K-12 Computer Applications
Adoption Guide Extended

For additional information (e.g. pricing, copyright, ISBN) and Idaho completed evaluations, please contact the curricular materials coordinator.

Materials in this guide are contracted from September 2017 through December 31, 2023.

GRADES 9-12

Cengage Learning, Inc.

Illustrated Microsoft Office 365 & Office 2016 (Intermediate)

- **Grades 9-12**
  - **Strengths:** Visually appealing, logically and sequentially organized, employs project-based activities, and teaches integration between the different applications included in the Microsoft Office Suite.

    9-12. ICT.1.1.1 Evaluate and interpret existing knowledge to generate new ideas, products, or processes.

    Word- Module 5: Creating & Formatting Tables 105-128
    Objectives:
    - Insert a table
    - Insert & delete rows & columns
    - Modify rows & columns
    - Sort table data
    - Split & merge cells
    - Perform calculations in tables
    - Apply a table style
    - Customize table format

    Excel- Module 5: Analyzing Data Using Formulas 105-128
    Objectives:
    - Format data using text functions
    - Sum a data range based on conditions
    - Consolidate data using a formula
    - Check formulas for errors
    - Construct formulas using named ranges
    - Build a logical formula with the IF function
    - Build a logical formula with the AND function
    - Calculate payments with the PMT function

9-12. ICT.1.1.2 Create original works as a means of personal or group expression using multiple resources and formats.

Word- Module 7: Working with Themes & Building Blocks 156-159

Objectives:

- Apply a theme
- Customize a theme

9-12. ICT.1.1.3 Create models and simulations to explore complex systems and issues identify trends and forecast possibilities.

Excel- Module 5: Analyzing Data Using Formulas 120-121

Objectives:

- Calculate payments with the PMT function

Brief discussion of what "future value" is

- o **Weaknesses:** Lacking specific instructor materials. Materials are more suitable for average and above average students. Limited attention given to cultural diversity. Digital components not user friendly/easily accessible. Limited digital citizenship covered throughout the text.

  9-12. ICT.4.1.1 Practice and explain importance of safe, ethical, legal, and responsible use of information and technology.

  Excel- Module 6: Managing Workbook Data 132-133, 137-139, 142-143

  Objectives:

  - Protect worksheets & workbooks
  - Prepare a workbook for distribution
  - Save a workbook for distribution

  9-12.ICT.4.1.2 Practice and explain the importance of citing information sources.

  Productivity Apps for School and Work 7

  - Brief mention of Creative Commons License

  The material assesses students at a variety of knowledge levels (e.g., recall, inferencing/analyzing, reasoning, problem solving) centered on grade-level texts that are clearly aligned and measurable against the expectations of the ICS.

  At the end of each module there is a practice section that provides review of concepts and skills. Next, students are given three challenge activities that require an ability to apply what they have learned in the module. Then, students are provided one independent challenge that requires much more student input to complete. Finally, there is a "Visual Workshop."

  ***Much more suitable for average and above average students rather than those requiring remediation.

- o **Key Features:**

  - COMPREHENSIVE UPDATES REFLECT THE LATEST FEATURES AND ENHANCEMENTS THROUGHOUT MICROSOFT® OFFICE 2016. Your students gain a solid understanding of the very latest Microsoft® Office skills to apply to work or school assignments.
  - CONCISE, TO-THE-POINT INSTRUCTION HELPS STUDENTS OF ALL LEVELS MASTER ESSENTIAL SKILLS. This edition's direct, proven instructional approach teaches how

to use Microsoft® Office 2016 -- including Word, Excel, Access, and PowerPoint®. Students also learn to master skills in Windows® 10 and Outlook and better understand essential computer concepts. A featured updated case study in each module engages learners with real-world situations to demonstrate how to apply their skills while learning the software.

- UNIQUE TWO-PAGE SPREAD PRESENTS AN ENTIRE TASK IN A SINGLE VIEW. This proven, focused visual approach keeps learners of all levels engaged and actively learning important MS Office 2016 skills.
- "QUICK TIPS" AND "TROUBLES" HELP STUDENTS AVOID TYPICAL ERRORS AND PITFALLS. This edition highlights common mistakes and cautions readers with special features and helpful warnings within the step-by-step directions for each lesson.
- PRACTICE EXERCISES EMPHASIZE THE RELEVANCE OF CONCEPTS. Independent Challenges and Visual Workshops at the end of each module help learners become adept with their MS Office 2016 skills.

Serves as an invaluable reference resource now and in future careers. The clear presentation and easily accessible information throughout this edition makes it a resource students will frequently reference both during and after your course.

Illustrated Microsoft Office 365 & Word 2016 (Comprehensive)

- **Grade 9-12**
  - **Strengths:** Visually appealing, logically and sequentially organized, employs project based activities, and teaches integration between the different applications included in the Microsoft Office Suite.

    9-12. ICT.1.1.1 Evaluate and interpret existing knowledge to generate new ideas, products, or processes.
    9-12. ICT.1.1.3 Create models and simulations to explore complex systems and issues identify trends and forecast possibilities.

    Word- Module 3: Formatting Text and Paragraphs 62-63
    Objective:
    - Add bullets and numbering

    Word- Module 5: Creating and Formatting Tables 105-128
    Objectives:
    - Insert a table
    - Insert and delete rows and columns
    - Modify rows and columns
    - Sort table data
    - Split and merge cells
    - Perform calculations in tables
    - Apply a table style
    - Customize a table format

9-12. ICT.1.1.2 Create original works as a means of personal or group expression using multiple resources and formats.
Word- Module 4: Formatting Documents 77-104
Objectives:
- Set document margins
- Create sections and columns
- Insert page breaks
- Insert page numbers
- Add headers and footers
- Insert a table

- ○ **Weaknesses:** Lacking specific instructor materials. Materials are more suitable for average and above average students. Limited attention given to cultural diversity. Digital components not user friendly/easily accessible. Limited digital citizenship covered throughout the text.

