



Your online learning and assessment solution for
introductory computing concepts, Microsoft Office skills and beyond!

Your McGraw-Hill Course Solution for
Delta Education

SIMnet Online is McGraw-Hill Education's leading solution for learning Microsoft Office skills.

SIMnet includes:

- Microsoft Office Suite
- Microsoft Outlook
- Computer Concepts
- Windows 10
- Internet Browsers

Note: SIMnet is required for this course.





Student Benefits

- ✓ Ease of Use
- ✓ Life-long Learning
- ✓ Measureable Results

Steps to Register:

1. Go to Moodle and enter your Student Portal username and password. Click Log In.
2. Click on My Courses at the top right corner of the page
3. Select your course under the current courses list
4. Locate and Click on the McGraw-Hill SIMnet link
5. Click on the box to agree to the terms of use. Click Get Started.
6. Click on the SIMnet button
7. Select Yes to Sign In with an existing SimNet account, or No to Create a new SimNet account
8. You have completed the pairing process. Click *Continue to SimNet* to complete the process


[Click Here for Step by Step Student Registration Instructions \(with Screen Shots\)](#)


Student Basics

Are you new to SIMnet?

We have plenty of help available if you need it. Just [click here to access our help system!](#) Also, make sure your computer meets our system requirements using the [System Requirement Test](#).

Don't have an account yet?

 No, but I have a code

 No, I need to buy a license

You can use
Internet Explorer,
Firefox, Chrome
and Safari

BLOG

Microsoft Ditches Plan for Original Programming

Microsoft to Cut 18,000 Jobs

Office 365 is Microsoft's Fastest-Growing Product Ever

Microsoft Seeks Beta Testers for Office

SUPPORT

System Requirements Test

Technical Support

SIMnet Instant Help

INFORMATION

SIMnet Blog

FERPA Statement

Accessibility Statement

Systems
Requirement Test

Technical Support

Interface

Library

Allows you to come back after course for life-long learning!

Student Profile

Edit user name, password, and class.

Calendar View

View Options

Student HELP

Assignments

Gradebook

***Manning 2016 GOLD STANDARD DEMO COURSE

Select another c

List Tiles

Search all of your assignments by title...

