

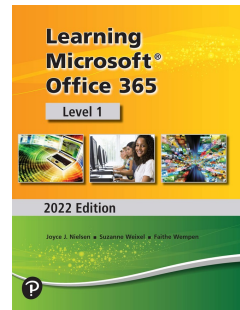
Reviewers Guide

Bid ID#: 19823

Course Title:

Learning Microsoft Office 365 Level 1

ISBN: 9780137901517



Main Program components: Student Edition Hardcover with six (6) MyLab digitally delivered access codes

Program Description

Learning Microsoft Office 365 2022 Edition teaches students the essential computer application skills they need to succeed in college and careers. The step-by-step pedagogy teaches through a progression of exercises and applications performed in real world business settings. Business and computer literacy concepts are infused throughout the text.

Publisher Website Link:

<https://www.pearson.com/en-us/schools/states/utah.html>

Review text link:

<https://mylabmastering.pearson.com/?courseId=13413173#/manage/1>

Access Instructions

1. How to Access the Pearson site:

1. Please open this link:

<https://mycourses.pearson.com/course-home#/tab/active>

2. Access Credentials:

Reviewer:

Username: UtahState2025

Password: Pearson123

Student:

Username: ZionZealot

Password: Pearson123

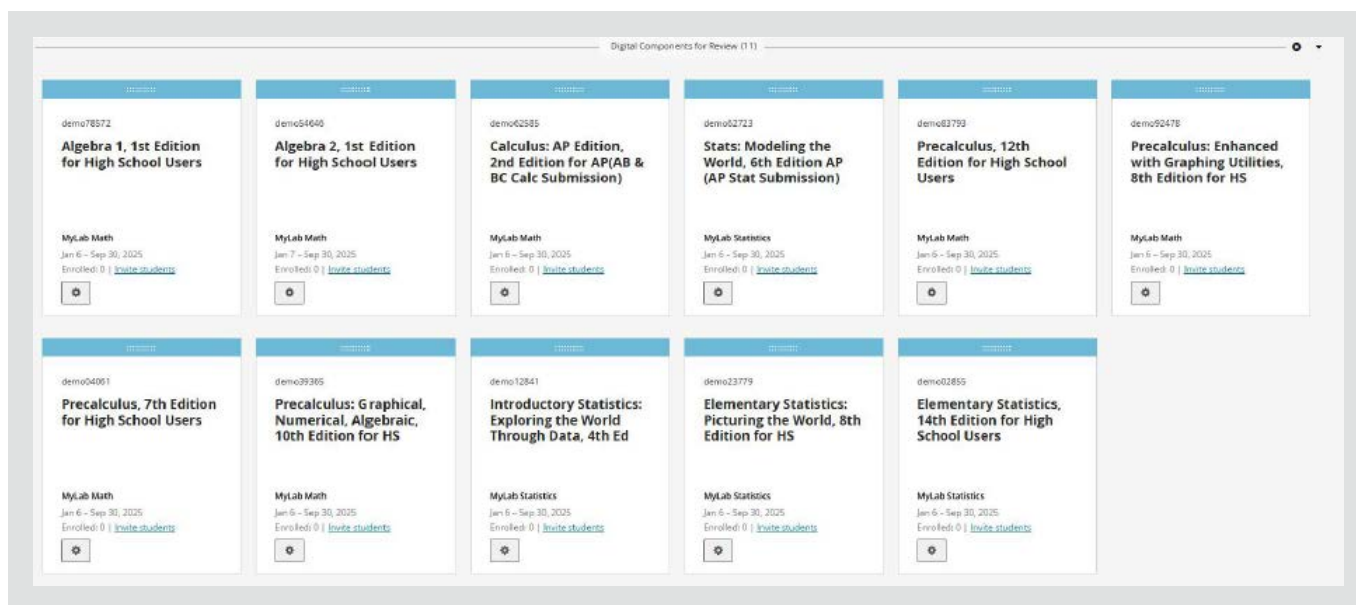
Username: LamboLeap

Password: Pearson123

Username: DairylandDunker

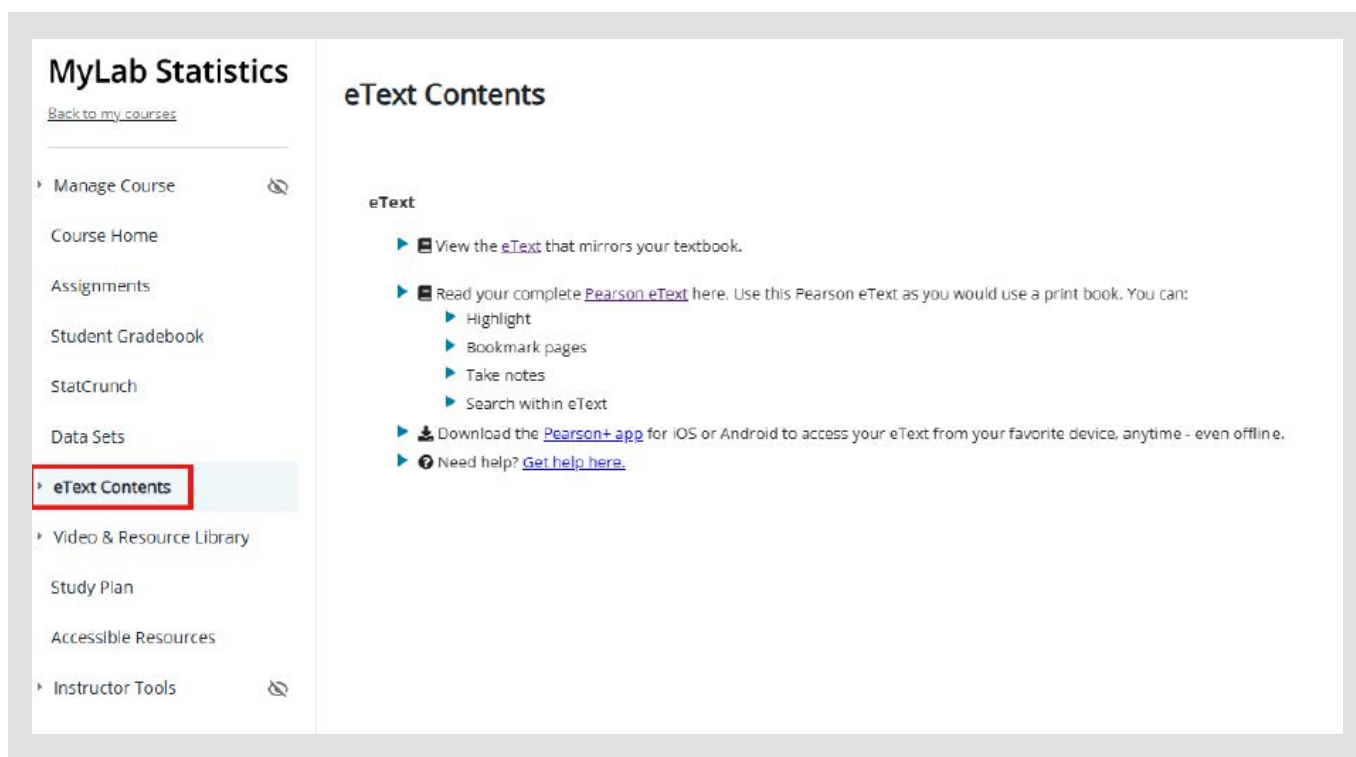
Password: Pearson123

3. Select the course/title you want to review by hovering on the title.



4. On the Course Home screen, you can choose the course materials you want to review.

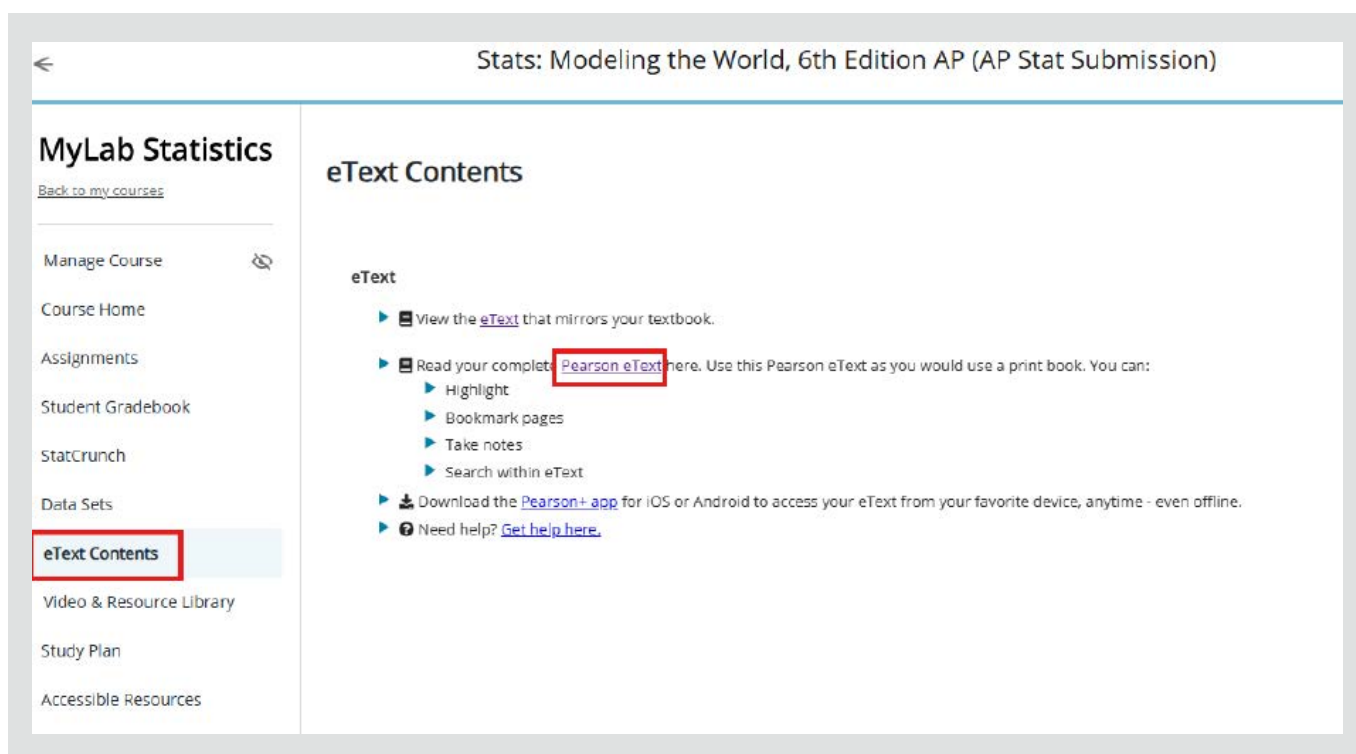
5. If you want to view the eText, choose the link as highlighted below.