9-12. ICT.4.1.1 Practice and explain importance of safe, ethical, legal, and responsible use of information and technology.
Word- Module 4 Formatting Documents 94-95
Objective:
- Manage sources and create a bibliography

Word- Module 15 Collaborating with Coworkers 368-369
Objective:
- Sign a document digitally

Not given score of 1 because the information is only briefly addressed and not revisited throughout the text.

9-12.ICT.4.1.2 Practice and explain the importance of citing information sources.

Productivity Apps for School and Work 7
- Brief mention of Creative Commons License
The material assesses students at a variety of knowledge levels (e.g., recall, inferencing/analyzing, reasoning, problem solving) centered on grade-level texts that are clearly aligned and measurable against the expectations of the ICS.
At the end of each module there is a practice section that provides review of concepts and skills. Next, students are given three challenge activities that require an ability to apply what they have learned in the module. Then, students are provided one independent challenge that requires much more student input to complete. Finally, there is a "Visual Workshop."
Much more suitable for average and above average students rather than those requiring remediation.

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- CONCISE, TO-THE-POINT INSTRUCTION HELPS STUDENTS OF ALL LEVELS MASTER ESSENTIAL SKILLS. This edition's direct, proven instructional approach teaches how to use Microsoft® Office 2016 -- including Word, Excel, Access, and PowerPoint®. Students also learn to master skills in Windows® 10 and Outlook and better understand essential computer concepts. A featured updated case study in each module engages learners with real-world situations to demonstrate how to apply their skills while learning the software.
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Illustrated Microsoft Office 365 & Excel 2016 (Comprehensive)

- **Grade 9-12**
  - o **Strengths:** Visually appealing, logically and sequentially organized, employs project based activities, teaches integration between the different applications included in the Microsoft Office Suite.

    9-12. ICT.1.1.1 Evaluate and interpret existing knowledge to generate new ideas, products, or processes.

    The textbook starts off by presenting a very basic overview of Excel and then jumps into the creation of formulas. Navigation around a spreadsheet and discussion of using cell references as a key element of a formula are limited or non-existent in chapter one. There is an assumption that the user already has a basic working knowledge of Excel. No introduction is provided in the creation of a workbook from the ground up at the beginning of the textbook. This is provided later in chapter 3.

    The projects do build upon the knowledge gained through the textbook. It is assumed that students will retain what they have learned from previous chapters in the book while expanding their knowledge and applying new concepts as they progress through the textbook. At the end of each module there are practice projects and a review of the materials presented in the chapter. Additionally, at the end of each module are several challenge projects the encourage students to apply what they learned in different ways.

Module 3 Formatting a Worksheet pages 51-78

- Format values
- Change font and font size
- Change font styles and alignment
- Adjust column width
- Insert and delete rows and columns
- Apply colors, patterns, and borders
- Apply conditional formatting
- Rename and move a worksheet
- Check spelling

9-12. ICT.1.1.2 Create original works as a means of personal or group expression using multiple resources and formats.

Word- Module 4: Formatting Documents 77-104

Objectives:

- Set document margins
- Create sections and columns
- Insert page breaks
- Insert page numbers
- Add headers and footers
- Insert a table

9-12. ICT.1.1.3 Create models and simulations to explore complex systems and issues identify trends and forecast possibilities.

Each of the modules in the book provide opportunities to learn how to use the various tools such as charts, PivotTables, and tables to view data from different angles. Integration chapters help students to learn how to use other MS Office tools with Excel.

Module 2 Working with Formulas and Functions pages 25-50

- Create a complex formula
- Insert a function
- Type a function
- Copy and move cell entries
- Understand relative and absolute cell references
- Copy formulas with relative cell references
- Copy formulas with absolute cell references
- Round a value with a function

o **Weaknesses:** Lacking specific instructor materials. Materials are more suitable for average and above average students. Limited attention given to cultural diversity. Digital components not user friendly/easily accessible. Limited digital citizenship covered throughout the text.

9-12. ICT.4.1.1 Practice and explain importance of safe, ethical, legal, and responsible use of information and technology.

Excel 138-139 and 142-143 The text briefly highlights the steps necessary to share information with others by making use of the properties features. The text also mentions the removal of sensitive information.

Not given score of 1 because the information is only briefly addressed and not revisited throughout the text

9-12.ICT.4.1.2 Practice and explain the importance of citing information sources.

PA7 The text has a short paragraph on the use of creative commons materials within a Sway presentation.

Not given score of 1 because the information is only briefly addressed and not revisited throughout the text

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Illustrated Microsoft Office 365 & Access 2016 (Comprehensive)

- **Grade 9-12**
  - o **Strengths:** Materials meet all core standards; materials are student-centered; ancillary resources available; instructional materials planning, delivery and assessment, students follow progression, new technologies and software introduced. Materials are non-biased and represent a variety of cultural and industrial scenarios. Materials meet or exceed industry standards. Publisher provides accommodations where necessary.
  - o **Weaknesses:** This is a comprehensive book for Microsoft Office 365 & Access 2016. Items partially covered in this text are covered in either a prior or a subsequent book/course.
  - o **Key Features**
    - COMPREHENSIVE UPDATES REFLECT THE LATEST FEATURES AND ENHANCEMENTS THROUGHOUT MICROSOFT® OFFICE 2016. Your students gain a solid understanding of the very latest Microsoft® Office skills to apply to work or school assignments.

