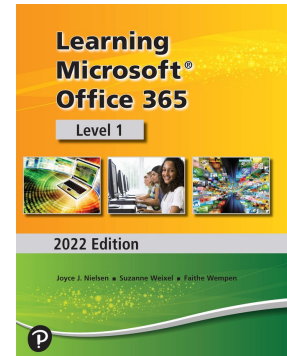


Reviewers Guide

Bid ID#: 1441

Course# - Course Title:

8200520 - Computer Applications in Business 1



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.

Link to Student Text

https://www.pearson.com/en-us/schools/flipbooks/FL2025CTE/MS_Office/index.html

Links to Demo Sites

User Name: fl_cte_demo

Password: FLctedemo2025

Access Instructions

1. How to Access the Pearson site:

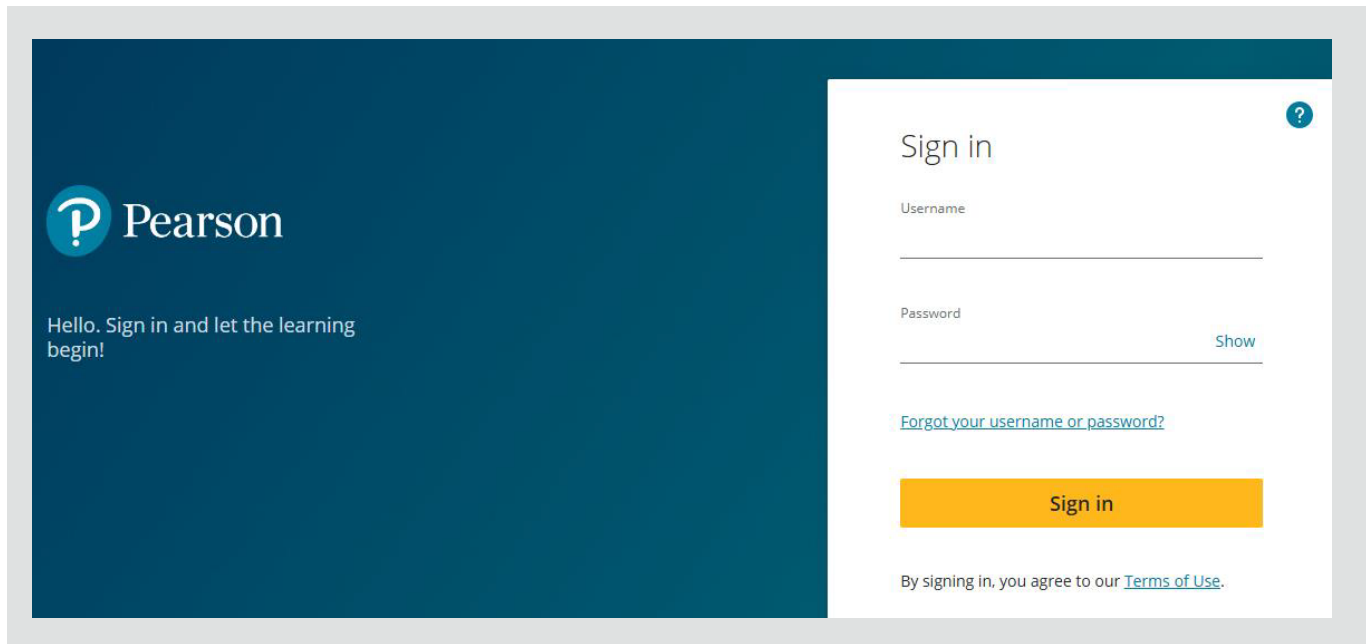
1. Please open this link.

[https://mycourses.pearson.com/
course-home#/tab/active](https://mycourses.pearson.com/course-home#/tab/active)

