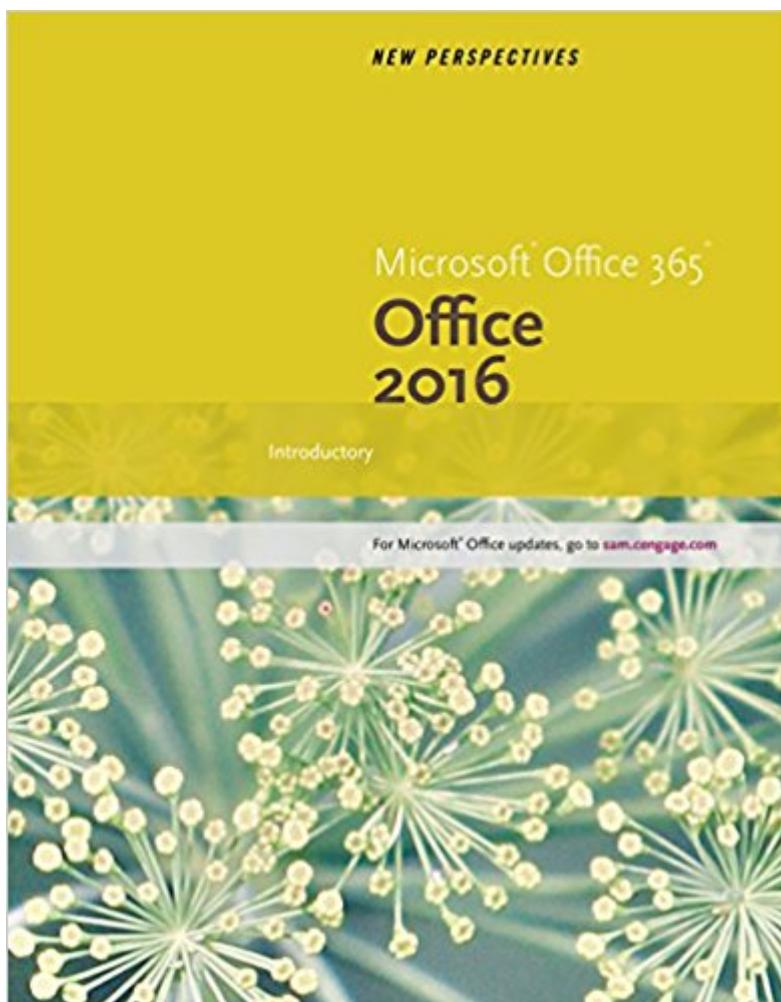The book was found

New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version

Synopsis

Develop the Microsoft Office 2016 skills you need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365 & OFFICE 2016: INTRODUCTORY. Updated with all-new case scenarios, this edition clearly applies the skills you are learning to real-world situations to make concepts even more relevant. New Productivity Apps provide a visual introduction to Microsoft OneNote, Sway, Office Mix and Edge with fun, hands-on activities. Companion Sways provide videos and step-by-step instructions to help you learn to use each app. NEW PERSPECTIVES MICROSOFT OFFICE 365 & OFFICE 2016: INTRODUCTORY demonstrates the importance of what you're learning while strengthening your skills and helping you transfer skills to other applications and disciplines for further success.

Book Information

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Customer Reviews

Mr. Patrick Carey received his M.S. in Biostatistics from the University of Wisconsin, where he worked as a researcher designing and analyzing clinical studies. He co-authored his first textbook on using Excel as a statistical tool. Today, Mr. Carey has authored or co-authored more than 20 leading academic and trade texts for the software industry.Ms. Carol DesJardins spent 25 years in the private sector as a programmer, systems analyst and eventually Chief Information Officer. During that time, she honed her skills with Excel as an analysis tool. She transitioned her knowledge to the classroom and has taught several applications and programming courses. Ms. DesJardins

co-authored her first textbook on Excel. In addition to writing, she continues to teach at St. Clair County Community College.Ms. Ann Shaffer has contributed to several books about computers, including NEW PERSPECTIVES ON MICROSOFT WORD. She began a career in textbook publishing as a Development Editor for William C. Brown and is now a freelance technical editor and writer. Ms. Shaffer holds a Master's degree in English from the University of Wisconsin-Madison.Dr. Mark Shellman, Ed.D., is an instructor and the Chair of the of the Information Technology Department at Gaston College in Dallas, North Carolina. A recent winner of the Instructor of the Year award at Gaston, Mark prides himself on being an excellent teacher and helping students succeed. Mark has been teaching information technology for over thirty years.Sasha Vodnik is a web developer and author with over 15 years of experience creating web content and writing about it. He enjoys the challenge of keeping on top of the fast-changing landscape of the modern web, as well as explaining how to write clean, powerful code in languages like HTML, CSS, JavaScript, and XML.

I placed this into a hard sided folder. Very satisfied!

It's a school book. Not much to say about it besides it's printed well and is super heavy. It's easy to learn from, I needed it for my class, and it got here in time.

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 New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version 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: Introductory, Loose-leaf Version (Illustrated Series) New Perspectives Microsoft Office 365 & Excel 2016: Comprehensive, Loose-leaf Version Illustrated Microsoft Office 365 & Excel 2016: Introductory, Loose-leaf Version Illustrated Microsoft Office 365 & Office 2016 Projects, Loose-leaf Version Illustrated Microsoft Office 365 & Office 2016: Fundamentals, Loose-leaf Version Illustrated Microsoft Office 365 & Office 2016 for Medical Professionals, Loose-leaf Version New Perspectives Microsoft Office 365 & Office 2016: Introductory, Spiral bound Version Shelly Cashman Series Microsoft Office 365 & Excel 2016: Intermediate, Loose-leaf Version Microsoft Office 365 Home and Business | iPhone Microsoft Office 365 , Excel, Word, PowerPoint, OneNote, Outlook, Access, Project, Visio.: Desktop And iPhone

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