All

Overdue

Due Soon

Submitted

Show All

Groups

Lessons

SIMbooks

Exams

Projects

SIMpath

Personal

simbook

Access - Chapter 1 - Getting Started with Access 2016

DUE DATE
FEB 1 '17
11:59 PM

simbook

Access - Chapter 2 - Working with Tables

DUE DATE
FEB 1 '17
11:59 PM

simbook

Excel - Chapter 1 - Getting Start with Excel 2016

DUE DATE
FEB 1 '17
11:59 PM

simbook

Excel - Chapter 2 - Formatting Cells

DUE DATE
FEB 1 '17
11:59 PM

simbook

Overview - Chapter 1 - Essential Skills for Office 2016

DUE DATE
FEB 1 '17
11:59 PM

simbook

PowerPoint - Chapter 1 - Getting Started with PowerPoint 2016

DUE DATE
FEB 1 '17
11:59 PM

simbook

PowerPoint - Chapter 2 - Adding Content to Slides

DUE DATE
FEB 1 '17
11:59 PM

simbook

PowerPoint - Chapter 3 - Formatting Presentations

DUE DATE
FEB 1 '17
11:59 PM

simbook

Word - Chapter 1 - Getting Started with Word 2016

DUE DATE
FEB 1 '17
11:59 PM

simbook

Word - Chapter 2 - Formatting Text and Paragraphs

DUE DATE
FEB 1 '17
11:59 PM

simbook

Word - Chapter 4 - Working with Pictures, Tables, and Charts

DUE DATE
FEB 1 '17
11:59 PM

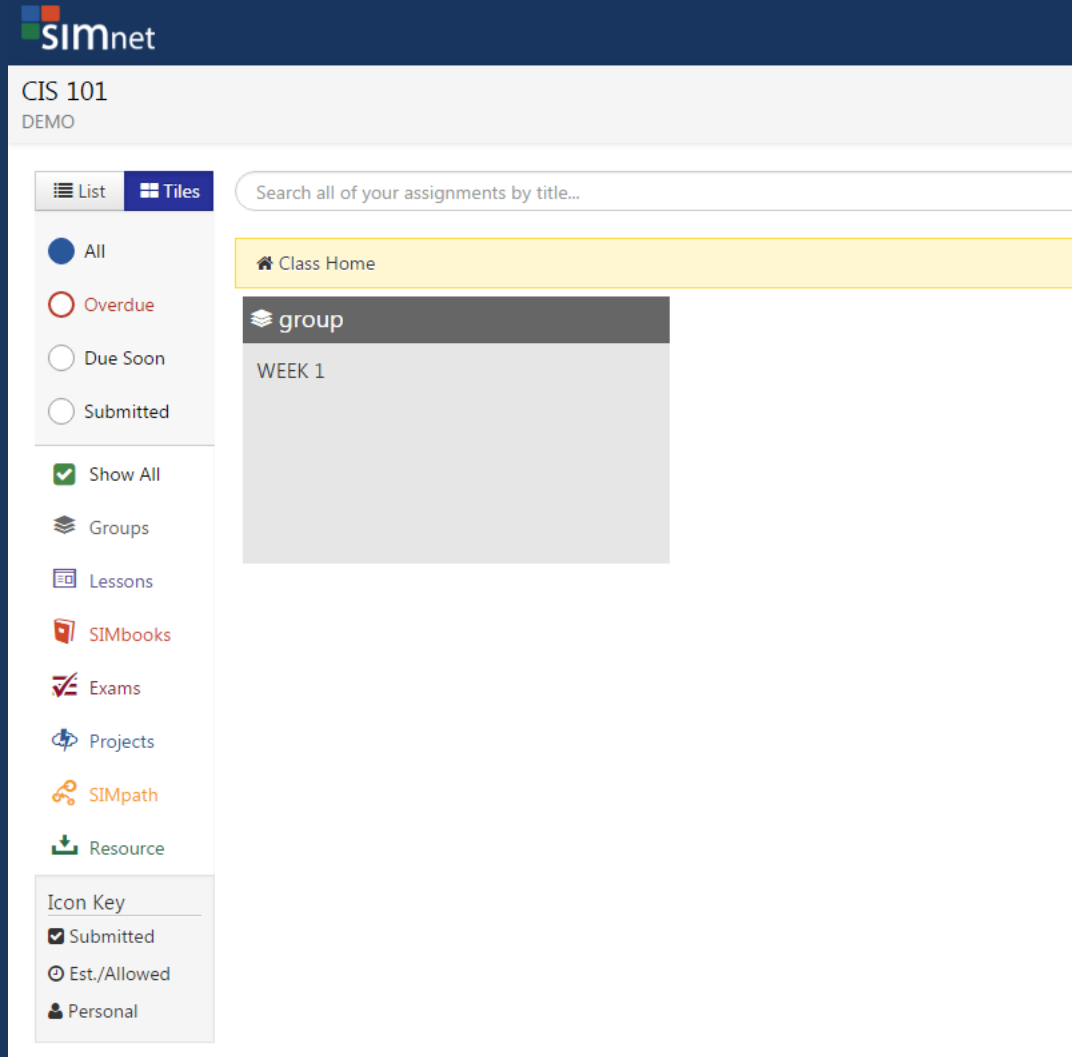
simbook

Word - Chapter 5 - Working with Reports, References, and Mailings

DUE DATE
FEB 1 '17
11:59 PM

Assignment Isolation

Assignment Groups





OPTIONAL: Class Organizer Feature may or may not be utilized

Student assignments can be organized by custom names from instructor!

SIMbooks

SIMbook includes 1:1 content taken directly from the textbook along with interactive elements.

 **simnet**

ASSIGNMENTS LIBRARY GRADES  5 Russell, Tiffany ? TO CRS MGR

***Manning 2016 GOLD STANDARD DEMO COURSE Select another d

List Tiles Search all of your assignments by title...

Left Sidebar:

- All
- Overdue
- Due Soon
- Submitted
- Show All
- Groups
- Lessons
- SIMbooks**
- Exams
- Projects
- SIMpath
- Resource
- Icon Key
 - ☒ Submitted
 - ☐ Est./Allowed
 - ☐ Personal

Assignment Grid:

SIMbooks				
simbook Access - Chapter 1 - Getting Started with Access 2016 DUE DATE FEB 1 '17 11:59 PM	simbook Access - Chapter 2 - Working with Tables DUE DATE FEB 1 '17 11:59 PM	simbook Excel - Chapter 1 - Getting Start with Excel 2016 DUE DATE FEB 1 '17 11:59 PM	simbook Excel - Chapter 2 - Formatting Cells DUE DATE FEB 1 '17 11:59 PM	simbook Overview - Chapter 1 - Essential Skills for Office 2016 DUE DATE FEB 1 '17 11:59 PM
simbook PowerPoint - Chapter 1 - Getting Started with PowerPoint 2016 DUE DATE FEB 1 '17 11:59 PM	simbook PowerPoint - Chapter 2 - Adding Content to Slides DUE DATE FEB 1 '17 11:59 PM	simbook PowerPoint - Chapter 3 - Formatting Presentations DUE DATE FEB 1 '17 11:59 PM	simbook Word - Chapter 1 - Getting Started with Word 2016 DUE DATE FEB 1 '17 11:59 PM	simbook Word - Chapter 2 - Formatting Text and Paragraphs DUE DATE FEB 1 '17 11:59 PM
simbook Word - Chapter 3 - Formatting Documents DUE DATE FEB 1 '17 11:59 PM	simbook Word - Chapter 4 - Working with Pictures, Tables, and Charts DUE DATE FEB 1 '17 11:59 PM	simbook Word - Chapter 5 - Working with Reports, References, and Mailings DUE DATE FEB 1 '17 11:59 PM		

SIMbooks

SHOW ME is a video that features a skill

GUIDE ME is a clickable exercise based on the SHOW ME skill.

