

The book was found

Illustrated Microsoft Office 365 & Office 2016: Fundamentals, Loose-leaf Version



Synopsis

Whether you're a computer rookie or a pro, you can master Microsoft Office 2016 applications quickly with ILLUSTRATED MICROSOFT OFFICE 2016 & OFFICE 365 FUNDAMENTALS, part of the popular Illustrated Series. Using a focused, user-friendly format, a two-page layout allows you to work through an entire task without turning the page. The book's easy-to-follow presentation highlights Learning Outcomes that outline the skills in each lesson. Larger full-color screen images reflect exactly what you should see on your own computer. Each module begins with a brief overview of the principles of the lesson and introduces a case study for further application. New coverage of Productivity Apps visually introduces Microsoft OneNote, Sway, Office Mix and Edge using fun, hands-on activities. Companion Sways provide videos and step-by-step instructions to help you master each app. In addition, MindTap and SAM online tools help you focus your study for results now and success later on the job.

Book Information

Series: Illustrated

Loose Leaf: 400 pages

Publisher: Course Technology; 1 edition (May 16, 2016)

Language: English

ISBN-10: 1337250775

ISBN-13: 978-1337250771

Product Dimensions: 8.3 x 0.6 x 10.7 inches

Shipping Weight: 1.6 pounds (View shipping rates and policies)

Average Customer Review: 3.7 out of 5 stars 6 customer reviews

Best Sellers Rank: #41,493 in Books (See Top 100 in Books) #48 in Books > Textbooks > Computer Science > Graphics & Visualization #49 in Books > Computers & Technology > Software > Microsoft > Microsoft Office #53 in Books > Computers & Technology > Programming > Graphics & Multimedia

Customer Reviews

#BeUnstoppable with Illustrated Microsoft Office 365 & Office 2016: Fundamentals, Loose-leaf

Version	View larger	View larger	View larger	Quick tips & troubles
help you avoid errors and pitfalls	Text highlights common mistakes and cautions you with special features and warnings as part of each lesson's step-by-step directions.	Productivity apps visually introduce new Microsoft tools	Apps provide a visual introduction to Microsoft	

OneNote, Sway, Office Mix and Edge. Companion Sways provide videos and step-by-step instructions to help you learn to master each app. Practice exercises emphasize relevance of concepts. Independent Challenges and Visual Workshops at the end of each chapter help you become adept with Microsoft Office 2016 skills. Text is a reference now & in your future career. With easy to reference information, the text is a resource you will frequently reference both during and after your course.

SAM Helps You Master Microsoft Office & Computer Concepts! [View larger](#) [View larger](#) [View larger](#) Go from Office user to Office expert [SAM](#) [Skills Assessment Manager](#) is the top online training resource for Microsoft Office suites. No matter what your skill level, SAM helps you learn with confidence so you have a better chance to make better grades. Navigate easily from day one SAM has all your course content in one easy location, offering an intuitive homepage which ensures you always get where you need to go. See how Office is used in the real world SAM training and assessments simulate the real MS Office environment, which will prepare you for workplace success. Set yourself up for better grades Automatic feedback on assignments and a personalized study plan help you stay on track for improved grades.

Marjorie Hunt has been managing, writing, editing, and publishing books on Microsoft Office applications for more than 15 years. She is currently a senior content developer at Cengage Learning. Barbara Clemens has been a software product manager, editor, writer, and instructor for more than 25 years, working with Addison-Wesley Publishing, Course Technology, and Cengage Learning. She has edited and written many Microsoft Office textbooks, and has created instructional videos and online courses on Office.

Needed it for a class. It came as expected in lighting fast time.

Book arrived in great time and fine condition. The product was as described.

okay

Easy to use good for class easy on lineWill recommend to anyone in college. Hmmmm lets see what else

Disliked not having the downloaded material to accompany the independent challenges. Please allow the rented books to also come with that material, it is helpful in understanding the work that is being done.

It was not the correct product

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

Bundle: New Perspectives 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 Illustrated Microsoft Office 365 & Office 2016: Fundamentals, Loose-leaf Version Illustrated Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version (Illustrated Series) Bundle: New Perspectives Microsoft Office 365 & Excel 2016: Comprehensive, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card Illustrated Microsoft Office 365 & Office 2016 Projects, Loose-leaf Version Illustrated Microsoft Office 365 & Office 2016 for Medical Professionals, Loose-leaf Version New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version Illustrated Microsoft Office 365 & Excel 2016: Introductory, Loose-leaf Version Shelly Cashman Series Microsoft Office 365 & Excel 2016: Intermediate, Loose-leaf Version New Perspectives Microsoft Office 365 & Excel 2016: Comprehensive, Loose-leaf Version Microsoft Office 365 Home and Business | iPhone Microsoft Office 365 , Excel, Word, PowerPoint, OneNote, Outlook, Access, Project, Visio.: Desktop And iPhone Using Full Course Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Microsoft Office Productivity Pack: Microsoft Excel, Microsoft Word, and Microsoft PowerPoint Illustrated Microsoft Office 365 & Office 2016: Fundamentals New Perspectives Microsoft Office 365 & Office 2016: Introductory, Spiral bound Version Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Enhanced Microsoft Office 2013: Introductory, Spiral-bound Version (Microsoft Office 2013 Enhanced Editions) Loose-leaf Version for Fundamentals of Abnormal Psychology 8e & LaunchPad for Fundamentals of Abnormal Psychology 8e (6 month access) Shelly Cashman Series Microsoft Office 365 & Office 2016: Advanced

[Contact Us](#)

[DMCA](#)

Privacy

FAQ & Help