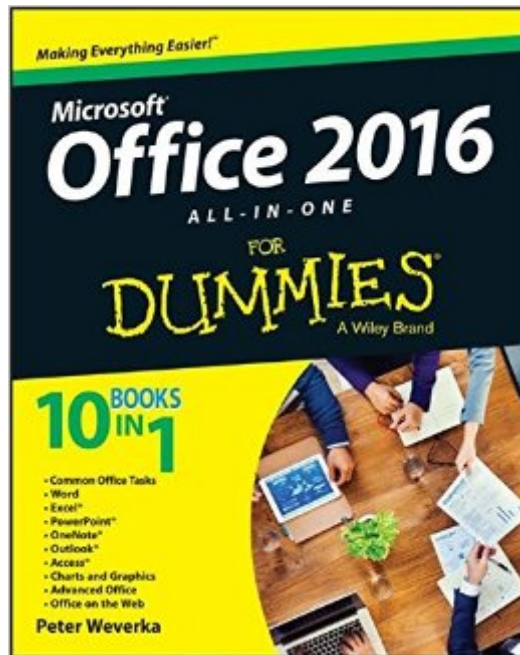


The book was found

# Office 2016 All-In-One For Dummies (Office All-in-One For Dummies)



## Synopsis

The fast and easy way to get things done with Office Perplexed by PowerPoint? Looking to excel at Excel? From Access to Wordâ and every application in betweenâ this all-encompassing guide provides plain-English guidance on mastering the entire Microsoft Office suite. Through easy-to-follow instruction, you'll quickly get up and running with Excel, Word, PowerPoint, Outlook, Access, Publisher, Charts and Graphics, OneNote, and moreâ and make your work and home life easier, more productive, and more streamlined. Microsoft Office is the leading productivity tool in the world. From word processing to business communication to data crunching, it requires a lot of knowledge to operate itâ let alone master it. Luckily, Office 2016 All-in-One For Dummies is here to deliver the breadth of information you need to complete basic tasks and drill down into Office's advanced features. Create customized documents and add graphic elements, proofing, and citations in Word Build a worksheet, create formulas, and perform basic data analysis in Excel Create a notebook and organize your thoughts in Notes Manage messages, tasks, contacts, and calendars in Outlook Clocking in at over 800 pages, Office 2016 All-in-One For Dummies will be the singular Microsoft Office resource you'll turn to again and again.

## Book Information

Series: Office All-in-One for Dummies

Paperback: 792 pages

Publisher: For Dummies; 1 edition (November 2, 2015)

Language: English

ISBN-10: 1119083125

ISBN-13: 978-1119083122

Product Dimensions: 7.4 x 1.4 x 9.3 inches

Shipping Weight: 2.9 pounds (View shipping rates and policies)

Average Customer Review: 4.4 out of 5 starsÂ See all reviewsÂ (53 customer reviews)

Best Sellers Rank: #6,021 in Books (See Top 100 in Books) #2 inÂ Books > Computers & Technology > Business Technology > Software > Enterprise Applications #2 inÂ Books > Computers & Technology > Software > Suites #3 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Office

## Customer Reviews

This book is comprehensive. It covers all the Office 2016 programs in depth. Peter Weverka, the author, has drawn heavily on modern teaching methods (Tell them what you're going to tell them ---

Tell them --- Tell them what you told them). It might sound simplistic, but it works. I highly recommend this book to anyone who has the Office 2016 applications -- Word, Excel, PowerPoint, OneNote, Outlook, Access, and Publisher. This book also devotes entire chapters to charts, SmartArt diagrams, the drawing tools, and graphics. There is also a "mini-book" about how to handle files with OneDrive, Microsoft's cloud tool for sharing and collaborating with others. In short, an excellent book!

I'm a Big Dummies fan. I'm also a few versions behind. Overall good book but more STEP by Step would be helpful. A lot has changed since 2000. I think if I knew nothing about computers I might be a bit lost.

Very good source has enough of each part of Office 2016 to solve all normal issues. Great learning tool.

Our office bought 2 copies of this for improving our use of the Microsoft products we have. The Access portion is pretty useless, there is nothing on troubleshooting existing/inherited databases and too much spent on "what is a database". Throughout the book it is just too basic and no help with anything you might have to work on that was set up by someone else (which is pretty typical for our offices). I would not recommend this book.

I have used the Dummies books for decades. They are most appropriate for ME. I can generally find anything I need to utilize the item or programs for which they are designed and written.

Received the book in good condition and was able to use it regarding some questions I had about the Outlook program. This book will be very helpful.

As a Senior, I was worried about learning Microsoft Office 2016, but "Office 2016 for Dummies" removed any anxiety.

Bought as a gift for my mother and she uses it often. Probably should have bought one for myself.

[Download to continue reading...](#)

Office 2016 All-In-One For Dummies (Office All-in-One for Dummies) Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Your Office: Microsoft Excel 2016

Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Access 2016  
Comprehensive (Your Office for Office 2016 Series) Bundle: Illustrated Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card Bundle: Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and ... MindTap Reader Multi-Term Printed Access Card Skills for Success with Microsoft Office 2016 Volume 1 (Skills for Success for Office 2016 Series) Exploring Microsoft Office Excel 2016 Comprehensive (Exploring for Office 2016 Series) Exploring Microsoft Office Access 2016 Comprehensive (Exploring for Office 2016 Series) GO! with Microsoft Office 2016 Getting Started (GO! for Office 2016 Series) GO! with Office 2016 Volume 1 (GO! for Office 2016 Series) Skills for Success with Office 2016 Volume 1 (Skills for Success for Office 2016 Series) Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech)) Your Office: Getting Started with Project Management (Your Office for Office 2013) How to Start a Family Office: Blueprints for setting up your single family office (Family Office Club Book Series 3) Programming Microsoft Office 365 (includes Current Book Service): Covers Microsoft Graph, Office 365 applications, SharePoint Add-ins, Office 365 Groups, and more (Developer Reference) Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version Office 2016 For Beginners- The PERFECT Guide on Microsoft Office: Including Microsoft Excel Microsoft PowerPoint Microsoft Word Microsoft Access and more! Shelly Cashman Series Discovering Computers & Microsoft Office 365 & Office 2016: A Fundamental Combined Approach Shelly Cashman Series Microsoft Office 365 & Office 2016: Advanced, Loose-leaf Version

[Dmca](#)