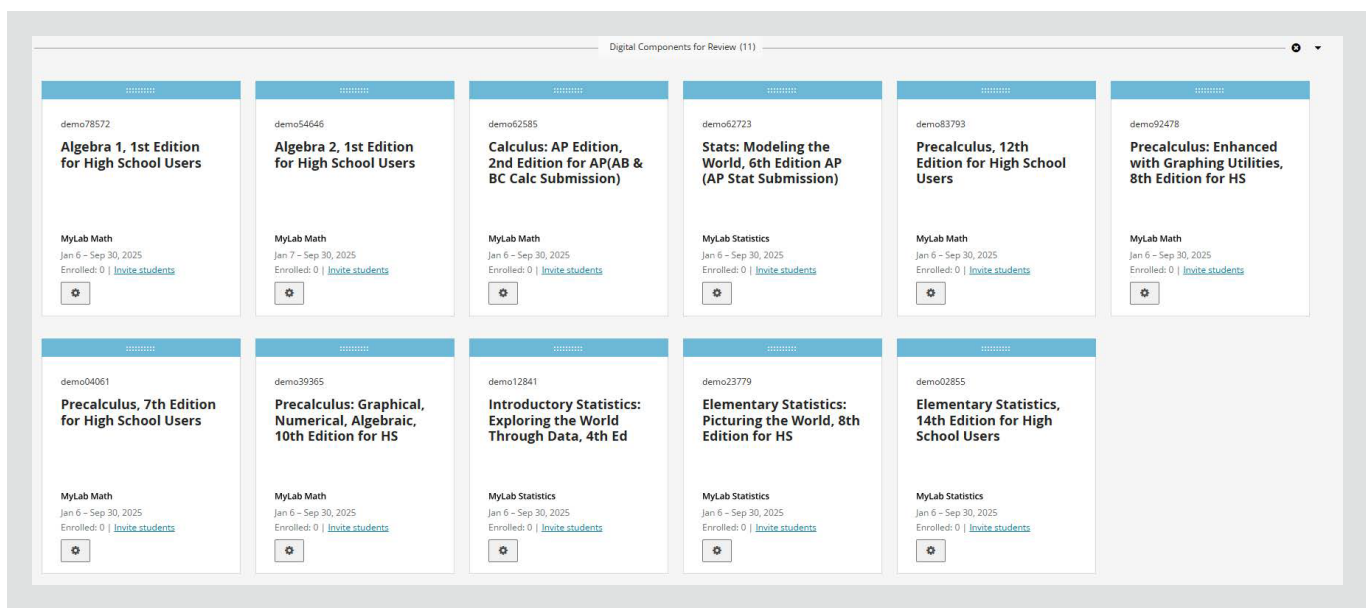
2. Access Credentials:

Username: fl_cte_demo

Password: FLctedemo2025

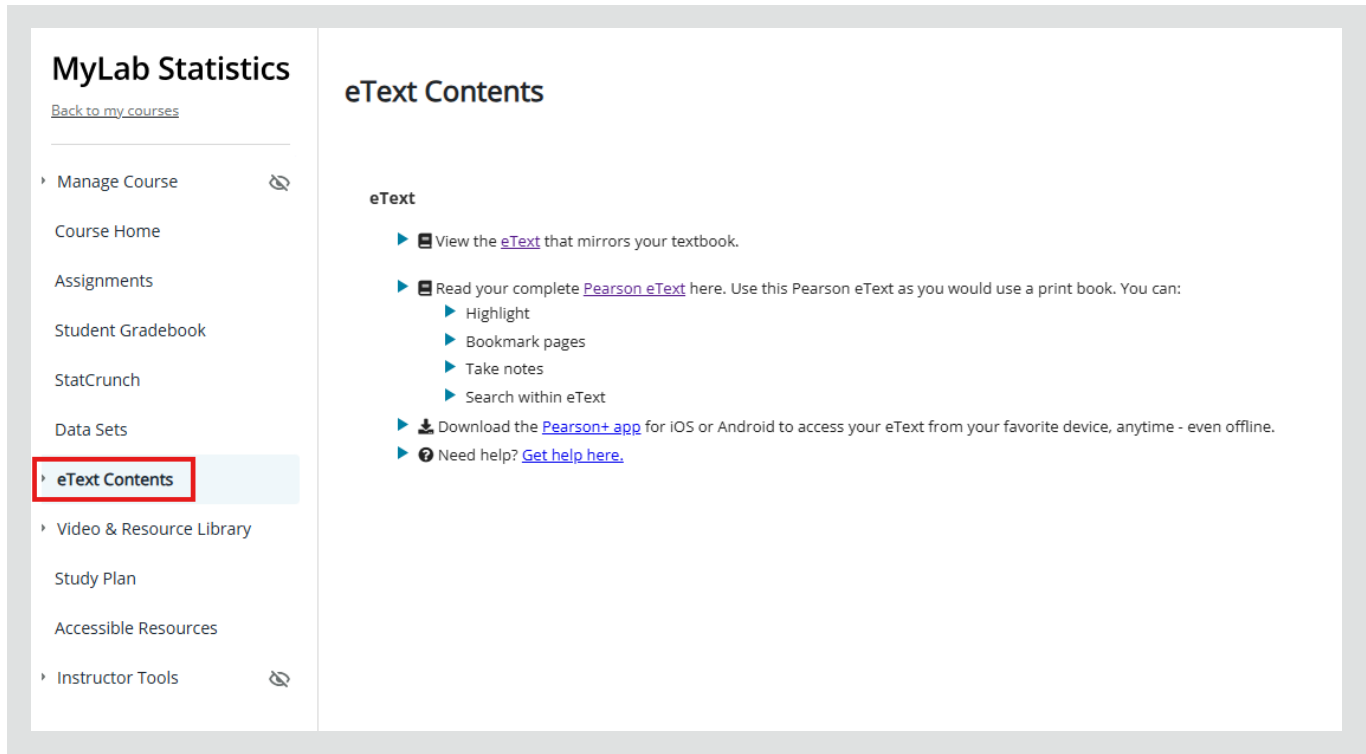


3. Select the course/title you want to review by hovering on the title.



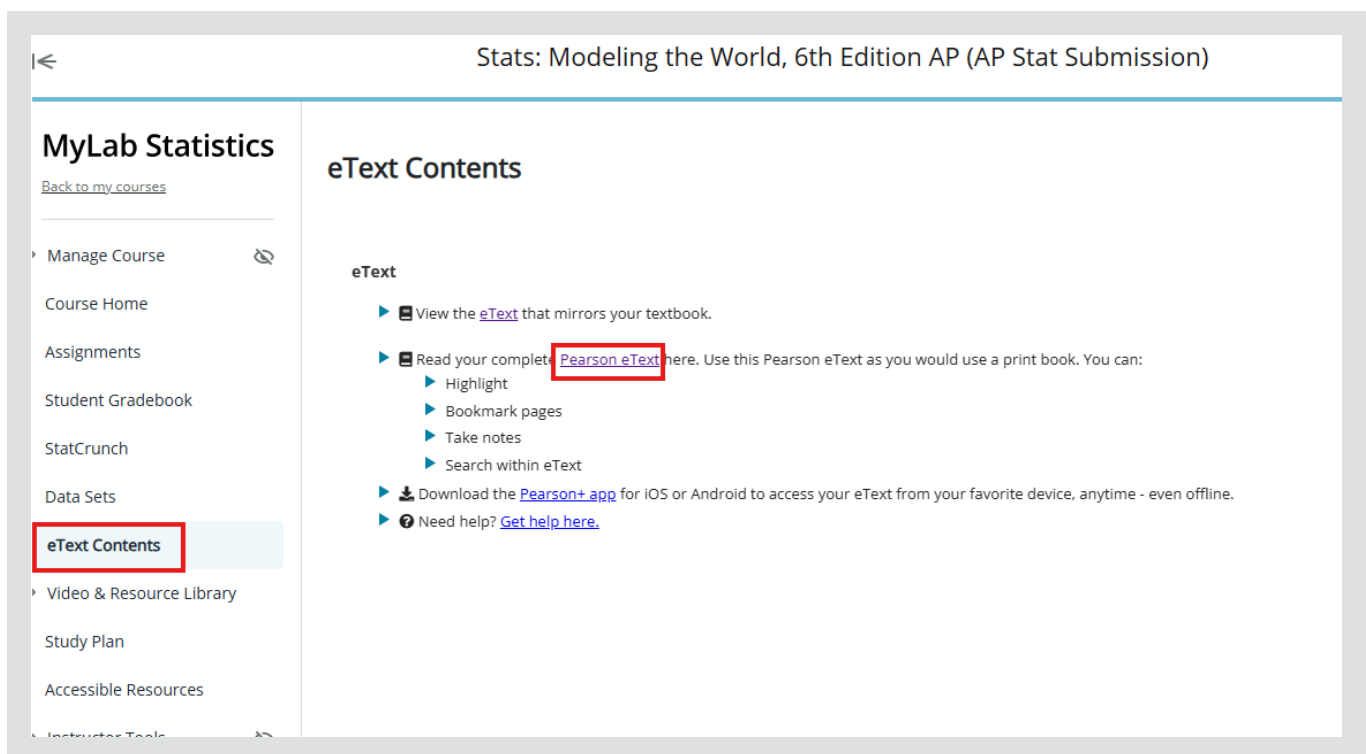
4. On the Course Home screen, you can choose the course materials you want to review.