LET ME TRY assesses comprehension of the skill within a simulation.

Word - Chapter 1 - Getting Started with Word 2016

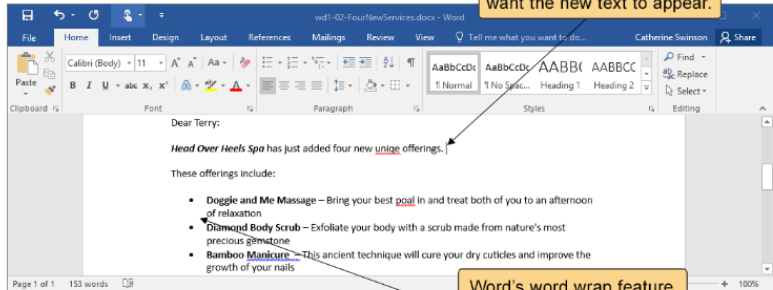
Skill 1.2 Entering and Deleting Text

The basic function of a word processing application like Microsoft Word is to create written documents. Whether the documents are simple, such as a letter, or complex, such as a newsletter, one of the basic tasks you will perform in Word is entering text. **Word wrap** is a feature in Microsoft Word that automatically places text on the next line when the right margin of the document has been reached. There is no need to press **Enter** to begin a new line in the same paragraph. Press **Enter** only when you want to create a break and start a new paragraph.

To enter text in a document:

1. Place the cursor where you want the new text to appear.
2. Begin typing.
3. When the cursor reaches the end of the line, do not press **Enter**. Keep typing and allow word wrap to move the text to the next line.

If you make a mistake when entering text, you can press the **Backspace** key to remove text to the left of the cursor, or press the **Delete** key to remove text to the right of the cursor.



Place the cursor where you want the new text to appear.

Word's word wrap feature automatically moves text to the next line.

FIGURE WD 1.2

Lessons

Lessons are similar to SIMbooks for learning except they include SIMnet generic content; not 1:1 content from your textbook.

Excel 2016 Lesson

Adding Borders

show me

guide me

let me try

Add borders to your workbook to emphasize a cell or group of cells. Use borders to make your workbook look more like a desktop publishing form or to show separation between a column of values and the total row.

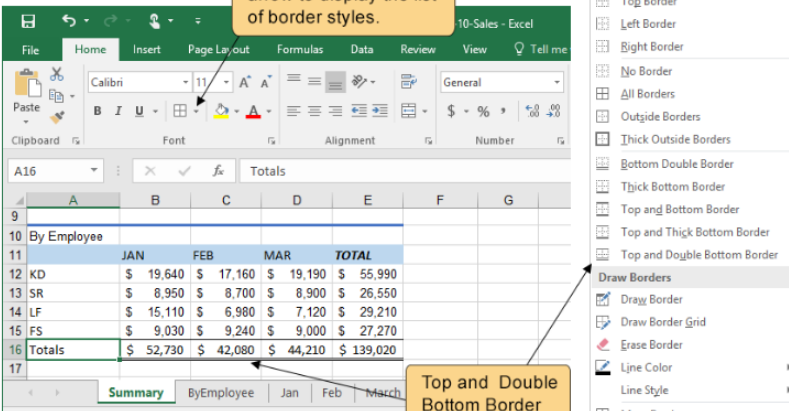
To add borders to your workbook:

1. Select the cell(s) you want to add a border to.
2. On the **Home** tab, in the **Font** group, click the **Borders** button arrow and select the border style you want.

To remove borders:

1. Select the cell(s) you want to remove the borders from.
2. On the **Home** tab, in the **Font** group, click the **Borders** button arrow and select **No Border** from the list of border styles.

Click the Borders button arrow to display the list of border styles.



The screenshot shows the Excel 2016 interface. The **Home** tab is active, and the **Borders** button arrow in the **Font** group is highlighted. A callout box points to the button arrow with the text "Click the Borders button arrow to display the list of border styles." The **Borders** menu is open, showing various border styles. A callout box points to the "Top and Double Bottom Border" option in the menu with the text "Top and Double Bottom Border". The worksheet below shows a table with borders applied to the data cells. The table has columns for months (JAN, FEB, MAR) and a total column (TOTAL). The rows are labeled "By Employee" and "Totals".

