



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

Your McGraw-Hill Course Solution for

CIT 110

BYU-Idaho

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

SIMnet includes:

- Microsoft Office Suite
- Microsoft Outlook
- Computer Concepts
- Windows 8, 7, Vista & XP
- Browsers

Note: SIMnet is required for this course.





Student Benefits

- ✓ Ease of use
- ✓ Lifelong learning
- ✓ Measurable results

Student Basics



<https://byui.simnetonline.com/sp/>

Username

Password

[Forgot credentials?](#)

[Sign In](#)

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

Access SIMnet online
24/7 from any computer

21-day free trial


Buy an account online

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

Adobe Flash
Player required

Systems
Requirement Test

Technical Support

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](#)

Interface

View
Options

Calendar View

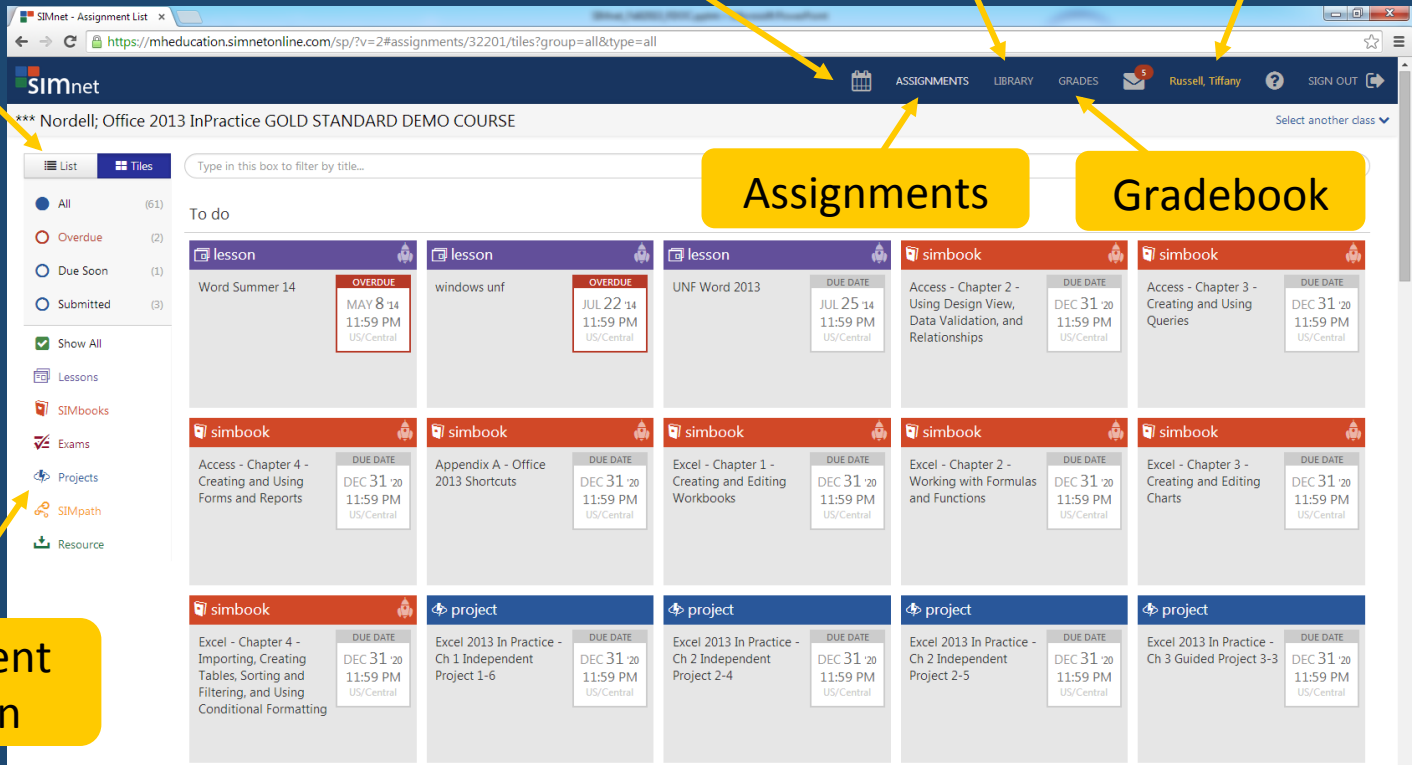
Library
Allows you to come
back after course for
life-long learning!