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



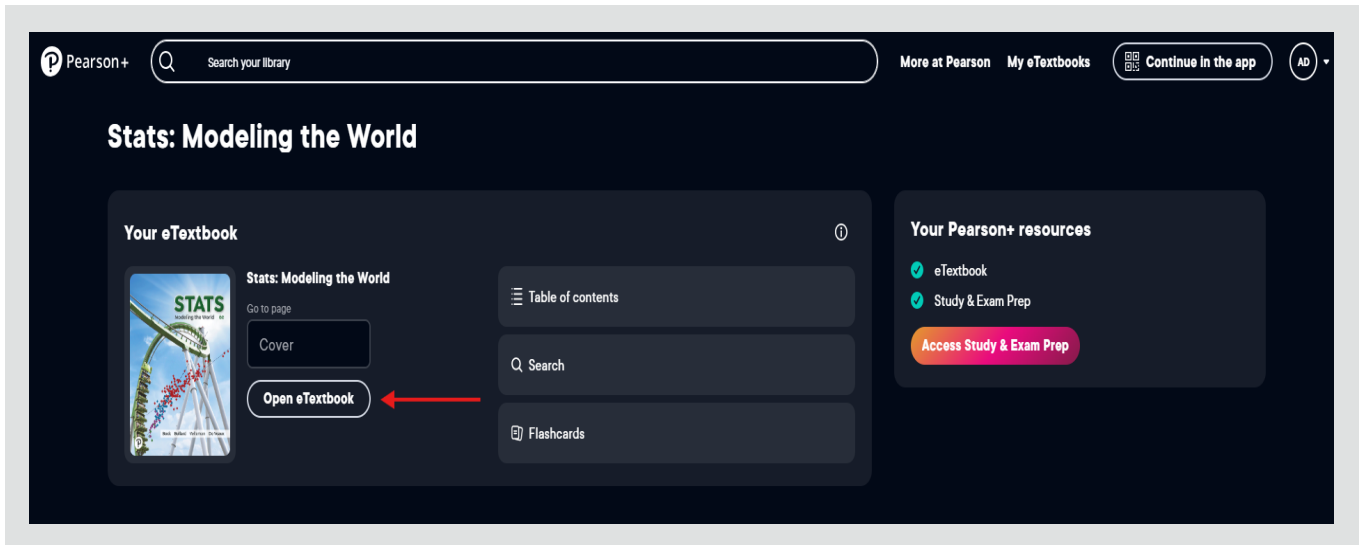
The screenshot shows the MyLab Statistics interface. On the left is a sidebar with a menu. The 'eText Contents' item is highlighted with a red box. The main content area is titled 'eText Contents' and contains a list of options under the heading 'eText'. The first option is 'View the eText that mirrors your textbook.' The second option is 'Read your complete Pearson eText here. Use this Pearson eText as you would use a print book. You can:' followed by sub-options: 'Highlight', 'Bookmark pages', 'Take notes', and 'Search within eText'. The third option is 'Download the Pearson+ app for iOS or Android to access your eText from your favorite device, anytime - even offline.' The fourth option is 'Need help? Get help here.'