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Illustrated Microsoft Office 365 & PowerPoint 2016 (Comprehensive)

- **Grade 9-12**
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    9-12. ICT.1.1.1 Evaluate and interpret existing knowledge to generate new ideas, products, or processes.
    Module 1 – Creating a Presentation in PowerPoint 2016 Pages 1-24
    - Define presentation software
    - Plan an effective presentation
    - Examine the PowerPoint window
    - Enter slide text
    - Add a new slide
    - Apply a design theme
    - Compare presentation views
    - Print a PowerPoint presentation

    Module 2 – Modifying a Presentation – Pages 25-48
    - Enter text in Outline view
    - Format text
    - Convert text to SmartArt
    - Insert and modify shapes
    - Rearrange and merge shapes
    - Edit and duplicate shapes
    - Align and group shapes

- Add slide footers

9-12. ICT.1.1.2 Create original works as a means of personal or group expression using multiple resources and formats.

Module 4 – Finishing a Presentation – Pages 73-96

- Modify masters
- Customize the background and theme
- Use slide show commands
- Set slide transitions and timings
- Animate objects
- Use proofing and language tools
- Inspect a presentation
- Create an Office Mix

9-12. ICT.1.1.3 Create models and simulations to explore complex systems and issues identify trends and forecast possibilities.

Module 3 – Inserting Objects into a Presentation – Pages 56-59, 62-63

- Insert a chart
- Enter and edit chart data
- Insert a table

The creation of charts and tables in PowerPoint will provide limited modeling and simulations.

o **Weaknesses:** Lacking specific instructor materials. Materials are more suitable for average and above average students. Limited attention given to cultural diversity. Digital components not user friendly/easily accessible. Limited digital citizenship covered throughout the text.

9-12. ICT.4.1.1 Practice and explain importance of safe, ethical, legal, and responsible use of information and technology.

The following tools will assist the student in protecting sensitive information. Page 63 – setting permissions, pages 86-87 – inspect and digitally sign a presentation, 151 – saving a presentation in a fixed layout format, pages 180-181 – secure a presentation.

9-12.ICT.4.1.2 Practice and explain the importance of citing information sources.

PA7 The text has a short paragraph on the use of creative commons materials.

Productivity Apps for School and Work 7

- Brief mention of Creative Commons License

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Shelly Cashman Microsoft Office 365 & Office 2016 (Intermediate)

- **Grade 9-12**
  - o **Strengths:** Materials meet all core standards; materials are student-centered; ancillary resources available; instructional materials planning, delivery and assessment, students follow progression, new technologies and software introduced. Materials are non-biased and represent a variety of cultural and industrial scenarios. Materials meet or exceed industry standards. Publisher provides accommodations where necessary.
  - o **Weaknesses:** This is an intermediate book in a sequential series. Items partially covered in this text are covered in either prior or subsequent course text/resources.
  - o **Other:** Consider other binding options, or reinforce page gutters to allow for longevity in the classroom. This text was reviewed using current Idaho content standards, but the proprietary materials limit the coverage of alternate software options available. (Open Office, Google, etc.)
  - o **Key Features:**
    - OFFERS UNIQUE EMPHASIS ON THE REASONING BEHIND EACH PROCESS. Students go well beyond simply following instructions to accomplish each task. They explore context for their complete projects as they learn the "why" behind each step in the process.

- ROADMAPS FOR EACH MODULE DETAIL PROGRESS. Helpful Roadmaps within each module visually show students where they are in the process of completing the module project.
- CONTENT EMPHASIZES CRITICAL THINKING SKILLS. Opportunities to refine critical thinking appear throughout the text within "Consider This" sections, thought-provoking questions, and problem-solving activities. Numerous end-of-module activities engage students in critical thinking and problem-solving skills as they learn to create their own solutions.
- ENCOURAGES PERSONALIZATION. This edition asks students to incorporate personal detail in their solutions for every module project and assignment to ensure that each student's solution will be unique.

New Features for this edition:
- NEW WORD MODULE INTRODUCES THE LATEST STRENGTHS OF WORD 2016. This edition provides new hands-on module projects and effective introductions to the important features new to Word 2016, including Smart Lookup button and Insights task pane.
- NEW POWERPOINT® MODULE HIGHLIGHTS THE MOST IMPORTANT FEATURES IN THE LATEST VERSION. Your students work with new projects and exercises that emphasize the topics that are most relevant in their lives. This edition expands explanation of usage of inserting and formatting shapes.
- NEW EXCEL MODULE EMPHASIZES PRATICAL USES FOR NEW FEATURES. An updated project teaches students how to create a personal budget. It also addresses chart types and functions that are new to Excel 2016.

NEW PRODUCTIVITY APPS FOR WORK AND SCHOOL MODULE PROVIDE A VISUAL INTRODUCTION. These helpful, easy-to-use apps by author Corinne Hoisington visually guide students through using Microsoft® OneNote, Sway, Office Mix and Edge. Fun, hands-on activities ensure active learning. Companion Sways provide videos and step-by-step instructions to help students learn to master each app.