The screenshot shows the MyLab Statistics interface. On the left is a navigation menu with the following items: Manage Course, Course Home, Assignments, Student Gradebook, StatCrunch, Data Sets, eText Contents (highlighted with a red box), Video & Resource Library, Study Plan, Accessible Resources, and Instructor Tools. The main content area is titled "eText Contents" and contains a list of instructions under the heading "eText":

- ▶ View the [eText](#) that mirrors your textbook.
- ▶ Read your complete [Pearson eText](#) here. Use this Pearson eText as you would use a print book. You can:
 - ▶ Highlight
 - ▶ Bookmark pages
 - ▶ Take notes
 - ▶ Search within eText
- ▶ Download the [Pearson+ app](#) for iOS or Android to access your eText from your favorite device, anytime - even offline.
- ▶ Need help? [Get help here.](#)

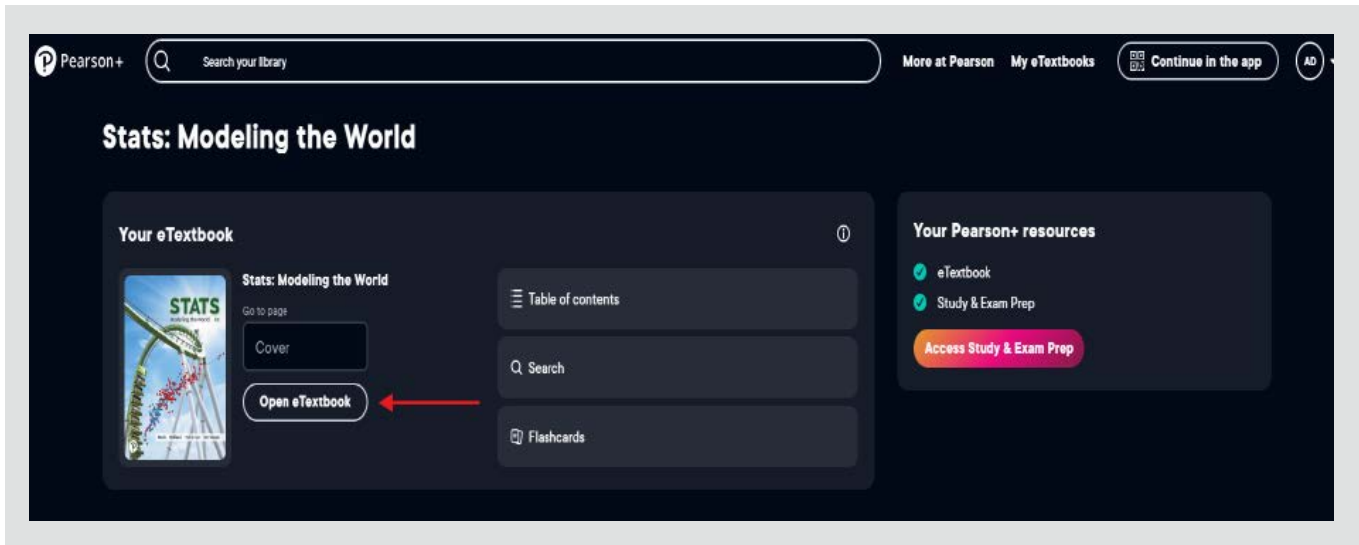
6. Choose "Pearson etext"