	JAN	FEB	MAR	TOTAL
By Employee				
KD	\$ 19,640	\$ 17,160	\$ 19,190	\$ 55,990
SR	\$ 8,950	\$ 8,700	\$ 8,900	\$ 26,550
LF	\$ 15,110	\$ 6,980	\$ 7,120	\$ 29,210
FS	\$ 9,030	\$ 9,240	\$ 9,000	\$ 27,270
Totals	\$ 52,730	\$ 42,080	\$ 44,210	\$ 139,020

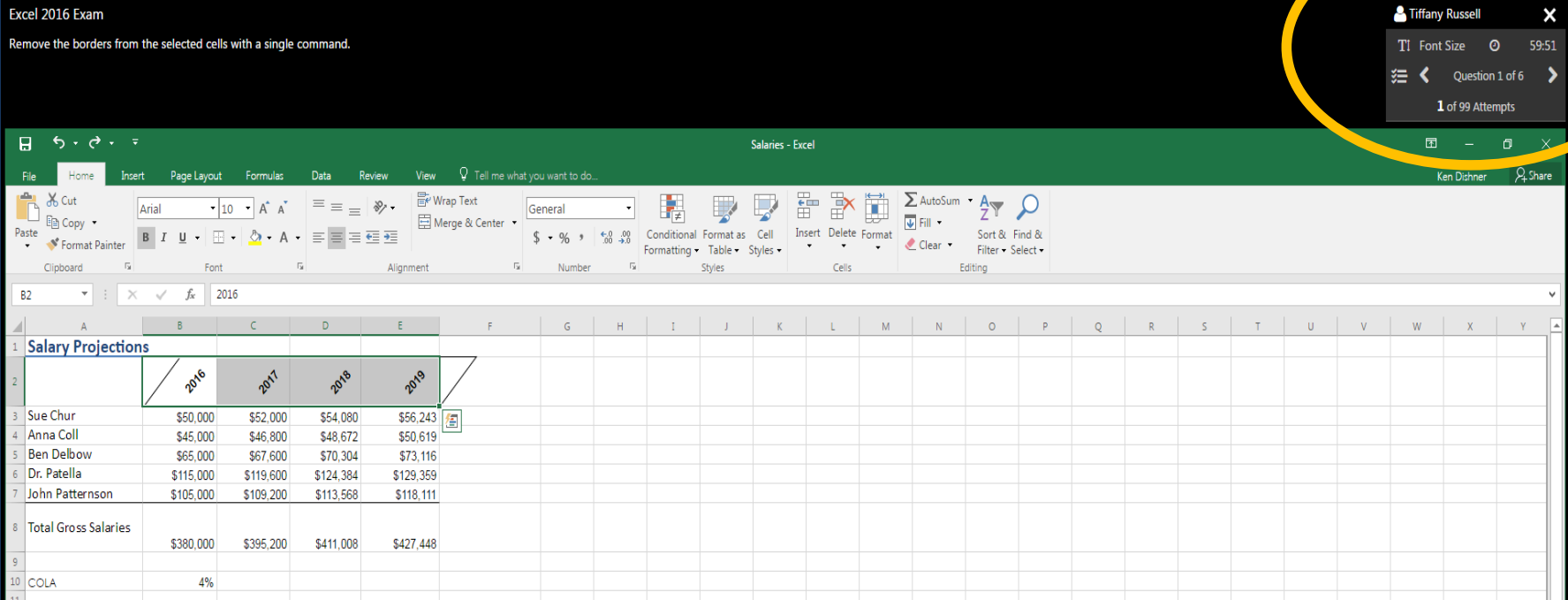
FIGURE EX 2.24

Exams

Exams include simulated, performance based questions. Navigation arrows in upper right corner display your attempts and time remaining.

Excel 2016 Exam

Remove the borders from the selected cells with a single command.



The navigation panel (highlighted) displays:

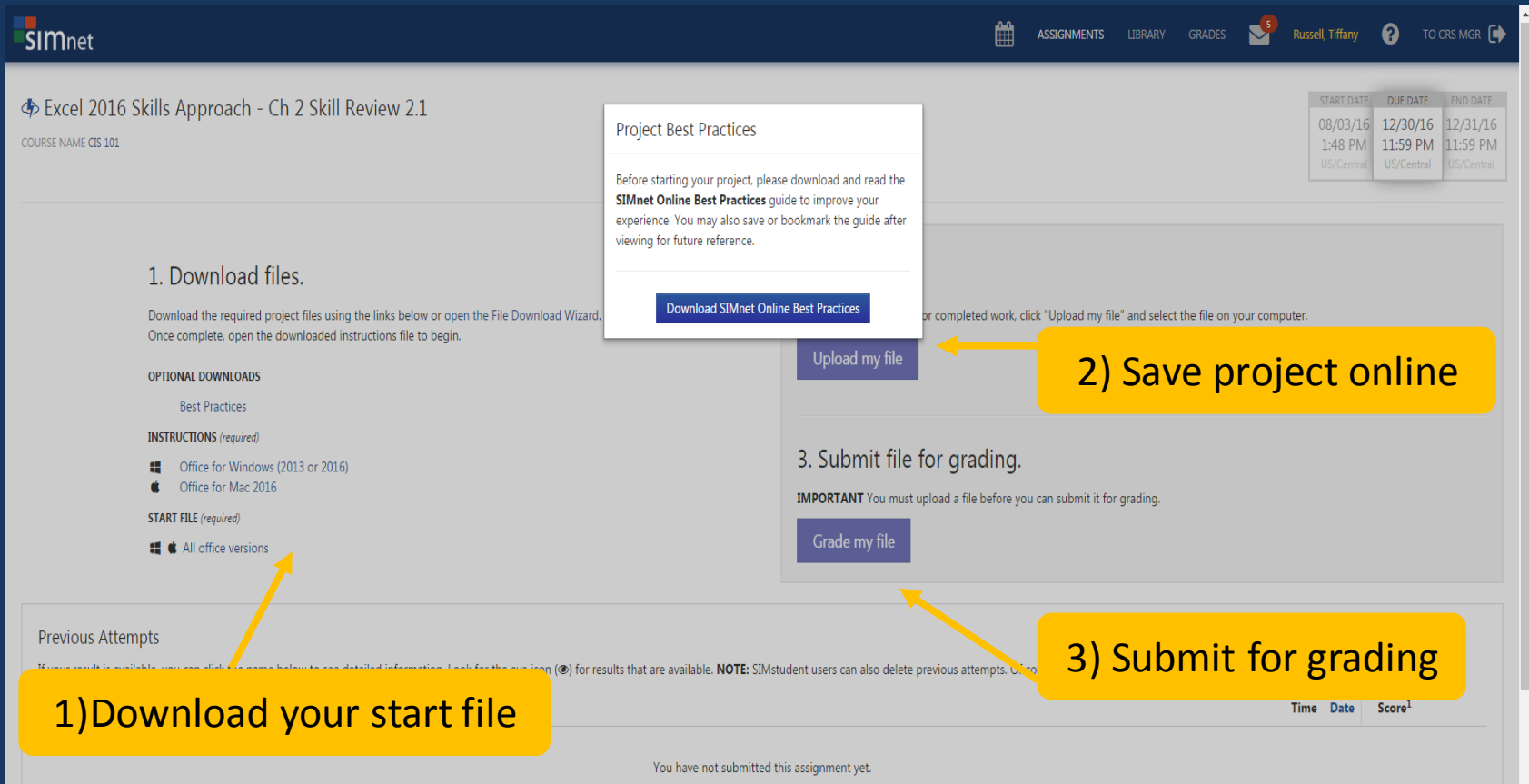
- Font Size: T1
- Time: 59:51
- Question 1 of 6
- 1 of 99 Attempts

The spreadsheet data is as follows:

	2016	2017	2018	2019
Sue Chur	\$50,000	\$52,000	\$54,080	\$56,243
Anna Coll	\$45,000	\$46,800	\$48,672	\$50,619
Ben Delbow	\$65,000	\$67,600	\$70,304	\$73,116
Dr. Patella	\$115,000	\$119,600	\$124,384	\$129,359
John Patterson	\$105,000	\$109,200	\$113,568	\$118,111
Total Gross Salaries	\$380,000	\$395,200	\$411,008	\$427,448
COLA	4%			

Projects

Test your skills by using the Microsoft application to complete your end of chapter projects. Submit your projects for automatic grading.



The screenshot shows the SIMnet interface for a project submission. The page title is "Excel 2016 Skills Approach - Ch 2 Skill Review 2.1" with a course name of "CIS 101". A "Project Best Practices" modal is open, instructing users to download and read the "SIMnet Online Best Practices" guide. The main content area has three steps: 1. Download files, 2. Save project online, and 3. Submit file for grading. Step 1 includes links for "OPTIONAL DOWNLOADS" (Best Practices), "INSTRUCTIONS (required)" (Office for Windows 2013 or 2016, Office for Mac 2016), and "START FILE (required)" (All office versions). Step 2 has an "Upload my file" button. Step 3 has a "Grade my file" button. A "Previous Attempts" table is at the bottom, showing columns for Time, Date, and Score. Annotations with yellow arrows point to the "All office versions" link (labeled "1) Download your start file"), the "Upload my file" button (labeled "2) Save project online"), and the "Grade my file" button (labeled "3) Submit for grading").