Shaelly Cashman Microsoft Office 365 & Office 2016 (Advanced)

- **Grade 9-12**
  - **Strengths:** Progressive, step-by-step, each module includes exercises that increase the decision making of the student so they can apply what they have learned and explain the rationale behind their decisions. Presents alternative ways to accomplish the same task so students are aware and can choose what works for them. Use of graphics & text together makes the instruction easy to follow. BTW and Q&A sections help with troubleshooting. There is navigation within the module so you know where you are in the process. Break Points are suggested if an exercise cannot be completed in one sitting.
  - **Weaknesses:** Collaboration is discussed and students learn the steps to use but the exercises and labs are individual. To meet the standards as assessed make sure to cover

the PA sections at the beginning.Takes the most advanced modules from the comprehensive texts and puts them into one text. Word, PowerPoint, Excel, Access Modules 8-11 and Outlook Modules 4 and 5.**This is proprietary to Microsoft only.**

- o **Key Features:**
  - ▪ OFFERS UNIQUE EMPHASIS ON THE REASONING BEHIND EACH PROCESS. Students go well beyond simply following instructions to accomplish each task. They explore context for their complete projects as they learn the "why" behind each step in the process.
  - ▪ ROADMAPS FOR EACH MODULE DETAIL PROGRESS. Helpful Roadmaps within each module visually show students where they are in the process of completing the module project.
  - ▪ CONTENT EMPHASIZES CRITICAL THINKING SKILLS. Opportunities to refine critical thinking appear throughout the text within "Consider This" sections, thought-provoking questions, and problem-solving activities. Numerous end-of-module activities engage students in critical thinking and problem-solving skills as they learn to create their own solutions.
  - ▪ ENCOURAGES PERSONALIZATION. This edition asks students to incorporate personal detail in their solutions for every module project and assignment to ensure that each student's solution will be unique.

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Shelly Cashman Microsoft Office 365 & Excel 2016 (Comprehensive)

- **Grade 9-12**
    - o **Strengths:** Progressive, step-by-step, each module includes exercises that increase the decision making of the student so they can apply what they have learned and explain the rationale behind their decisions. Presents alternative ways to accomplish the same task so students are aware and can choose what works for them. Use of graphics & text together makes the instruction easy to follow. BTW and Q&A sections help with troubleshooting. There is navigation within the module so you know where you are in the process. Break Points are suggested if an exercise cannot be completed in one sitting.
    - o **Weaknesses:** Collaboration is discussed and students learn the steps to use but the exercises and labs are individual. Digital Citizenship is briefly covered. Does not reference specific standards in the lessons or assessments. Examples are from business only.
    - o **Other:** Pay attention to green sunburst at the end of each activity for critical thinking. All activities are designed to be individual. To meet the standards as assessed make sure to cover the PA and OFF sections at the beginning. **This is proprietary to Microsoft only.**
    - o **Key Features:**
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        - ENCOURAGES PERSONALIZATION. This edition asks students to incorporate personal detail in their solutions for every module project and assignment to ensure that each student's solution will be unique.

        New Features for this edition:

        - NEW EXCEL MODULE EMPHASIZES PRATICAL USES FOR NEW FEATURES. An updated project teaches students how to create a personal budget. It also addresses chart types and functions that are new to Excel 2016.

Shelly Cashman Microsoft Office 365 & Access 2016 (Comprehensive)

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    - ENCOURAGES PERSONALIZATION. This edition asks students to incorporate personal detail in their solutions for every module project and assignment to ensure that each student's solution will be unique.

Shelly Cashman Microsoft Office 365 & PowerPoint 2016 (Comprehensive)

- **Grade 9-12**
  - **Strengths:** Progressive, step-by-step, each module includes exercises that increase the decision making of the student so they can apply what they have learned and explain the rationale behind their decisions. Presents alternative ways to accomplish the same task so students are aware and can choose what works for them. Use of graphics & text together makes the instruction easy to follow. BTW and Q&A sections help with troubleshooting. There is navigation within the module so you know where you are in

the process. Break Points are suggested if an exercise cannot be completed in one sitting.

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  - ENCOURAGES PERSONALIZATION. This edition asks students to incorporate personal detail in their solutions for every module project and assignment to ensure that each student's solution will be unique.

  New Features for this edition:
  NEW POWERPOINT® MODULE HIGHLIGHTS THE MOST IMPORTANT FEATURES IN THE LATEST VERSION. Your students work with new projects and exercises that emphasize the topics that are most relevant in their lives. This edition expands explanation of usage of inserting and formatting shapes.

Shelly Cashman Microsoft Office 365 & Word 2016 (Comprehensive)

- **Grade 9-12**
  - o **Strengths:** The online teacher materials include test backs, rubrics, PowerPoint, instructor manual, SAM training and SAM tests. To perform a variety of assessments the teachers have access to the SAM tests, assessments from test book, or MOS Specialists Skills preparation that is specific to each module. Another strength is that this book teaches MS Word from a beginning point, assuming NO experience by the student. It then scaffolds through the learned skills to higher-level tasks and higher-level thinking. The student leaves this textbook with advanced MS Word skills. After completing this text book students have the knowledge to pass the MOS Word certification test. Another strength of this book is it is "project-based." Students learn by doing.

- **Weaknesses:** Publisher states that troubleshooting includes editing errors in Word documents – this is troubleshooting a document for editing purposes, NOT troubleshooting the software - Never really gives a troubleshooting scenarios – The book seems to assume that with knowledge comes the ability to go through each step to fix any issues.
- **Key Features:**
  - OFFERS UNIQUE EMPHASIS ON THE REASONING BEHIND EACH PROCESS. Students go well beyond simply following instructions to accomplish each task. They explore context for their complete projects as they learn the "why" behind each step in the process.
  - ROADMAPS FOR EACH MODULE DETAIL PROGRESS. Helpful Roadmaps within each module visually show students where they are in the process of completing the module project.
  - CONTENT EMPHASIZES CRITICAL THINKING SKILLS. Opportunities to refine critical thinking appear throughout the text within "Consider This" sections, thought-provoking questions, and problem-solving activities. Numerous end-of-module activities engage students in critical thinking and problem-solving skills as they learn to create their own solutions.
  - ENCOURAGES PERSONALIZATION. This edition asks students to incorporate personal detail in their solutions for every module project and assignment to ensure that each student's solution will be unique.