Student Profile
Edit user name,
password, and class.

Assignments

Gradebook

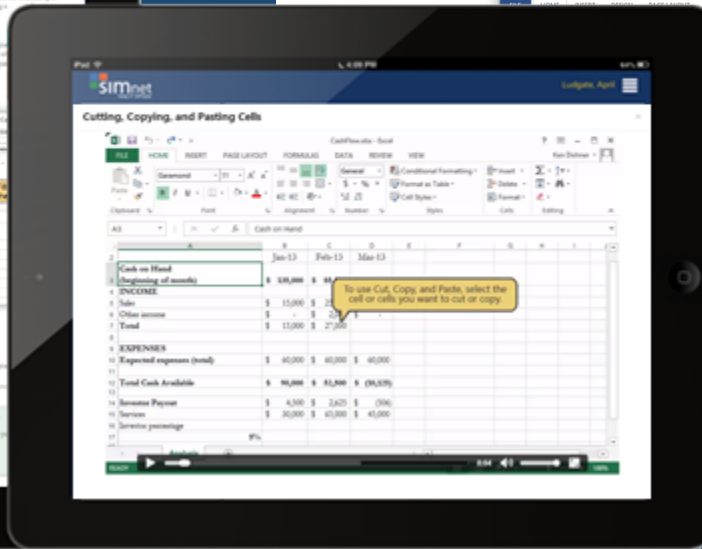
Assignment
Isolation



The screenshot shows the SIMnet interface for a course titled "Nordell; Office 2013 InPractice GOLD STANDARD DEMO COURSE". The interface includes a navigation bar with "ASSIGNMENTS", "LIBRARY", and "GRADES" tabs. A left sidebar contains "View Options" such as "All (61)", "Overdue (2)", "Due Soon (1)", and "Submitted (3)". The main content area displays a grid of assignments, each with a title, a due date, and a time. Some assignments are marked as "OVERDUE".


Assignment Title	Due Date	Time	Status
Word Summer 14	MAY 8 14	11:59 PM	OVERDUE
windows unf	JUL 22 14	11:59 PM	OVERDUE
UNF Word 2013	JUL 25 14	11:59 PM	
Access - Chapter 2 - Using Design View, Data Validation, and Relationships	DEC 31 20	11:59 PM	
Access - Chapter 3 - Creating and Using Queries	DEC 31 20	11:59 PM	
Access - Chapter 4 - Creating and Using Forms and Reports	DEC 31 20	11:59 PM	
Appendix A - Office 2013 Shortcuts	DEC 31 20	11:59 PM	
Excel - Chapter 1 - Creating and Editing Workbooks	DEC 31 20	11:59 PM	
Excel - Chapter 2 - Working with Formulas and Functions	DEC 31 20	11:59 PM	
Excel - Chapter 3 - Creating and Editing Charts	DEC 31 20	11:59 PM	
Excel - Chapter 4 - Importing, Creating Tables, Sorting and Filtering, and Using Conditional Formatting	DEC 31 20	11:59 PM	
Excel 2013 In Practice - Ch 1 Independent Project 1-6	DEC 31 20	11:59 PM	
Excel 2013 In Practice - Ch 2 Independent Project 2-4	DEC 31 20	11:59 PM	
Excel 2013 In Practice - Ch 2 Independent Project 2-5	DEC 31 20	11:59 PM	
Excel 2013 In Practice - Ch 3 Guided Project 3-3	DEC 31 20	11:59 PM	


Student learning available on mobile devices!




