013: Benchmark Series: Level 1 and 2

Benchmark Series: Microsoft® Word 2016 Levels 1 And 2

Benchmark Series: Microsoft® Word 2016 Level 1

Benchmark Series: Microsoft® Access 2016 Level 1

Microsoft Word 2016

Benchmarkword 2019 Level 1 + Review/Assessment Supplement

Microsoft Access 365

BENCHMARK SERIES

Microsoft Word 2016 Level 1

Benchmark Series: Microsoft® Excel 2016 Level 1

Benchmark Series: Microsoft Word 2019 Level 1

Microsoft Access 2016

Microsoft Word 2010 Level 1

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## **HILLARY REID**

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### *BENCHMARK SERIES* Ingram

With Paradigma's new Benchmark Series: Microsoft Word 2013 Levels 1 and 2 students build mastery skill level in the Word 2013 application. Its project-based approach creates a realistic context for learning practical skills. Key Features A graduated three-level approach to mastering Microsoft Office 2013 applications. Teaches key skills for using Windows 8 and Internet Explorer 10. Mentoring instructional style guides students step-by-step in creating letters reports research papers brochures newsletters and other documents. Case study assessments at chapter and unit levels test students' abilities to solve problems independently.

### Benchmark Series: Microsoft Word 2016 Level 3 Ingram

Benchmark Series: Microsoft Word Level 2 builds students' intermediate-to-advanced skills in Word 2010, and helps develop critical thinking and decision-making skills. Case study assessments at chapter and unit levels test students' abilities to solve problems independently Project-based approach creates a realistic context for learning practical skills.

### Microsoft Word 2010 Ingram

Builds students' introductory skills in Excel 2016, and helps develop critical thinking and decision-making skills. Key features include case study assessments of chapter and unit levels test students' abilities to solve problems independently; projects-based approach creates a realistic context for learning practical skills.

*BENCHMARK SERIES* Microsoft Office 365 Benchmark Series: Microsoft® Word 2016 Levels 1 And 2 With Paradigm's Benchmark Series: Microsoft Word 2016 Levels 1 and 2, students build mastery skill level in Word 2016. They receive step-by-step instructions in creating letters, reports, research papers, brochures, newsletters, and other documents. Key Features A graduated, three-level approach to mastering Microsoft Office 2016 applications. Mentoring instructional style guides students step-by-step in creating letters, reports, research papers, brochures, newsletters, and other documents. Case study assessments at chapter and unit levels test students' abilities to solve problems independently. Benchmark Series: Microsoft Word 2016 Level 3 With Paradigm's new Benchmark Series: Microsoft Word 2010 Levels 1 and 2 students build mastery skills in the Word 2010 application. Its project-based approach creates a realistic context for learning practical skills. Teaches key skills for using Windows 7 and Internet Explorer 8; Mentoring instructional style guides students step-by-step in creating letters reports research papers brochures newsletters and other documents; Case study assessments at chapter and unit levels test students' abilities to solve problems independently. Case study assessments at chapter and unit levels test students' abilities to solve problems independently; This text aligns to the Microsoft Office Specialist objectives. Benchmark Series: Microsoft® Word 2016 Level 1 Builds students' introductory skills in Word 2016, and helps develop critical thinking and decision-making skills. It includes case study assessments of chapter and unit levels to test students' abilities to solve problems independently.

