

Illustrated Microsoft Office 365 & Excel 2016 Introductory Loose-leaf Version



BOOK DETAILS

- Author : Elizabeth Eisner Reding
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BOOK SYNOPSIS

Both computer rookies and hot shots can master Microsoft Office 2016 applications quickly and efficiently with this new book in the acclaimed Illustrated Series' newest book: **ILLUSTRATED MICROSOFT OFFICE 365 & Office 2016: INTRODUCTORY**. Using a concise, focused approach and user-friendly format, the Illustrated Series incorporates a hallmark two-page layout that allows readers to see an entire task without turning the page. Skills are accessible and easy to follow with Learning Outcomes that outline the skills addressed in each lesson. Larger full-color images reflect exactly what readers should see on their own computer screens. Each module begins with a brief overview of the principles of the lesson and introduces an updated case study for further application. Readers can count on **ILLUSTRATED MICROSOFT OFFICE 365 & Office 2016: INTRODUCTORY** to perfect the skills they need now and on the job. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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