Word - Chapter 1 - Getting Started with Word 2013

Skill 1.2 Entering and Deleting Text

show me 

guide me 

let me try 

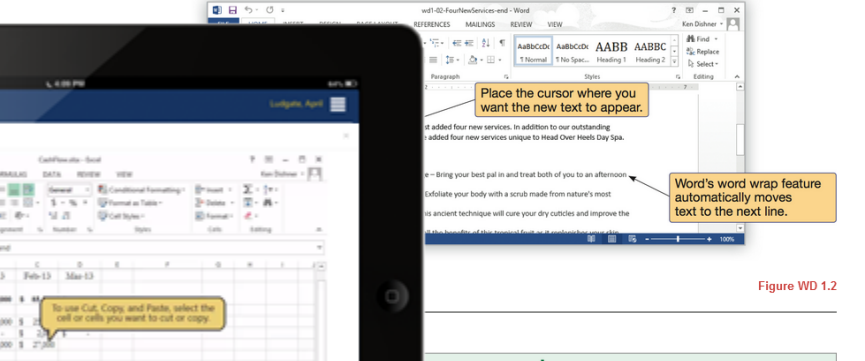
The basic function of a word processing application like Microsoft Word is to create written documents. Whether the documents are simple, such as a letter, or complex, such as a newsletter, one of the basic tasks you will perform in Word is entering text. **Word wrap** is a feature in Microsoft Word 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. Only press **Enter** 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.

tips & tricks
tell me **more**

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.



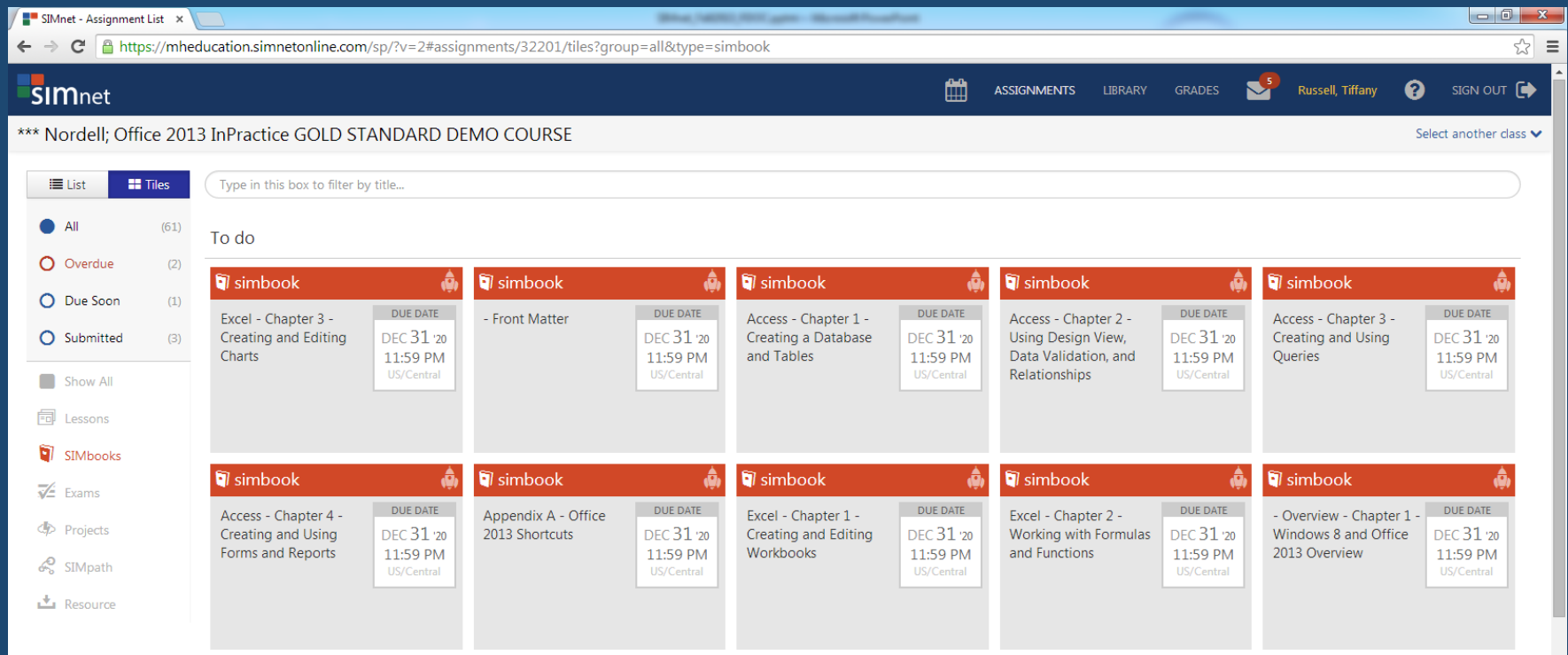
The screenshot shows a Microsoft Word document with text that has wrapped onto multiple lines. A yellow callout box points to the text with the instruction: "Place the cursor where you want the new text to appear." Another yellow callout box points to the text with the instruction: "Word's word wrap feature automatically moves text to the next line."