  New Features for this edition:
  NEW POWERPOINT® MODULE HIGHLIGHTS THE MOST IMPORTANT FEATURES IN THE LATEST VERSION. Your students work with new projects and exercises that emphasize the topics that are most relevant in their lives. This edition expands explanation of usage of inserting and formatting shapes.

New Perspectives Microsoft Office 365 & Office 2016 (Intermediate)

- **Grade 9-12**
  - **Strengths:** One strength is that the book covers 4 different MS Office applications; Excel, Word, PowerPoint, and Access. The students should already have a basic understanding of all the applications before using this book. The case studies and problems used were relevant, current like the world population, and bullying. The students also used technology trends that were current like importing videos into documents. Another strength this text book uses is the illustrations as examples for the students to follow or to provide definitions or further explanations
  - **Weaknesses:** Standard 4.1.1: The book does not address the ethical and legal responsibilities of plagiarism. This is a wide spread problem in the junior high and senior high-grade levels and should be addressed several times throughout a technology course.   Cross-referenced publisher pages shown and they do not cover the standard. Another area of weakness is the lack of cross-referencing between the Office programs.

There were a few instances of this, but as intermediate level, this should be more prevalent.

- o **Other:** Because standard 4.1.1 was scored as a 0 the book is recommended as a BASIC and would need supplemental material to cover this standard.
- o **Key Features:**
    - Develop the Microsoft® Office 2016 advanced skills you need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES
    - This dynamic resource delivers in-depth coverage and emphasizes learning outcomes, transference of skills, critical-thinking, and problem-solving.
    - Updated with all-new case scenarios, this edition clearly applies the higher-level skills you are learning to real-world situations to make concepts even more relevant.
    - New Productivity Apps provide a visual introduction to Microsoft® OneNote, Sway, Office Mix and Edge with fun, hands-on activities.
    - Companion Sways provide videos and step-by-step instructions to help you learn to use each app.

        NEW PERSPECTIVES demonstrates the importance of what you're learning while strengthening your abilities in Microsoft® Office 2016 and helping you transfer skills to other applications and disciplines for further success.

New Perspectives Microsoft Office 365 & Access 2016 (Comprehensive)

- **Grade 9-12**
    - o **Strengths:** One strength was that the end-of-module exercises included a Troubleshooting section that requires students to use and apply their critical thinking skills. Another strength is that book starts with the assumption of no database knowledge and through the 12th module, students have learned very basic to advanced skills. By the end of the book the student will have the knowledge to pass the MOS Access Certification test.
    - o **Weaknesses**: Part of learning a database would be to create one. EVERY Access Module throughout this book uses an already created database, the students never create their own. Another weakness is ICT 3.1.1 – Scored as PARTIALLY EVIDENT because of critical thinking pieces are evident, but there are no research component to fully satisfy this standard. Another weakness was the lack of illustrations as examples for what students should be looking at, what the database should look like, what the finally product should look like, etc. This is a negative as Access is a more complicated software and if the student starts off wrong it doesn't get easily corrected. Access did not meet the following standards: 2.1.2, 3.1.2, 4.1.2, and the Literacy Connection "Students will collaborate effectively for a variety of purposes while also building independent literacy skills." There is not any collaborative exercises through the book. The standards that were not addressed could be covered by using supplemental material.

- o **Other:** Scored 74.48% and had four zeros. This is a component textbook and would require supplemental materials in order meet standards that were not addressed previously.
- o **Key Features:**
  - Develop the Microsoft® Office 2016 advanced skills you need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES
  - This dynamic resource delivers in-depth coverage and emphasizes learning outcomes, transference of skills, critical-thinking, and problem-solving.
  - Updated with all-new case scenarios, this edition clearly applies the higher-level skills you are learning to real-world situations to make concepts even more relevant.
  - New Productivity Apps provide a visual introduction to Microsoft® OneNote, Sway, Office Mix and Edge with fun, hands-on activities.
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New Perspectives Microsoft Office 365 & Excel 2016 (Comprehensive)

- **Grade 9-12**
  - o **Strengths:** Good textbook for learning Excel beginning and intermediate skills. Good step-by-step instructions for students. Covers fundamental components and dives into the more advanced features of the program including Macros and Data Query's for analyzing data. The projects are varied and demonstrate how the program is applicable in multiple business settings.
  - o **Weaknesses:** Book is geared for upper grades. Paragraph texts may be difficult for younger students to understand. Teachers will need to create their own rubrics for grading. Teachers will need to create opportunities for collaboration, oral presentations and original work. The text does not meet standard criteria for evaluating and selecting a variety of resources to solve an information problem or make an informed decision.
  - o **Other:** This textbook is great for classroom use to teach Excel. It would not cover the complete Computer Applications course as taught in Idaho.
  - o **Key Features:**
    - Develop the Microsoft® Office 2016 advanced skills you need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES
    - This dynamic resource delivers in-depth coverage and emphasizes learning outcomes, transference of skills, critical-thinking, and problem-solving.

