

## Computer Concepts Microsoft Office Illustrated

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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

whether you are a computer rookie or hot shot you can master basic and more advanced microsoft word 2016 skills quickly and efficiently with illustrated microsoft office 365 word 2016 intermediate 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 outline the skills covered in each lesson and



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