Figure WD 1.2

SIMbooks

(Office 2013 content only)

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



The screenshot displays the SIMnet Assignment List interface for the course "Office 2013 InPractice GOLD STANDARD DEMO COURSE". The interface includes a navigation menu on the left, a search bar, and a grid of assignment tiles. Each tile represents an assignment with a title, a due date, and a time zone.

Assignment Title	Due Date	Time Zone
Excel - Chapter 3 - Creating and Editing Charts	DEC 31 '20	11:59 PM US/Central
- Front Matter	DEC 31 '20	11:59 PM US/Central
Access - Chapter 1 - Creating a Database and Tables	DEC 31 '20	11:59 PM US/Central
Access - Chapter 2 - Using Design View, Data Validation, and Relationships	DEC 31 '20	11:59 PM US/Central
Access - Chapter 3 - Creating and Using Queries	DEC 31 '20	11:59 PM US/Central
Access - Chapter 4 - Creating and Using Forms and Reports	DEC 31 '20	11:59 PM US/Central
Appendix A - Office 2013 Shortcuts	DEC 31 '20	11:59 PM US/Central
Excel - Chapter 1 - Creating and Editing Workbooks	DEC 31 '20	11:59 PM US/Central
Excel - Chapter 2 - Working with Formulas and Functions	DEC 31 '20	11:59 PM US/Central
- Overview - Chapter 1 - Windows 8 and Office 2013 Overview	DEC 31 '20	11:59 PM US/Central

SIMbooks

(Office 2013 content only)

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 2013

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. Only press **←Enter** 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.

tips & tricks
tell me **more**

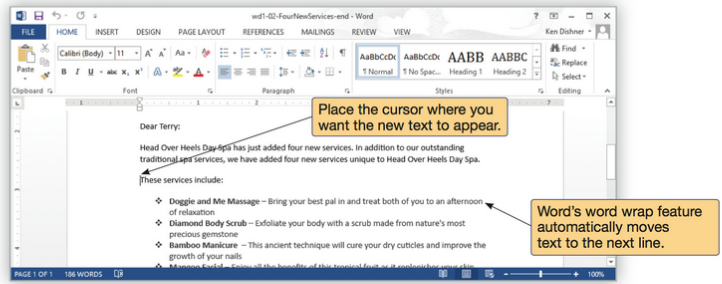


Figure WD 1.2

let me **try** *Live!*

1.2 Entering and Deleting Text

Exams

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

GOLD STANDARD WORD 2013 EXAM

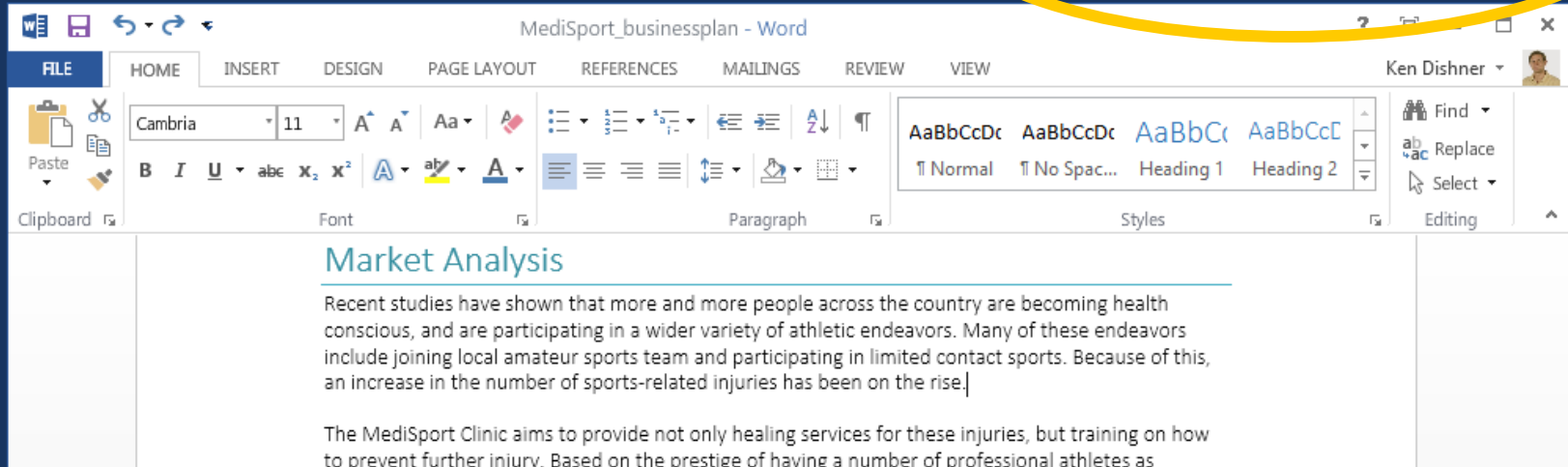
Add the book **Healing Through Pressure** as a new source for a bibliography. The author is **Sue Clair** and the book was published in **2012** by **McGraw-Hill Education** (with **Chicago** as the city).