This screenshot is similar to the previous one but includes a title bar at the top: "Stats: Modeling the World, 6th Edition AP (AP Stat Submission)". The navigation menu on the left is the same, with "eText Contents" highlighted. The main content area is titled "eText Contents" and contains the same list of instructions under the heading "eText":

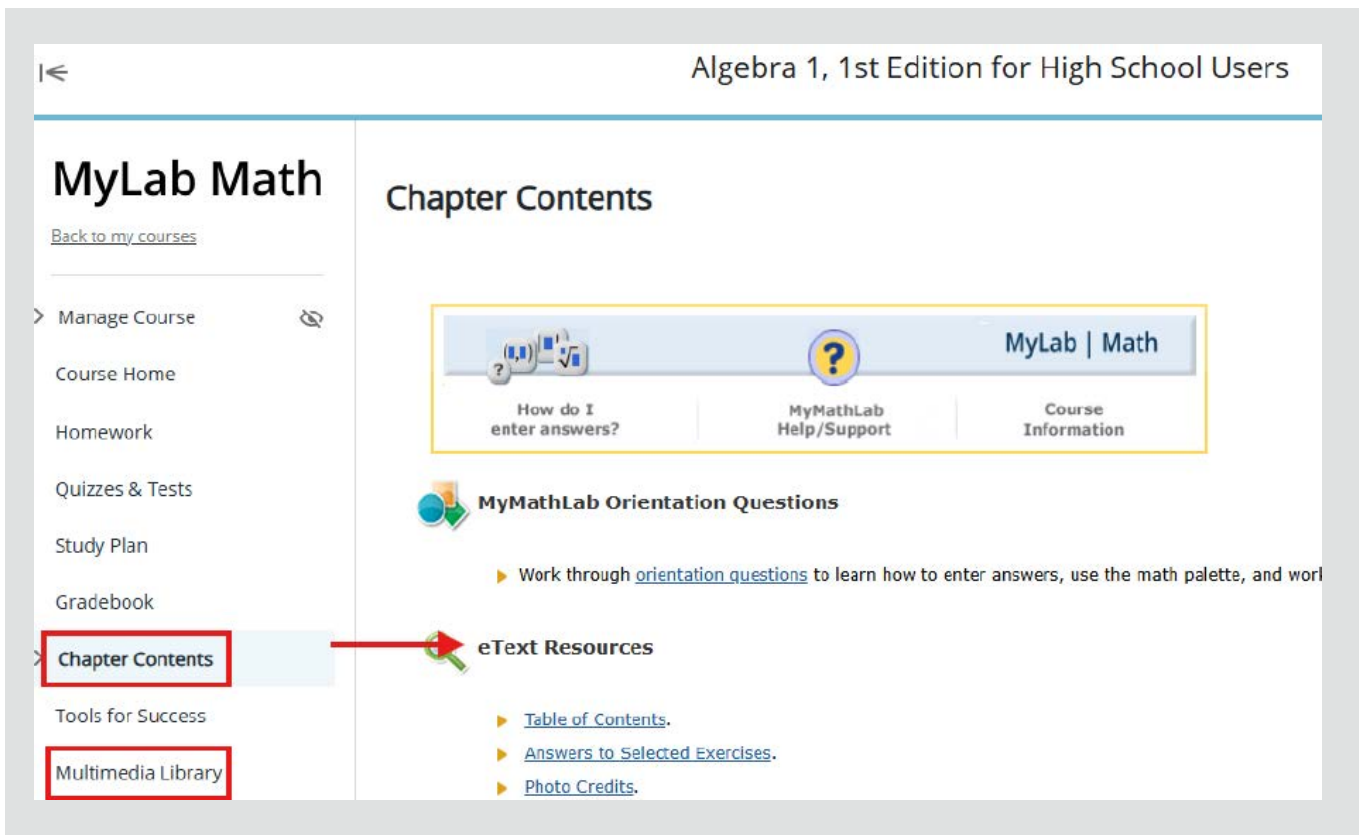
- ▶ View the [eText](#) that mirrors your textbook.
- ▶ Read your complete [Pearson eText](#) here. Use this Pearson eText as you would use a print book. You can:
 - ▶ Highlight
 - ▶ Bookmark pages
 - ▶ Take notes
 - ▶ Search within eText
- ▶ Download the [Pearson+ app](#) for iOS or Android to access your eText from your favorite device, anytime - even offline.
- ▶ Need help? [Get help here.](#)

