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Illustrated Microsoft Office 365 & Excel 2016: Comprehensive



Synopsis

Whether you are a computer rookie or pro, you can thoroughly master Microsoft Excel 2016 skills quickly and efficiently with ILLUSTRATED MICROSOFT OFFICE 365 & EXCEL 2016: COMPREHENSIVE. Using a concise, focused approach and user-friendly format, the Illustrated Series incorporates a hallmark two-page layout that allows you to see an entire task in one view. Each presentation is easy to follow with Learning Outcomes that clearly outline the skills covered in each lesson and larger full-color screens that reflect exactly what you should see on your own computer. Each module begins with a brief overview of the lesson's principles and introduces a case study for further application to ensure you gain a complete understanding of Microsoft Excel 2016. In addition, new Productivity Apps visually introduce Microsoft OneNote, Sway, Office Mix and Edge using hands-on activities.

Book Information

Paperback: 392 pages

Publisher: Course Technology; 1 edition (June 13, 2016)

Language: English

ISBN-10: 1305878108

ISBN-13: 978-1305878105

Product Dimensions: 0.8 x 8.5 x 10.8 inches

Shipping Weight: 1.9 pounds (View shipping rates and policies)

Average Customer Review: 5.0 out of 5 stars 1 customer review

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Customer Reviews

Ms. Elizabeth Eisner Reding has authored numerous books for Delmar and Course Technology on a variety of software programs, including Adobe Photoshop, Microsoft Office, and Microsoft Publisher. Living in New Mexico with her husband, Ms. Reding spends her free time grilling, water gardening, road and mountain biking, and collecting Southwestern art. Lynn Wermers is a Professor in the Computer Science Department at North Shore Community College in Massachusetts where she teaches MS Office and web development courses. She also teaches part-time in the Math Department for the School of College of Professional Studies at Northeastern University. Ms.

Wermers has authored numerous leading books that focus on Excel for Cengage Learning.

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