The projects-based approach creates a realistic context for learning practical skills. Benchmark Series: Microsoft® Word 2016 Levels 1 And 2 With Paradigm's Benchmark Series: Microsoft Word 2016 Levels 1 and 2, students build mastery skill level in Word 2016. They receive step-by-step instructions in creating letters, reports, research papers, brochures, newsletters, and other documents. Benchmark Series: Microsoft Word 2019 Levels 1&2 The Benchmark Series is designed to develop a mastery skill level in Microsoft Word, Excel, Access, and PowerPoint. Its graduated, three-level instructional approach moves students to analyse, synthesise, and evaluate information. Multi-part, projects-based exercises build skill mastery with activities that require independent problem solving. Microsoft Word 2016 Marquee Series: Microsoft Word 2016 offers a highly visual, hands-on approach to learning Microsoft Word. Ideal for 1 or 2 credit courses, this text facilitates self-paced, accelerated, and traditional learning formats. Key Features Step-by-step, project-based instruction in two- and four-page activities with screen visuals help students meet learning objectives quickly. Four progressive levels of case-based assessment, including the popular Marquee Challenge, ensure software mastery at the introductory level. Model answers of in-section projects are shown in text. Includes activities on preparing MLA research papers. Individual Challenge activity connects students' lives and interests to project goals. Benchmark Series Designed for students who want to learn how to use the powerful word processing program to create professional looking documents for school, work, and personal communication needs. Benchmark Series: Microsoft® Word 2016 Levels 1 And 2 Provides a graduated, three-level approach to mastering Microsoft Word 2016 applications. The mentoring instructional style guides students step-by-step in creating letters, reports, research papers, brochures, newsletters, and other documents. Case study assessments at chapter and unit levels test students' abilities to solve problems independently. Benchmark Series: Microsoft Word 2016 Level 3 With Benchmark Series: Microsoft Word 2016 Level 3 students continue to learn Expert-level Microsoft Word skills through a graduated progression of guided tutorials and independent challenges. Working on realistic projects helps students build their technical knowledge and reinforce their problem-solving skills. Independent challenges help students build confidence and expertise. Microsoft Word 2016 Benchmark Series: Microsoft Word 2016 Level 1 builds students' introductory skills in Word 2016, and helps develop critical thinking and decision-making skills. Key Features Case study assessments at chapter and unit levels test students' abilities to solve problems independently. Projects-based approach creates a realistic context for learning practical skills. Benchmark Series: Microsoft® Word 2016 Level 1 Benchmark Series: Microsoft Word 2016 Level 1 builds students' introductory skills in Word 2016, and helps develop critical thinking and decision-making skills. Key Features Case study assessments at chapter and unit levels test students' abilities to solve problems independently. Projects-based approach creates a realistic context for learning practical skills. Microsoft Word 2016 Level 1 Benchmark Series: Microsoft Excel 2016 Level 1 builds students' introductory skills in Excel 2016, and helps develop critical thinking and decision-making skills. Key Features Case study assessments of chapter and unit levels test students' abilities to solve problems independently. Projects-based approach creates a realistic context for learning practical skills. BENCHMARK SERIES Benchmark Series: Microsoft Word 2019

Level 2 The Benchmark Series is designed to develop a mastery skill level in Microsoft Word, Excel, Access, and PowerPoint. Its graduated, three-level instructional approach moves students to analyse, synthesise, and evaluate information. Multi-part, projects-based exercises build skill mastery with activities that require independent problem solving. BENCHMARK SERIES Microsoft Word 2016 Level 2 Benchmark Series: Microsoft Word 2016 Level 2 builds students' introductory skills in Word 2016, and helps develop critical thinking and decision-making skills. Key Features Case study assessments at chapter and unit levels test students' abilities to solve problems independently. Projects-based approach creates a realistic context for learning practical skills. Microsoft Word 2010 With Paradigm's new Benchmark Series: Microsoft Word 2010 Levels 1 and 2, students build mastery skills in the Word 2010 application. Its project-based approach creates a realistic context for learning practical skills. \* Teaches key skills for using Windows 7 and Internet Explorer 8. \* Mentoring instructional style guides students step-by-step in creating letters, reports, research papers, brochures, newsletters, and other documents. \* Case study assessments at chapter and unit levels test students' abilities to solve problems independently. Case study assessments at chapter and unit levels test students' abilities to solve problems independently. \* This text aligns to the Microsoft Office Specialist objectives. BENCHMARK SERIES Microsoft Access 365 Benchmark Series Benchmark Series: Microsoft Word 2019 Level 1 The Benchmark Series is designed to develop a mastery skill level in Microsoft Word, Excel, Access, and PowerPoint. Its graduated, three-level instructional approach moves students to analyse, synthesise, and evaluate information. Multi-part, projects-based exercises build skill mastery with activities that require independent problem solving. Microsoft Word 2010 Level 1 Benchmark Series: Microsoft Word Level 1 builds students' introductory skills in Word 2010 and helps develop critical thinking and decision-making skills. Case study assessments at chapter and unit levels test students' abilities to solve problems independently. Project-based approach creates a realistic context for learning practical skills. Microsoft Word 2013: Benchmark Series: Level 1 and 2 Microsoft Office 365 Benchmark Series: Microsoft® Word 2016 Levels 1 And 2 *Microsoft Word 2010* With Paradigm's new Benchmark Series: Microsoft Word 2010 Levels 1 and 2, students build mastery skills in the Word 2010 application. Its project-based approach creates a realistic context for learning practical skills. \* Teaches key skills for using Windows 7 and Internet Explorer 8. \* Mentoring instructional style guides students step-by-step in creating letters, reports, research papers, brochures, newsletters, and other documents. \* Case study assessments at chapter and unit levels test students' abilities to solve problems independently. Case study assessments at chapter and unit levels test students' abilities to solve problems independently. \* This text aligns to the Microsoft Office Specialist objectives. Benchmark Series: Microsoft Word 2019 Level 2 The Benchmark Series is designed to develop a mastery skill level in Microsoft Word, Excel, Access, and PowerPoint. Its graduated, three-level instructional approach moves students to analyse, synthesise, and evaluate information. Multi-part, projects-based exercises build skill mastery with activities that require independent problem solving. BENCHMARK SERIES

Builds students' introductory skills in Access 2016, and helps develop critical thinking and decision-making skills. It includes case study assessments of chapter and unit levels to test students' abilities to solve problems independently. The projects-based approach creates a realistic context for learning practical skills.