59:45

AA X

Question 1 of 11

1 of 99 Attempts



MediSport_businessplan - Word

Ken Dishner

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW

Cambria 11 A⁺ A⁻ Aa A

Paste

Clipboard Font Paragraph Styles Editing

Market Analysis

Recent studies have shown that more and more people across the country are becoming health conscious, and are participating in a wider variety of athletic endeavors. Many of these endeavors include joining local amateur sports team and participating in limited contact sports. Because of this, an increase in the number of sports-related injuries has been on the rise.]

The MediSport Clinic aims to provide not only healing services for these injuries, but training on how to prevent further injury. Based on the prestige of having a number of professional athletes as




Projects

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

Excel 2013 In Practice - Ch 1 Independent Project 1-6

COURSE NAME *** Nordell; Office 2013 InPractice GOLD STANDARD DEMO COURSE

DUE DATE
12/31/20
11:59 PM
US/Central

- 1. Get project files.**
Download the required project files using the links below. Once complete, open the project instructions file to begin.
REQUIRED
Instructions 
Start-File 
OPTIONAL
Best Practices 
Download start file
- 2. Save project.**
To save your in-progress or completed work, click "Upload & Save" and select the file on your computer. This will replace any existing file that has been previously uploaded and saved for this project.
Upload & Save
- 3. Submit project for grading.**
In order to submit a project for grading, you need to first upload & save the completed project and then "Submit" it.
Grade my project