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ASSIGNMENTS LIBRARY GRADES Russell, Tiffany ? TO CRS MGR

Excel 2016 Skills Approach - Ch 2 Skill Review 2.1
COURSE NAME CIS 101

START DATE 08/03/16 1:48 PM US/Central
DUE DATE 12/30/16 11:59 PM US/Central
END DATE 12/31/16 11:59 PM US/Central

Project Best Practices

Before starting your project, please download and read the **SIMnet Online Best Practices** guide to improve your experience. You may also save or bookmark the guide after viewing for future reference.

Download SIMnet Online Best Practices

1. Download files.

Download the required project files using the links below or open the File Download Wizard. Once complete, open the downloaded instructions file to begin.

OPTIONAL DOWNLOADS

Best Practices

INSTRUCTIONS (required)

Office for Windows (2013 or 2016)

Office for Mac 2016

START FILE (required)

All office versions

Upload my file

2) Save project online

3. Submit file for grading.

IMPORTANT You must upload a file before you can submit it for grading.

Grade my file

3) Submit for grading

Previous Attempts

If your result is available, you can click the name below to see detailed information. Look for the eye icon (👁) for results that are available. NOTE: SIMstudent users can also delete previous attempts. Click on the eye icon to delete.

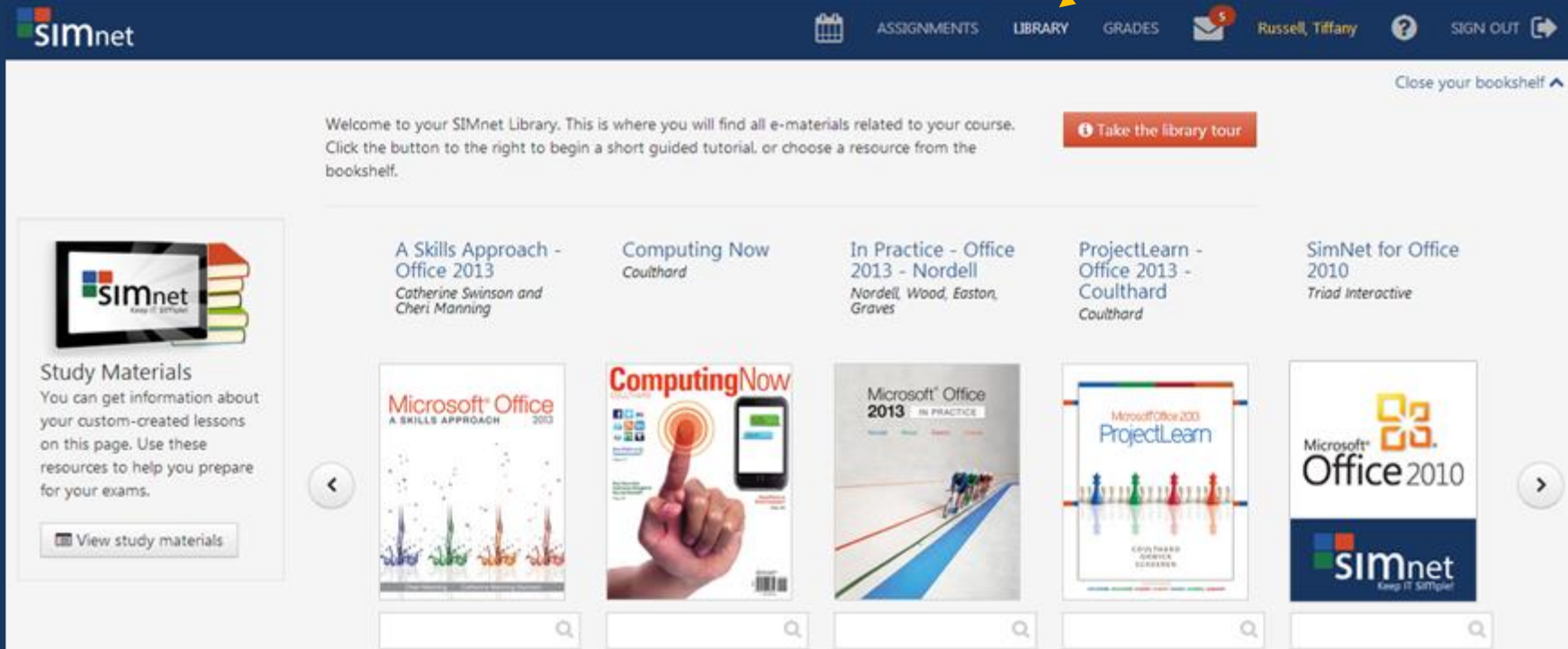
Time	Date	Score ¹
------	------	--------------------

You have not submitted this assignment yet.

Library

Your SIMnet access is LIFE-LONG! Through the library, you can log back into your SIMnet account to continue learning skills or get a refresher at anytime. Includes a SEARCH functionality for Microsoft Office skills and also houses your SIMbooks purchased for the course.