6. Choose "Pearson etext"



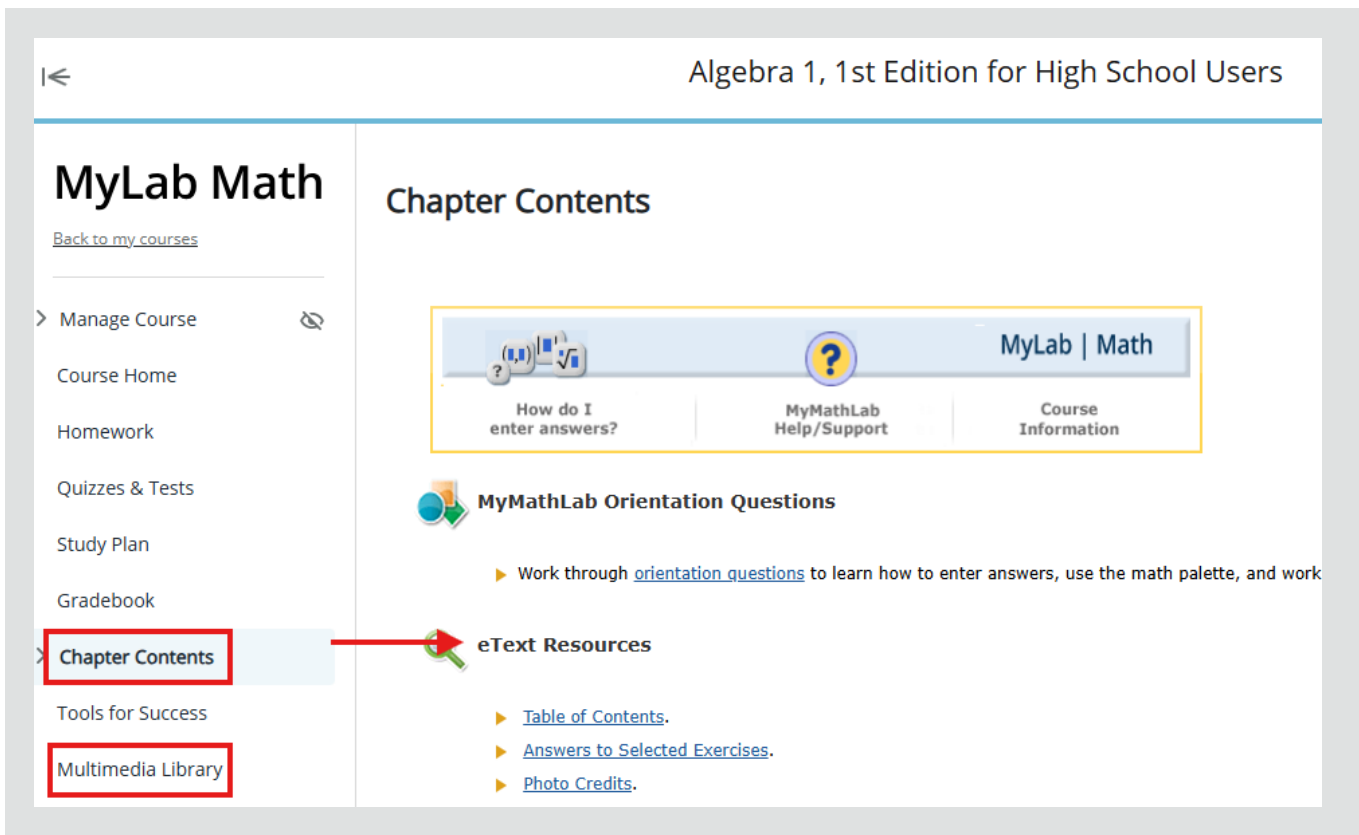
This screenshot is similar to the previous one but shows the 'Pearson eText' link in the list highlighted with a red box. The sidebar menu also has 'eText Contents' highlighted with a red box. The main content area is titled 'eText Contents' and contains the same list of options as the previous screenshot. The 'Pearson eText' link is the second option in the list.

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.

The screenshot shows a digital textbook interface. On the left is a navigation bar with a 'Table of contents' section. The table of contents lists the following items:

Item	Page
Table of Contents	vii
Preface	xi
Acknowledgments	xx
Part I: Exploring and Understanding Data	1
Chapter 1: Stats Starts Here	1
Chapter 2: Displaying and Describing Categorical Data	14
Chapter 3: Displaying and Summarizing Quantitative Data	44
Chapter 4: Understanding and Comparing Distributions	86

The main content area displays the start of Chapter 1, 'Stats Starts Here'. It features a large graphic with a line chart and a group of students sitting on the floor. A red box with the number '1' is in the top right corner of the chapter header. Below the graphic, there is a quote from Alice: "But where shall I begin?" asked Alice. "Begin at the beginning," the King said gravely, "and go on till you come to the end: then stop."

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

The screenshot shows the MyLab Statistics interface. The left sidebar contains 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
- Instructor Tools

The main content area is titled 'Stats: Modeling the World, 6th Edition AP (AP Stat Submission)' and 'eText Contents'. It lists the following options:

- 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.](#)