



Skills and Pathways

Grades 8–12

A certification-aligned series preparing your students for life and work in a tech-centered world

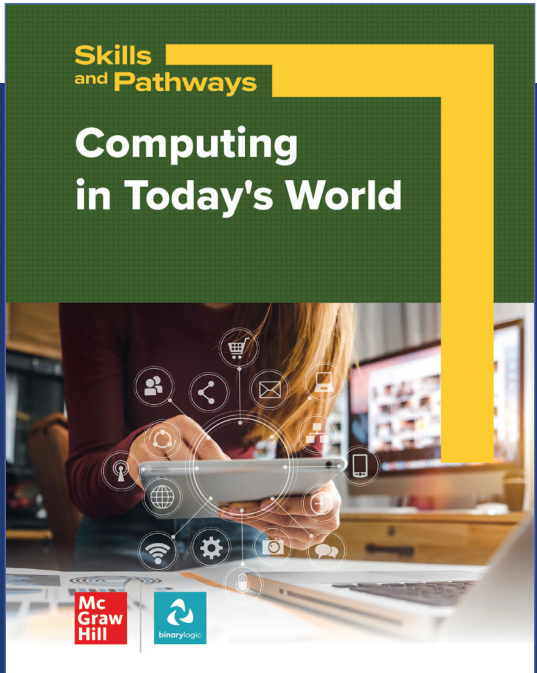
- Provides flexibility and ease-of-use with print and digital options
- Builds key workplace skills with clear instruction
- Balances theoretical knowledge and practical applications
- Prepares students for Microsoft Office Specialist, IC3, and ICDL certifications
- Supports educators with teaching resources

Skills and Pathways: Computing in Today's World

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Prepares for the ICDL Computer & Online Essentials certification

Build essential digital skills for today's world by learning file management, online safety, and how to use productivity tools like Microsoft Teams, Outlook, and Edge. Gain confidence in navigating technology for academic, personal, and professional success.



Student Edition Sample: 978-1-26-627879-2

Dynamic Resource Features

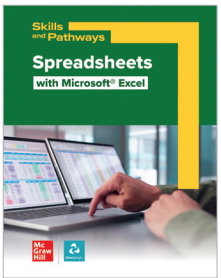
- SmartBook® delivers personalized, adaptive learning tailored to student progress
- Extensive auto-graded assessment supports each learning objective
- Rich soft skills activities and an exploratory Career Center help make students future-ready (see pages 5–6)
- A complete online Teacher's Edition and other support resources
- A mobile app with eBook for studying on the go



Available in print and 1- to 8-year digital and bundle subscriptions



Your students' path to Microsoft Office certification and success



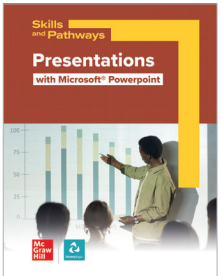
Skills and Pathways: Spreadsheets with Microsoft® Excel

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Student Edition Sample:
978-1-26-691479-9

Prepares for Microsoft Office Specialist: Excel Associate and ICDL Spreadsheets certifications

Develop skills to organize, analyze, and visualize data using Excel's powerful tools, including formulas, pivot tables, charts, and conditional formatting. Learn how to manage and present data effectively for real-world applications.



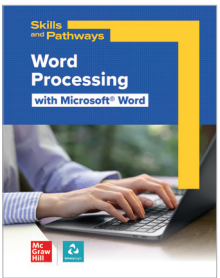
Skills and Pathways: Presentations with Microsoft® PowerPoint

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Student Edition Sample:
978-1-26-665681-1

Prepares for Microsoft Office Specialist: PowerPoint Associate and ICDL Presentation certifications

Learn to design engaging, visually appealing presentations with multimedia, animations, transitions, and charts. This course helps you create dynamic slideshows and communicate ideas effectively in a variety of contexts.



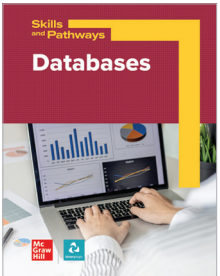
Skills and Pathways: Word Processing with Microsoft® Word

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Student Edition Sample:
978-1-26-618449-9

Prepares for Microsoft Office Specialist: Word Associate and ICDL Documents certifications

Learn how to create professional quality documents with advanced formatting, tables, graphics, mail merge, and accessibility improvements. Master efficient file management and develop polished documents for academic and professional use.



Skills and Pathways: Databases

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Student Edition Sample:
978-1-26-665651-4

Prepares for Microsoft Office Specialist: Access Expert and ICDL Databases certifications

Explore how to design and manage databases, including organizing data, creating relationships, running queries, and generating professional reports. Build practical skills to manage structured information for a range of applications.