Download your start file

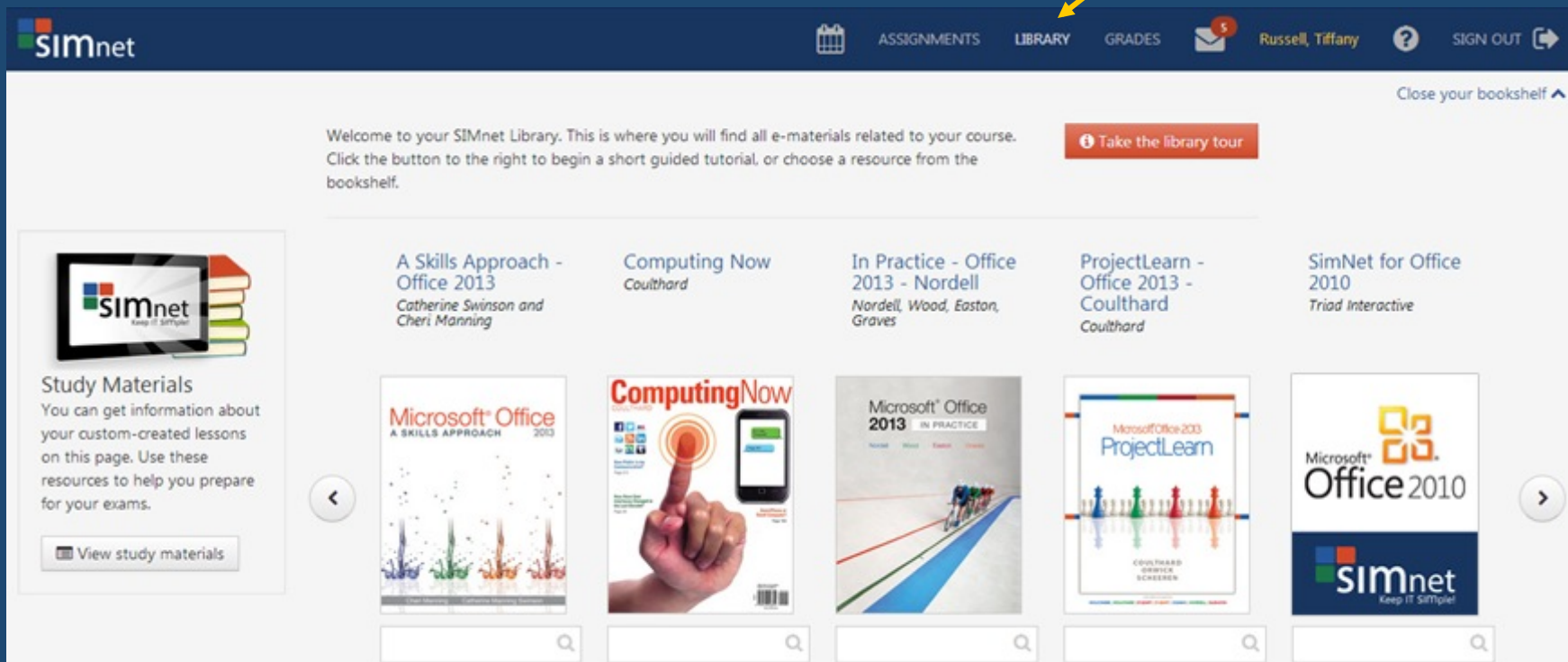
Save project online

Submit for grading

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 on the left and several menu items: a calendar icon, 'ASSIGNMENTS', 'LIBRARY' (highlighted with a yellow arrow and a yellow callout box), 'GRADES', a mail icon with a red notification bubble containing the number '5', the user name 'Russell, Tiffany', a help icon, and 'SIGN OUT'. Below the navigation bar, a welcome message reads: '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 this message is a red button that says 'Take the library tour'. Below the welcome message, there is a carousel of five book covers. From left to right, they are: '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. On the left side of the carousel, there is a 'Study Materials' section with a SIMnet logo and a button that says 'View study materials'. On the right side of the carousel, there is a 'Close your bookshelf' link.