7. Choose "Open eTextbook"

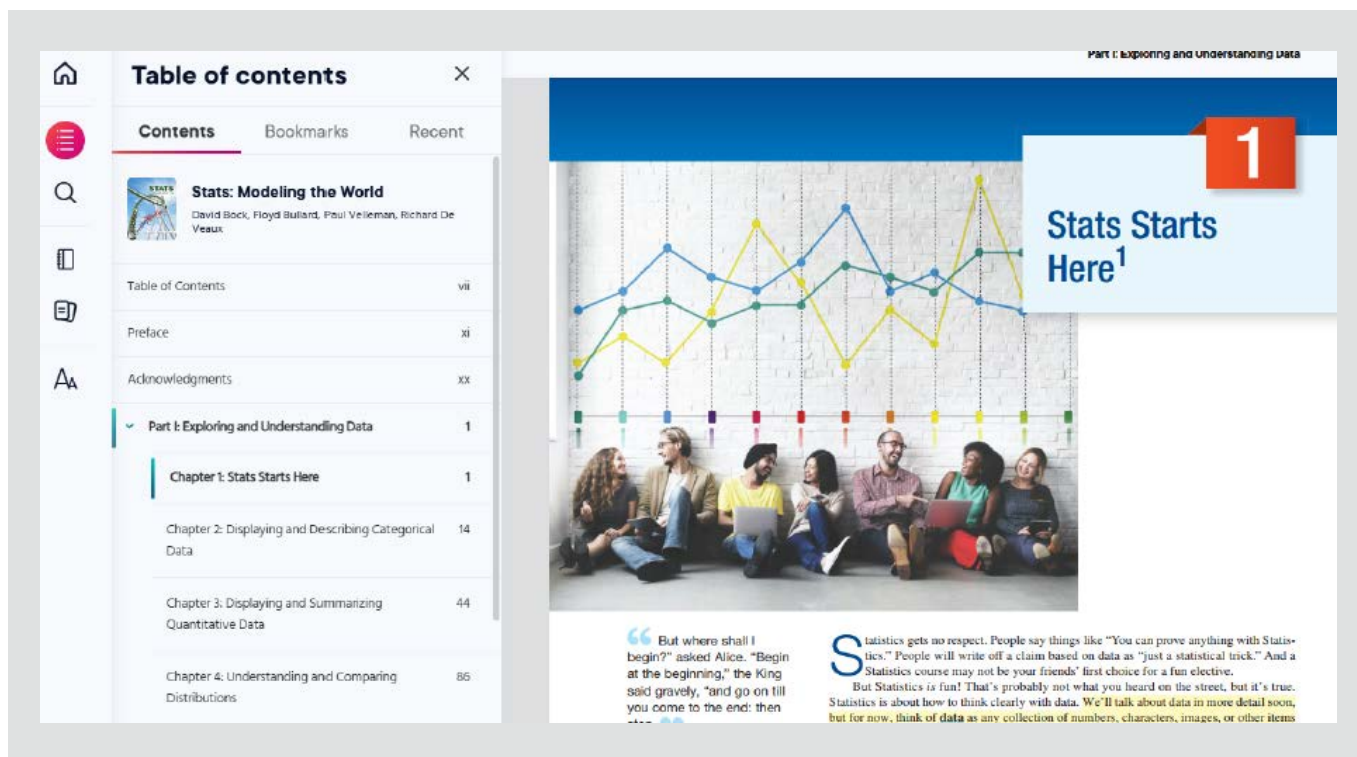



***Etext access may vary by title.

Etexts can also be accessed through "Chapter Contents" and "Multimedia Library".



8. Choose a chapter from the navigation bar on the left side of the screen.



9. Click on the Home icon  to access study and exam prep