- Updated with all-new case scenarios, this edition clearly applies the higher-level skills you are learning to real-world situations to make concepts even more relevant.
- New Productivity Apps provide a visual introduction to Microsoft® OneNote, Sway, Office Mix and Edge with fun, hands-on activities.
- Companion Sways provide videos and step-by-step instructions to help you learn to use each app.

NEW PERSPECTIVES demonstrates the importance of what you're learning while strengthening your abilities in Microsoft® Office 2016 and helping you transfer skills to other applications and disciplines for further success.

New Perspectives Microsoft Office 365 & Word 2016 (Comprehensive)

- **Grade 9-12**
  - **Strengths:** This is a great textbook for Microsoft Word. There is so much great content and exercises for students to better their skill level and understanding of the program. Covers fundamental components and dives into the more advanced features of the program including mail merge and creating forms. The projects are varied and demonstrate how the program is applicable in a multitude
  - **Weaknesses:** Book is geared for upper grades. Paragraph text may be difficult for younger students to understand. Teachers will need to create their own rubrics for grading and create opportunities for more collaboration, oral presentations, and original work. The book does not meet standard criteria for including research for problem-solving.
  - **Other:** This textbook is great for classroom use to teach Word. It would not cover the complete Computer Applications course as taught in Idaho.
  - **Key Features:**
    - Develop the Microsoft® Office 2016 advanced skills you need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES
    - This dynamic resource delivers in-depth coverage and emphasizes learning outcomes, transference of skills, critical-thinking, and problem-solving.
    - Updated with all-new case scenarios, this edition clearly applies the higher-level skills you are learning to real-world situations to make concepts even more relevant.
    - New Productivity Apps provide a visual introduction to Microsoft® OneNote, Sway, Office Mix and Edge with fun, hands-on activities.
    - Companion Sways provide videos and step-by-step instructions to help you learn to use each app.

NEW PERSPECTIVES demonstrates the importance of what you're learning while strengthening your abilities in Microsoft® Office 2016 and helping you transfer skills to other applications and disciplines for further success.

New Perspectives Microsoft Office 365 & PowerPoint 2016 (Comprehensive)

- **Grade 9-12**
    - **Strengths:** Materials meet all core standards; materials are student-centered; ancillary resources available; instructional materials planning, delivery and assessment, students follow progression, new technologies and software introduced. Materials are non-biased and represent a variety of cultural and industrial scenarios. Materials meet or exceed industry standards. Publisher provides accommodations where necessary.
    - **Weaknesses:** This is a comprehensive book for Microsoft Office 365 & PowerPoint 2016. Items partially covered in this text are covered in either prior or subsequent course text/resources.
    - **Other:** The text and on line materials provide scaffolding to provide students a general overview of Microsoft Office 365 and then focusing on Microsoft PowerPoint 2016. Activities include consistent in-chapter practice, with end-of-chapter case studies and scenarios. Students identify goals and requirements for the task, research and analyze the elements needed to solve the task at hand, and create and deliver presentations. The Review and Practice assignments are designed for independent and group presentations. Challenge Case Problems extend activities to integrate video, webcam, digital cameras, and other software. This book is intended to be a component in a more comprehensive course.
    - **Key Features:**
        - Develop the Microsoft® Office 2016 advanced skills you need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES
        - This dynamic resource delivers in-depth coverage and emphasizes learning outcomes, transference of skills, critical-thinking, and problem-solving.
        - Updated with all-new case scenarios, this edition clearly applies the higher-level skills you are learning to real-world situations to make concepts even more relevant.
        - New Productivity Apps provide a visual introduction to Microsoft® OneNote, Sway, Office Mix and Edge with fun, hands-on activities.
        - Companion Sways provide videos and step-by-step instructions to help you learn to use each app.

    NEW PERSPECTIVES demonstrates the importance of what you're learning while strengthening your abilities in Microsoft® Office 2016 and helping you transfer skills to other applications and disciplines for further success.

Enhanced Discovering Computers, Essentials (2017)

- **Grade 9-12**
    - **Strengths:** This textbook covers all the Idaho Communication and Technology (ICT) standards for 9-12. Text is very easy to read, follow, and is sequential. Good features include end of chapter exercises, collaboration projects, mini-features. End of chapter exercises and projects allow for all levels of learning.
    - **Weaknesses:** Textbook should include citation practice. Also include more hands-on video learning. The end of chapter exercises that incorporated social networking, don't take into account that most high schools blocked all social media websites.
    - **Key Features:**
        - BOOK'S STRUCTURE AND ORGANIZATION IMPROVES RETENTION AND UNDERSTANDING. The authors have used their teaching experience and technical expertise to present the information in a way that encourages students to retain the material. The book's unique approach promotes transference of knowledge.
        - CHAPTERS ARE STRUCTURED TO HIGHLIGHT TOPICS MOST IMPORTANT FOR SUCCESS. All material is formatted to enhance the reader's learning experience and highlight key information students need to know at home, at school, and at work.
        - END-OF-CHAPTER ASSIGNMENTS PROVIDE CRITICAL HANDS-ON PRACTICE. The authors have carefully designed all assignments to help students refine the skills that are most important for their success in your course and in their future coursework and employment.
        - UNIFYING THEMES CONNECT FEATURE BOXES AND MARGIN NOTES. Interesting in-chapter feature boxes and content reinforces each chapter's theme and effectively directs readers' attention to practical applications.
        - ROBUST LEARNING FEATURES REFINE CRITICAL THINKING SKILLS. Consider This boxes, Ethics and Issues boxes, and questions posed throughout the book challenge students to critically evaluate and determine solutions for contemporary technology dilemmas.