Gradebook

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

Grades



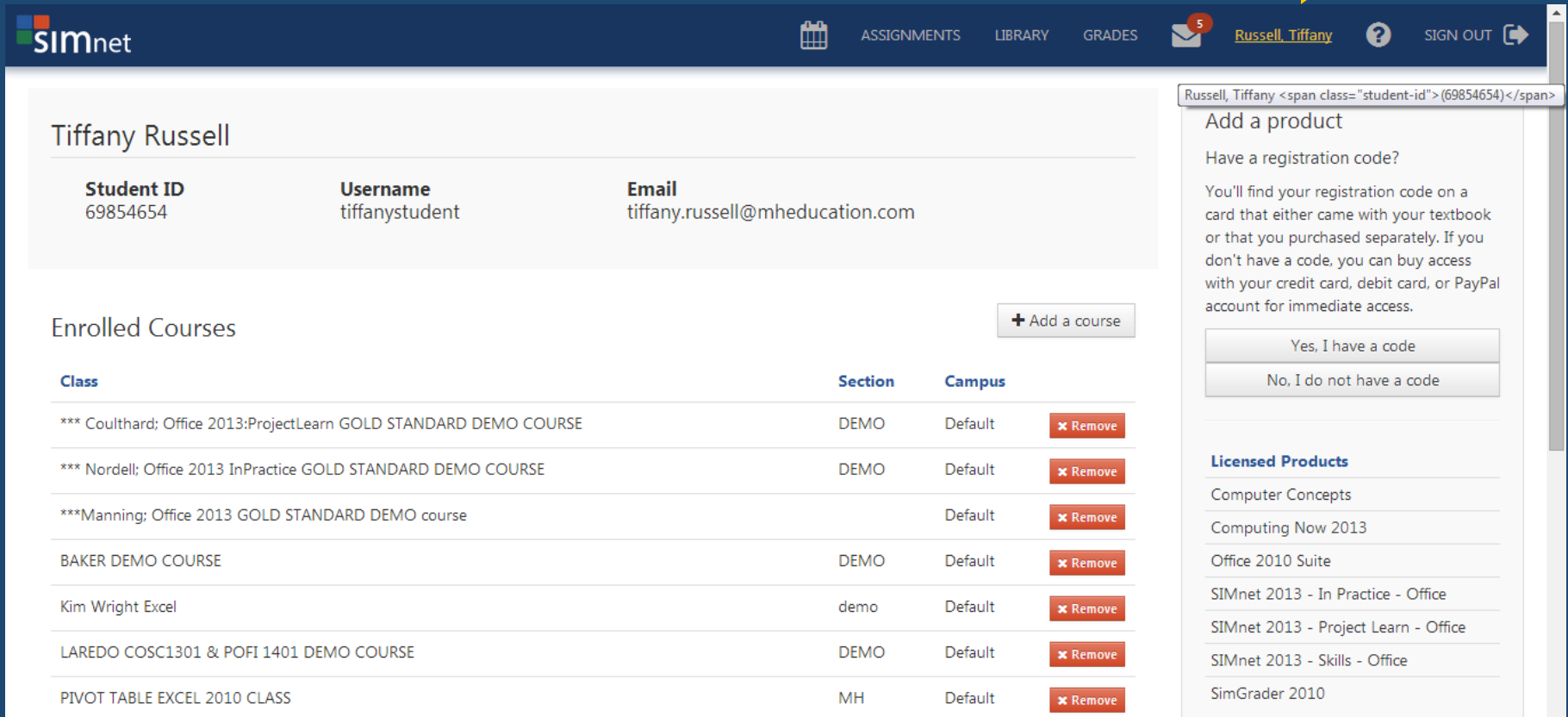
The screenshot shows the SIMnet user interface. At the top, there is a navigation bar with icons for a calendar, assignments, library, and grades. The 'GRADES' tab is selected and highlighted with a yellow box and an arrow. Below the navigation bar, the course name is displayed as '*** Nordell; Office 2013 InPractice GOLD STANDARD DEMO COURSE'. On the left side, there is a sidebar menu with options like 'Gradebook', 'Results', 'Lessons', 'SIMbooks', 'Exams', 'Projects', 'SIMpaths', and 'Resources'. The main content area features a search box and a table with columns for 'Title', 'Comment', 'Modified', and 'Grade'. The table lists four assignments, all with a grade of 0%.

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



Tiffany Russell

Student ID	Username	Email
69854654	tiffanystudent	tiffany.russell@mheducation.com

Enrolled Courses + Add a course

Class	Section	Campus	
*** Coulthard; Office 2013:ProjectLearn GOLD STANDARD DEMO COURSE	DEMO	Default	x Remove
*** Nordell; Office 2013 InPractice GOLD STANDARD DEMO COURSE	DEMO	Default	x Remove
***Manning; Office 2013 GOLD STANDARD DEMO course		Default	x Remove
BAKER DEMO COURSE	DEMO	Default	x Remove
Kim Wright Excel	demo	Default	x Remove
LAREDO COSC1301 & POFI 1401 DEMO COURSE	DEMO	Default	x Remove
PIVOT TABLE EXCEL 2010 CLASS	MH	Default	x Remove

Russell, Tiffany (69854654)

Add a product

Have a registration code?

You'll find your registration code on a card that either came with your textbook or that you purchased separately. If you don't have a code, you can buy access with your credit card, debit card, or PayPal account for immediate access.

Licensed Products

- Computer Concepts
- Computing Now 2013
- Office 2010 Suite
- SIMnet 2013 - In Practice - Office
- SIMnet 2013 - Project Learn - Office
- SIMnet 2013 - Skills - Office
- SimGrader 2010

Technical Support



Customer Experience Group (CXG)

Hours of Operation:

Sun 12pm - 11pm

Mon - Thurs 8am - 11pm

Fri 8am - 6pm

Saturday 10am - 4pm

(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).



Questions?



My contact information is:

**Your Instructor's
Contact Information
Is available in I-Learn**