

GO! with Microsoft Office 2016 Getting Started (GO! for Office 2016 Series)

By Shelley Gaskin, Alicia Vargas, Debra Geoghan, Nancy Graviett

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For Office 2016, the hallmark guided-practice to skill-mastery pathway is better

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Editorial Review

About the Author

Shelley Gaskin, Series Editor for the GO! Series, is a professor of business and computer technology at Pasadena City College in Pasadena, California. She holds a master's degree in business education from Northern Illinois University and a doctorate in adult and community education from Ball State University. Dr. Gaskin has 15 years of experience in the computer industry with several Fortune 500 companies and has developed and written training materials for custom systems applications in both the public and private sector. She is also the author of books on Microsoft Outlook and word processing.

Nancy Graviett is a professor in the Business and Computer Science department at St. Charles Community College in Cottleville, Missouri, where she is the program coordinator for the Business Administrative Systems program and teaches within the program. Nancy is also very active with distance learning and teaches in face-to-face, hybrid, and online formats. She holds a master’s degree from University of Missouri. Nancy holds Microsoft® Certified Application Specialist certification in multiple applications and provides training both on and off campus. In her free time, Nancy enjoys quilting and spending time with family and friends.

Debra Geoghan is currently an associate professor of computer and information science at Bucks County Community College, teaching computer classes ranging from basic computer literacy to cybercrime, computer forensics, and networking. She has earned certifications from Microsoft, CompTIA, Apple, and others. Deb has taught at the college level since 1996 and also spent 11 years in the high school classroom. She holds a B.S. in Secondary Science Education from Temple University and an M.A. in Computer Science Education from Arcadia University. Throughout her teaching career, Deb has worked with other educators to integrate technology across the curriculum. At BCCC, she serves on many technology committees, presents technology workshops for BCCC faculty, and runs a summer workshop for K-12 teachers interested in using technology in their classrooms. Deb is an avid user of technology which has earned her the nickname “gadget lady”.

Alicia Vargas is a faculty member in Business Information Technology at Pasadena City College. She holds a master's and a bachelor's degree in business education from California State University, Los Angeles, and has authored several textbooks and training manuals on Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.

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