#### *Benchmark Series*

Benchmark Series: Microsoft Word 2016 Level 1 builds students' introductory skills in Word 2016, and helps develop critical thinking and decision-making skills. Key Features Case study assessments at chapter and unit levels test students' abilities to solve problems independently. Projects-based approach creates a realistic context for learning practical skills.

#### Microsoft Word 2016

With Paradigm's Benchmark Series: Microsoft Word 2016 Levels 1 and 2, students build mastery skill level in Word 2016. They receive step-by-step instructions in creating letters, reports, research papers, brochures, newsletters, and other documents.

#### **Benchmark Series: Microsoft Excel 2016 Level 1**

With Paradigm's Benchmark Series: Microsoft Word 2016 Levels 1 and 2, students build mastery skill level in Word 2016. They receive step-by-step instructions in creating letters, reports, research papers, brochures, newsletters, and other documents. Key Features A graduated, three-level approach to mastering Microsoft Office 2016 applications. Mentoring instructional style guides students step-by-step in creating letters, reports, research papers, brochures, newsletters, and other documents. Case study assessments at chapter and unit levels test students' abilities to solve problems independently.

#### **Benchmark Series: Microsoft Word 2016 Level 3**

Marquee Series: Microsoft Word 2016 offers a highly visual, hands-on approach to learning Microsoft Word. Ideal for 1 or 2 credit courses, this text facilitates self-paced, accelerated, and traditional learning formats. Key Features Step-by-step, project-based instruction in two- and four-page activities with screen visuals help students meet learning objectives quickly. Four progressive levels of case-based assessment, including the popular Marquee Challenge, ensure software mastery at the introductory level. Model answers of in-section projects are shown in text. Includes activities on preparing MLA research papers. Individual Challenge activity connects students' lives and interests to project goals.

Benchmark Series: Microsoft Excel 2016 Level 1 builds students' introductory skills in Excel 2016, and helps develop critical thinking and decision-making skills. Key Features Case study assessments of chapter and unit levels test students' abilities to solve problems independently. Projects-based approach creates a realistic context for learning practical skills.

#### Benchmark Series: Microsoft® Word 2016 Levels 1 And 2

Includes Microsoft Word Program instruction card.

#### **Benchmark Series**

Benchmark Series: Microsoft Access 2016 Level 1 builds students' introductory skills in Access 2016, and helps develop critical thinking and decision-making skills. Key Features Case study assessments of chapter and unit levels test students' abilities to solve problems independently. Projects-based approach creates a realistic context for learning practical skills.

Microsoft Office 365

Benchmark Series: Microsoft Excel 2016 Level 1 builds students' introductory skills in Excel 2016, and helps develop critical thinking and decision-making skills. Key Features Case study assessments of chapter and unit levels test students' abilities to solve problems independently. Projects-based approach creates a realistic context for learning practical skills.

**Benchmark Series: Microsoft® Word 2016 Levels 1 And 2**

Benchmark Series: Microsoft Word 2016 Level 1 builds students' introductory skills in Word 2016, and helps develop critical thinking and decision-making skills. Key Features Case study assessments at chapter and unit levels test students' abilities to solve problems independently. Projects-based approach creates a realistic context for learning practical skills.

*Microsoft Access 2016*

With Paradigm's new Benchmark Series: Microsoft Word 2010 Levels 1 and 2 students build mastery skills in the Word 2010 application. Its project-based approach creates a realistic context for learning practical skills. Teaches key skills for using Windows 7 and Internet Explorer 8; Mentoring instructional style guides students step-by-step in creating letters reports research papers brochures newsletters and other documents; Case study assessments at chapter and unit levels test students' abilities to solve problems independently. Case study assessments at chapter and unit levels test

students' abilities to solve problems independently; This text aligns to the Microsoft Office Specialist objectives.

*Microsoft Excel 2016*

Benchmark Series: Microsoft Word 2016 Level 2 builds students' introductory skills in Word 2016, and helps develop critical thinking and decision-making skills. Key Features Case study assessments at chapter and unit levels test students' abilities to solve problems independently. Projects-based approach creates a realistic context for learning practical skills.

*Benchmark Series: Microsoft Word 2019 Level 3*

Builds students' introductory skills in Word 2016, and helps develop critical thinking and decision-making skills. It includes case study assessments of chapter and unit levels to test students' abilities to solve problems independently. The projects-based approach creates a realistic context for learning practical skills.

**Benchmark Series: Microsoft® Word 2010 Levels 2**

Benchmark Series: Microsoft Word Level 1 builds students' introductory skills in Word 2010 and helps develop critical thinking and decision-making skills. Case study assessments at chapter and unit levels test students' abilities to solve problems independently. Project-based approach creates a realistic context for learning practical skills.

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