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Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory



Synopsis

Discover how to maximize the advantages that the latest version of Microsoft Office offers with the focused approach found in MICROSOFT OFFICE 365 & OFFICE 2016: INTRODUCTORY. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions of students like you. MICROSOFT OFFICE 365 & OFFICE 2016: INTRODUCTORY continues the Series' strong history of innovation with an enhanced learning approach to address your needs, no matter what your learning style. A trademark step-by-step, screen-by-screen approach encourages you to expand your understanding of Microsoft Office 2016 through experimentation, critical thought, and personalization. This new edition delivers the most effective educational materials specifically designed to engage, improve retention, and prepare you for success.

Book Information

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Word and PowerPoint

Modules Introduce the Latest Features The Word 2016 edition provides new hands-on module projects and important introductions to the key features new to this edition, including Smart Lookup button and Insights task pane. The new PowerPoint module highlights the most important features in this latest version. Work with new projects and exercises that emphasize the topics that are most

relevant in your life. This edition further explains how to insert and format shapes in the new PPT version. **Excel Module Emphasizes Practical Uses for New Features** An updated, useful project teaches you how to create a personal budget. It also addresses chart types and functions that are new to Excel 2016. **Access Module Provides Valuable Hands-On Practice** You work with a new database project that models the real world of a human resources outsourcing company. You learn to use new query, report and form examples from Access 2016. **Productivity Apps for Work and School** These helpful, easy-to-use apps visually guide you through using Microsoft OneNote, Sway, Office Mix and Edge using fun, hands-on activities. Companion Sways provide videos and step-by-step instructions to help you learn to master each app.

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