What's New in *Office 365 (v. 2021): In Practice*

Overview: With the enhancements in Microsoft 365, Office 2021, and Windows 11, Microsoft continues to shift from "*Office for Us*" to "***Microsoft with Others***." This change increases the emphasis on collaboration, accessibility of information, and use and display of information and data.

TRANSFERABILITY OF SKILLS—IN PRACTICE APPROACH—UNIQUE, BUT NOT NEW TO IN PRACTICE

- **TIP** Approach—Promotes the **transferability of skills** from learning and practice to personal, educational, and professional use.
  - ✓ **Topic**: Chapter text describes the application feature including where and why it is used.
  - ✓ **Instruction**: *How To's* provide step-by-step transferable instructions and serve as a reference guide.
  - ✓ **Practice**: Pause & Practice projects within each chapter and end-of-chapter projects (Guided, Independent, Advanced, and Challenge) provide a variety of practice to reinforce learning.

WHAT'S NEW OR ENHANCED IN OFFICE 365: IN PRACTICE V. 2021

- **Advanced Projects** – Adds another level of auto graded projects available in SIMnet. Each chapter will contain one each of the following auto graded SIMnet Projects: Guided Project, Independent Project, and Advanced Project.
- **New Office 365 Features** – Many new Office 365 features have been added to the Office 2021 edition of the In Practice texts. The following are highlights of new content:
  - ✓ **Excel:** XLOOKUP, Dynamic Arrays, XMATCH, Analyze Data, dashboards, and enhanced Excel business intelligence (BI) content
  - ✓ **Word:** Editor, Stock Images, Microsoft Search, Rewrite Suggestions, and Table of Figures
  - ✓ **Access:** Edit and Navigation modes, Crosstab Query, and enhanced query filters
  - ✓ **PowerPoint:** Presenter Coach, Real-time Captions, Subtitles, and Stock Images
- **Windows 11** – New Windows 11 features are included in the Intro Chapter, and enhanced sharing and other Microsoft 365 apps are included in this edition.
  - ✓ Consistent Share experience across desktop and online apps
  - ✓ Redesigned Start menu
  - ✓ Simplified File Explorer and context menus
  - ✓ Virtual desktops and enhanced Snap Assist
- **Microsoft 365** – We write our textbooks for what students are using, which is Microsoft 365. Although, the *Office 365: In Practice* text and SIMnet content is adaptable to whatever version of Office your students are using or that is installed on campus labs: Office 365, 2021, and 2019. New features include:
  - ✓ Unified Search across all apps (replaces Tell Me)
  - ✓ Microsoft To Do
  - ✓ Microsoft Forms
- **Randy's Office YouTube Channel** – https://bit.ly/Randys_Office

SIMNET—ONLINE LEARNING AND EVALUATION

- 1:1 content with the textbook and interactive learning activities (*Show Me*, *Guide Me*, *Let Me Try*)
- HTML 5 increases access speed and enhances accessibility
- SIMnet auto graded projects available with both Windows and Mac instructions
- Quickly adapts to changes in Office 365
- MOS SIMbooks, SIMnet Projects, and Capstone Projects
- Office Online SIMnet Projects
- Integrated and Application Capstone Projects (both Windows and Mac instructions).
- Measurable results and life-long learning