    LATEST TECHNOLOGY DEVELOPMENTS KEEP YOUR COURSE AS CURRENT AS POSSIBLE. Internet Research elements, Technology @Work boxes, Technology Innovators, and Facebook posts/Twitter tweets help you present the most up to date information and technology developments to your students.

Understanding Computers: Today and Tomorrow (Comprehensive)

- **Grade 9-12**
  - **Strengths:** The text covers a broad range of computer topics in the hardware, network and overall technology areas. Included are illustrations that are clear and in-depth allowing a serious student to develop knowledge to prepare them for a career in computer technology.
  - **Weaknesses:** This text is best suited as a freshman course for post-secondary students desirous of a college degree/career in computer science or information systems as an example.
  - **Key Features:**
    - INTERVIEWS WITH INDUSTRY EXPERTS OFFER FIRST-HAND INSIGHTS ON THE DIRECTION OF TECHNOLOGY TODAY. These interviews provide students with current and accurate insight into today's new technologies and trends.
    - EMPHASIS ON SOCIETAL ISSUES ADDRESSES THE PRACTICAL IMPACT OF TECHNOLOGY ON COMMUNITIES AND CULTURE. This emphasis throughout the book addresses thought- provoking topics, such as ethics, intellectual property rights, security, and privacy. Students stay well informed on topics that are relevant to their lives today and in the future.

    MODULAR ORGANIZATION PROVIDES FLEXIBILITY IN PRESENTATION WITH EMPHASIS ON HOW TOPICS RELATE. While the book is organized into a reader-friendly module, each section clearly highlights how the topic relates to and impacts other technology topics and chapters.

IC3 Certification guide Using Microsoft Windows 7 & Microsoft Office 2013

- **Grade 9-12**
  - **Strengths**: This textbook is very complete and appears to cover all of the materials necessary for a student to be successful becoming IC3 certified. Illustrations include full size screen shots making it easy to follow the text. The book includes end of lesson question and materials that allow students to check their progress along the way. The text includes a section on ethics and the current use of technology fulfilling the Idaho requirements for those items all included in the text.
  - **Weaknesses:** The state of Idaho is funding and putting forward Microsoft Office Specialist (MOS) testing/certification for students at their own school. The purchase of these books would not benefit students in passing of the MOS certification to the extent that would be gained by purchasing Microsoft Office specific text books. This text book uses Microsoft Windows 7 and Microsoft Office 2013. Some school have already upgraded to Microsoft Windows 10, as has my school, and others have plans to do so. Starting with school year 2017 -2018, Business Professionals of America (BPA) will be updating to Microsoft Office 2016. These changes will outdate some of the materials in

the book. Although these changes should not render this book totally useless, it may be prudent to wait and purchase the Win 10/Office 2016 edition.

- o **Key Features:**
    - ▪ CONTENT IS APPROVED FOR THE IC3 CERTIFICATION. Approved by Certiport, this book equips students with an understanding of the basic requirements for all three IC3 Internet and Computing Core Certification exams: Computing Fundamentals, Key Applications, and Living Online
    - ▪ IC3 COURSEWARE MAPPING CORRESPONDS WITH KEY AREAS OF THE IC3 CERTIFICATION EXAMS. You and your students can immediately locate specific areas of study in preparation for mastering each area of IC3 certification.
    - ▪ HANDS-ON EXERCISES LET STUDENTS PRACTICE TOPICS AND FEATURES. Students gain a practical understanding of the skills they are learning as they apply concepts in the book's helpful hands-on labs.

    LESSON OBJECTIVES AND LESSON REVIEW QUESTIONS GUIDE EXAM PRACTICE. The book's thoughtfully developing learning features, from lesson objective checklists to a comprehensive glossary of terms and seamless review, help guide your students through the skills they need for the IC3 exams and a fundamental knowledge of computers, applications and use of the Internet today.

Century 21 Computer Skills and Applications 10e, Lesson 1-90

- • **Grade 9-12**
    - o **Strengths:** This text book covers office type software without brand names allowing its use with brand name software such as Microsoft and Corel for example, as well as its use with open source software such as Apache OpenOffice, LibreOffice and SoftMaker Office for example. This is a 'generic' computer text book that will benefit school and students that use office suites other than Microsoft Office. The book is written at a level, including its vocabulary that can be used for a beginning class of grades 9 - 12. This book would work well for students taking the Internet and Computing Core (IC3) Certification that is general in nature.
    - o **Weaknesses:** No Troubleshooting methodology with the text does not include Unit testing or course final exams. The text has the look of an old book. The information is updated and current however look could fit a book published in the 1970's. The state of Idaho is funding and putting forward Microsoft Office Specialist (MOS) testing/certification for students at their own school. The purchase of these books would not benefit students in passing of the MOS certification to the extent that would be gained by purchasing Microsoft Office specific text books. The book does not have sufficient illustration screenshots to assist students in finding the correct menu or button locations as it is a generic word processor, for example and not a specific brand of a word processor.
    - o **Key Features:**

- Skill-Builder Activity pages reinforce the most important skills for keyboarding success.
- Communication Emphasis: Increased emphasis on communication enables students to refine this critical business skill.
- Pre- and Post-Assessment Tools: Stronger pre- and post-assessment tools allow accurate monitoring of student progress.
- Coverage of the Latest Keyboarding Technology: Proven typing instruction now combines with speech recognition, Internet, e-mail, database, electronic presentations, spreadsheets, and advanced word processing, preparing students to excel in today's business environment.

Document Format Guides offer ongoing reference tools for use well beyond the course.