Library

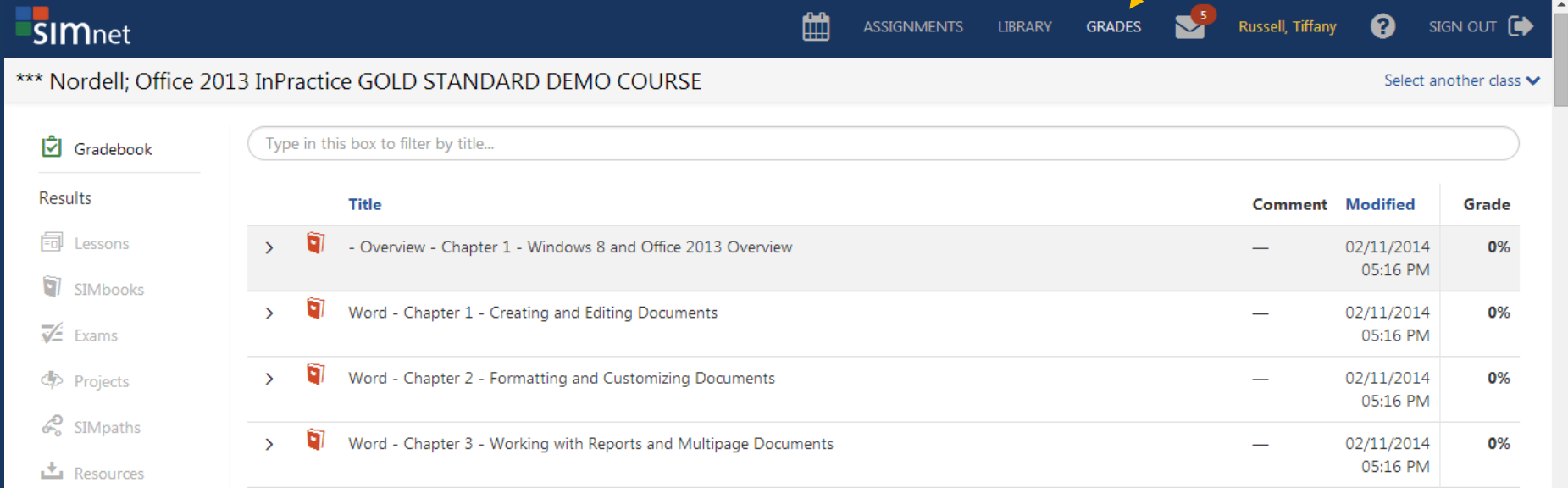


The screenshot shows the SIMnet Library interface. At the top, there is a navigation bar with the SIMnet logo, a calendar icon, and links for ASSIGNMENTS, LIBRARY (highlighted with a yellow arrow), GRADES, a notification icon with a red '5', the user name 'Russell, Tiffany', a help icon, and a SIGN OUT button. Below the navigation bar, a welcome message states: 'Welcome to your SIMnet Library. This is where you will find all e-materials related to your course. Click the button to the right to begin a short guided tutorial, or choose a resource from the bookshelf.' To the right of the message is a red button labeled 'Take the library tour'. Below this, there is a carousel of study materials. On the left, a 'Study Materials' section includes a SIMnet logo and a 'View study materials' button. The carousel features five book covers: 'A Skills Approach - Office 2013' by Catherine Swinson and Cheri Manning; 'Computing Now' by Coulthard; 'In Practice - Office 2013 - Nordell' by Nordell, Wood, Easton, and Graves; 'ProjectLearn - Office 2013 - Coulthard'; and 'SimNet for Office 2010' by Triad Interactive. Each book cover has a search icon at the bottom. Navigation arrows are visible on the left and right sides of the carousel.

Gradebook

Your student gradebook shows your current results and grades in your course.

Grades



The screenshot shows the simnet Gradebook interface for the course "*** Nordell; Office 2013 InPractice GOLD STANDARD DEMO COURSE". The user is logged in as "Russell, Tiffany". The interface includes a sidebar with navigation options: Gradebook, Results, Lessons, SIMbooks, Exams, Projects, SIMpaths, and Resources. The main area displays a table of assignments with columns for Title, Comment, Modified, and Grade. A yellow callout box labeled "Grades" points to the GRADES link in the top navigation bar.

