



Illustrated Microsoft Office 365 & Excel 2016: Introductory

Elizabeth Eisner Reding, Lynn Wermers

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Illustrated Microsoft Office 365 & Excel 2016: Introductory Elizabeth Eisner Reding, Lynn Wermers Whether you're a computer rookie or hot shot, you can master Microsoft Office and Excel 2016 applications quickly and efficiently with ILLUSTRATED MICROSOFT OFFICE 365 & EXCEL 2016: INTRODUCTORY. Skills are accessible and easy to follow thanks to the Illustrated Series' hallmark twopage layout, which allows you to work through an entire task without turning the page. Praised for its concise, focused, user-friendly format, this book guides efficient study with Learning Outcomes that outline the skills covered in each lesson. Larger full-color images reflect exactly what you should see on your own computer screen. Each module begins with a brief overview of the principles of the lesson and introduces a case study for further application. In addition, new Productivity Apps visually introduce Microsoft OneNote, Sway, Office Mix and Edge using hands-on activities.



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