



Specifications

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Formats: Print / eTextbook

Grade Level: 6-12

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Size: 8.5 x 11

Page Count: 496

Print Color: Full Color

Binding: Spiral Bound

Components & Pricing

It! Series, 3E Bundle (Print)

\$179.95 (Min. 15)

Item #: TB-IT3E-WB

ISBN: 9781626892927

It! Series, 3E Bundle (eTextbook 5 Yr. Student License)

\$108.95 (Min. 15)

Item #: TB-IT3E-WB-ET

ISBN: 9781626896451

Scan for more details, pricing, and samples:



It! Series, 3E (Bundle)

Hands-on Computer Applications for Workplace Readiness

Overview

This “all-in-one,” best-selling bundled textbook includes dozens of new activities designed to help students use their computer applications skills (word processing, spreadsheets, presentations, desktop publishing, and databases) to produce professional business documents. Using engaging real-world content, students create word processing documents, develop spreadsheets, make digital presentations, design desktop publishing documents, and build databases using the appropriate software for the task at hand.

The *It! Series, 3E (Bundle)* combines all the applications covered across the popular *It! Series* into one complete textbook. Included are over 150 all-new activities designed to reinforce a wide-ranging series of skills across five key business computer applications.

Features

- Over 150 engaging lessons designed to teach and reinforce basic to advanced computer applications skills
- Use with Microsoft Office, Google Apps, or equivalent applications
- Hands-on school and workplace-themed activities that utilize word processing, spreadsheets, presentations, desktop publishing, and database skills
- Includes introductory unit on File Management

Instructor/Student Resources on eReadiness.com

(Included Free with Classroom Purchase)

- Lesson Source Files
- Lesson Answer Keys
- Lesson Grading Rubrics
- Review Worksheets and Answer Keys
- Assessments and Answer Keys