simnet

ASSIGNMENTS LIBRARY GRADES 5 Russell, Tiffany ? SIGN OUT

*** Nordell; Office 2013 InPractice GOLD STANDARD DEMO COURSE Select another class

Gradebook

Results

Lessons

SIMbooks

Exams

Projects

SIMpaths

Resources

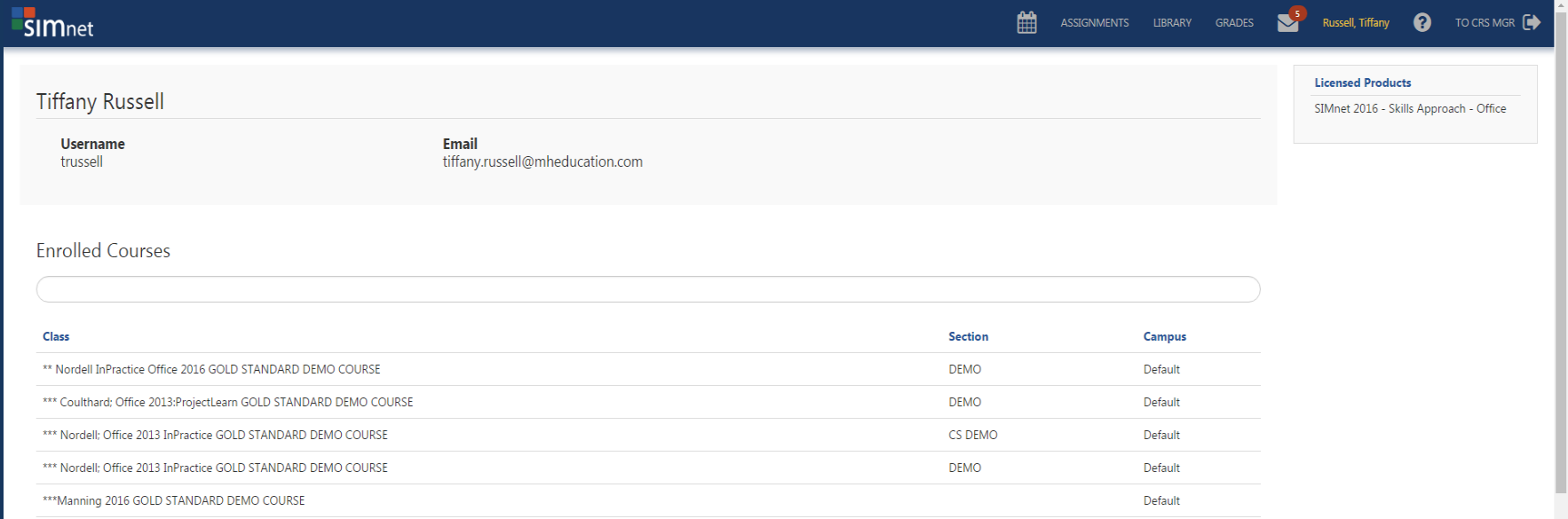
Type in this box to filter by title...

	Title	Comment	Modified	Grade
>	- Overview - Chapter 1 - Windows 8 and Office 2013 Overview	—	02/11/2014 05:16 PM	0%
>	Word - Chapter 1 - Creating and Editing Documents	—	02/11/2014 05:16 PM	0%
>	Word - Chapter 2 - Formatting and Customizing Documents	—	02/11/2014 05:16 PM	0%
>	Word - Chapter 3 - Working with Reports and Multipage Documents	—	02/11/2014 05:16 PM	0%

Student Profile

Manage your student profile by clicking on your name hyperlinked in yellow.

Student Profile



The screenshot shows the SIMnet user interface. At the top, a navigation bar includes the SIMnet logo, a calendar icon, and links for ASSIGNMENTS, LIBRARY, GRADES, a mail icon with a red '5' badge, the user's name 'Russell, Tiffany' (highlighted in yellow), a help icon, and a 'TO CRS MGR' link. Below the navigation bar, the profile section for 'Tiffany Russell' displays her 'Username' as 'trussell' and 'Email' as 'tiffany.russell@mheducation.com'. To the right, a 'Licensed Products' box lists 'SIMnet 2016 - Skills Approach - Office'. The 'Enrolled Courses' section features a search bar and a table with three columns: Class, Section, and Campus. The table lists five courses, including 'Nordell InPractice Office 2016 GOLD STANDARD DEMO COURSE' and 'Manning 2016 GOLD STANDARD DEMO COURSE'.

Class	Section	Campus
** Nordell InPractice Office 2016 GOLD STANDARD DEMO COURSE	DEMO	Default
*** Coulthard; Office 2013;ProjectLearn GOLD STANDARD DEMO COURSE	DEMO	Default
*** Nordell; Office 2013 InPractice GOLD STANDARD DEMO COURSE	CS DEMO	Default
*** Nordell; Office 2013 InPractice GOLD STANDARD DEMO COURSE	DEMO	Default
***Manning 2016 GOLD STANDARD DEMO COURSE		Default

Technical Support



Customer Experience Group (CXG)

Hours of Operation:

Sun 11am – 1am

Mon - Thurs 7am – 3am

Fri 7am - 8pm

Saturday 9am - 7pm
(All times Central)

Online:

www.mhhe.com/support

Click **CONTACT US**.

By Phone:

You can reach us toll-free at 800-331-5094 (US Only).