Fundamentals of Information Systems

- **Grade 9-12**
  - **Strengths:** This textbook is well written, complete and concise for use with students in an advanced class learning computers for use in the work place/ business. The illustrations are clear and cover most topics throughout the book. At the end of each chapter are a self-assessment, vocabulary list, activities and exercises providing a rigorous and rich educational experience.
  - **Weaknesses:** This text is written at a challenging level for them, with the lessons being best for advanced students or highly engaged students with a true desire to learn all about computer use and information systems.
  - **Key Features:**
    - CASE STUDIES EXPLORE PRACTICAL SOLUTIONS FOR DILEMMAS IN REAL-WORLD ORGANIZATIONS. Providing a wealth of practical information for students, unique end-of-chapter cases follow a real company or organization that faces a problem or concept discussed in the chapter. You can assign these cases for homework or use them to prompt lively class discussion.
    - DETAILED COVERAGE PREPARES STUDENTS TO WORK WITH THE NEWEST DELIVERY MODELS IN INFORMATION SYSTEMS. You will find solid, timely coverage of strategic planning, project management, the waterfall model, Agile development, and the purchase software package processes. This coverage helps equip your students to take a major role in their organization's software development and acquisition projects. Students are also introduced to several robust change models that they can use to increase the probability of success when introducing new information systems and processes.
    - UP-TO-DATE COVERAGE OF ORGANIZATIONAL STRUCTURES AND VIRTUAL TEAMS HIGHLIGHTS RECENT DEVELOPMENTS. This edition includes current research on virtual teams and work structures, coverage of the most popular social networking sites based on the number of unique visits per month, and

insights on how companies use virtual organizational structures to manage mobile workers.

- ▪ STUDENT-FRIENDLY, INVITING LEARNING FEATURES CAPTIVATE AND INFORM STUDENTS. Engaging critical-thinking exercises, memorable business examples, and intriguing cases throughout this brief edition actively involve your students in learning.
- ▪ MINDTAP® ONLINE COURSE MANAGEMENT ALLOWS YOU TO MEASURE SKILLS AND OUTCOMES WITH EASE. Personalized teaching becomes yours through a highly customizable Learning Path built with key student objectives and the ability to control and add to what your students see. Analytics and reports provide a snapshot of class progress, time in course, engagement, and completion rates.
- ▪ APLIA'S™ ONLINE LEARNING SOLUTION ENGAGES, PREPARES, AND EDUCATES YOUR STUDENTS. Aplia's™ original assessments ensure that your students grasp the skills and concepts presented in your course. With today's leading homework and management solution, your students stay on top of their coursework with regularly scheduled homework assignments and automatic grading with detailed, immediate feedback. Aplia™ can work independently or in conjunction with other course management systems.

INFORMATION SYSTEM PRINCIPLES AND LEARNING OBJECTIVES CLEARLY GUIDE STUDENT LEARNING. Each chapter in this streamlined edition begins with a set of information system principles that provide specific direction and guidance in decision making. One or more learning objectives are identified for each principle to help lead the learning process.

- • REAL, MEMORABLE EXAMPLES FEATURE FAMILIAR ORGANIZATIONS. Each chapter in this brief fundamentals text offers at least two dozen new examples of today's real businesses and non-profit organizations applying the principles and concepts presented in the text. These real-world examples work with this edition's cutting-edge coverage to equip students with both the IS and business skills they need for success as workers, managers, decision makers, and organizational leaders.
- • SUMMARIES LINK TO AND REINFORCE KEY PRINCIPLES. Each chapter concludes with a detailed summary. To ensure comprehension, each section of the summary is updated and directly connected to a specific critical information system principle.
- • END-OF-CHAPTER QUESTIONS AND EXERCISES OFFER RICH VARIETY OF ACTIVITIES. An extensive and robust set of practice opportunities at the end of each chapter in this brief edition include a Self-Assessment Test, Review Questions, Discussion Questions, Problem-Solving Exercises, Team Activities, Web Exercises, and Career Exercises.

Goodheart-Wilcox Publisher

Principles of Information Technology

- **Grades 9-12**
    - **Strengths:** Materials meet all core standards; materials are student-centered; ancillary resources available; instructional materials planning, delivery and assessment, students follow progression, new technologies and software introduced. Materials are non-biased and represent a variety of cultural and industrial scenarios. Materials meet or exceed industry standards. Publisher provides accommodations where necessary.
    - **Weaknesses:** 1) Some data representations might cause an alert for lack of reliability or validity. For example, Fig 17-2 (pg. 687) shows "percentages of people using the Internet" without identifying a time frame of when the data was collected. 2) References made to 2020 will be obsolete in 1-2 years of classroom use. One instance (p. 686, 687) "It is estimated that by the year 2020, the number of Internet users…." and "It is expected that by 2020 the number of Internet-connected devices will be…" Other examples to references for the future (2020) are found on pg. 688.
    - **Other:** Ancillary corresponding resources available on the GW website.
    - **Key Features:** *Principles of Information Technology* presents basic principles and concepts about information technology to help students become more valuable employees, better citizens, and knowledgeable consumers. Written specifically for high school students, this text affords an opportunity to build and refine knowledge and skills in the IT world. The student begins by learning about the basic ins and outs of information technology, progresses to applications that will likely be used in the workplace, and finishes by learning about the interconnectivity that runs in daily life. This text will help students prepare for taking the Certiport IC3 Digital Literacy Certification exams. IC3 Digital Literacy Certification is a well-respected and internationally recognized credential. For more information on IC3 certification, please visit Certiport at www.certiport.com.

For Questions Contact

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