



## Benchmark Series: Microsoft Office 2016: Text

*Nita Rutkosky, Audrey Rutkosky Roggenkamp, Ian Rutkosky*

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The Benchmark Series is designed to teach the essential features to develop a mastery skill level in Office, Word, Excel, Access, and PowerPoint. Its graduated, three-level instructional approach moves students from initial modeling of skills to guided application in projects-based exercises to independent problem solving in realistic workplaces. The Benchmark Series includes assessments that challenge students and test their abilities to re-create files and solve problems independently.

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