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# Illustrated Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version (Illustrated Series)



## Synopsis

Whether you're a computer rookie or hot shot, you can master Microsoft Office 2016 applications quickly with ILLUSTRATED MICROSOFT OFFICE 2016 & OFFICE 365 INTRODUCTORY, 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 Productivity Apps visually introduce 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 help you further focus your study for results now and success later on the job.

## Book Information

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Loose Leaf

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troubles help you avoid errors and pitfalls. Text highlights common mistakes and cautions you with special features and helpful warnings as part of each lesson's step-by-step directions.

Productivity apps visually introduce new Microsoft tools. These easy-to-use productivity apps for

the book's Work and School module 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 MS Office 2016 skills. Text is a reference now & in your future career. The clear presentation and easily accessible information make this edition an important and helpful resource you will frequently reference both during and after your course.

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larger [View larger](#) [View larger](#) Go from Office user to Office expert. SAM's "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.

David W. Beskeen has authored or co-authored numerous computer books since 1992, including more than 25 titles for Course Technology. He has guided readers in mastering PowerPoint, Word, Excel, Internet Explorer, Outlook, Windows, Livemotion, and other leading proprietary software packages. An expert in applied technology, Mr. Beskeen has a variety of teaching and consulting experience in today's computer technology. Carol M. Cram is the author of more than 35 textbooks on computer applications, business communications, and Internet-related subjects. Ms. Cram was also a long-time faculty member at Capilano College in North Vancouver, where she served as the Convenor of the Executive Support Program, the Program Consultant for Business and Computers in Continuing Education, and an instructor of business and computer-related courses. Jennifer Duffy

is a freelance author who lives and works in New Hampshire. She has been writing leading texts for Course Technology for more than ten years and has authored previous editions of MICROSOFT WORD ILLUSTRATED for the popular Office series. Ms. Duffy has worked successfully in the business world as a writer, editor, and public relations liaison. She combines her strong business knowledge and expertise in Word with exceptional writing skills that ensure the clarity of this and each of her other books. Lisa Friedrichsen is a Professor at Johnson County Community College in Overland Park, Kansas, where she teaches database and web development classes. As an author, she has written several prominent Access, Office, and Web related textbooks. Ms. Friedrichsen combines her ability to teach with extensive industry experience to create clear, practical presentations. Ms. Friedrichsen's undergraduate degree is in Engineering from Iowa State University and she has an MBA from Drake University. She worked for a decade at IBM Corporation before becoming a consultant, author, and college professor. 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.

The course was cancelled before I actually got to use the book so I only reviewed the first chapter but found it interesting and easy to follow. In review of all the chapters and headings the book seemed easy to follow.

Book came in great condition and was exactly what I needed.

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