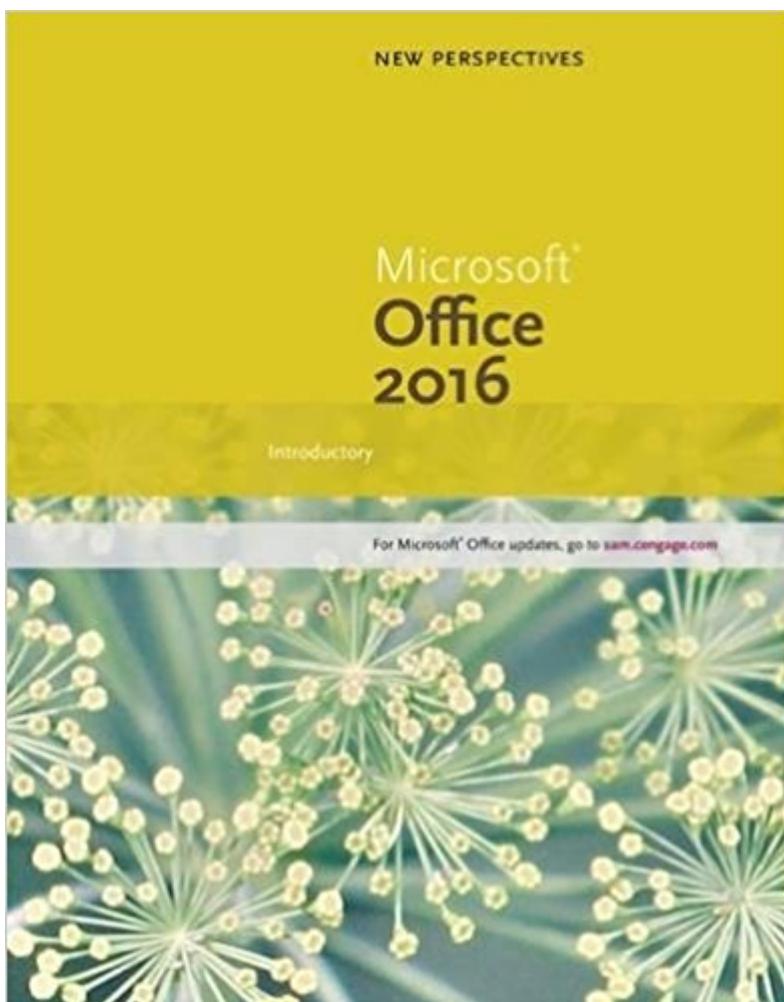The book was found

# New Perspectives Microsoft Office 365 & Office 2016: Introductory, Spiral Bound Version

# Synopsis

NOTE: Access Code is NOT INCLUDED 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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Average Customer Review:     5.0 out of 5 stars      2 customer reviews

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# Customer Reviews

#BeUnstoppable with New Perspectives Microsoft Office 365 & Office 2016: Introductory, Spiral bound        View larger        View larger        View larger        View larger
Business case scenarios apply to real-world.   Case scenarios help you apply both skills and concepts to real-world situations.      Productivity apps for work & school.   Helpful, easy-to-use apps visually guide you through using Microsoft OneNote, Sway, Office Mix and Edge. Companion Sways provide videos and step-by-step instructions to help you learn to master each app. Features for Microsoft Windows 10 & Office 2016.   You increase your skills in using the new

Microsoft Edge browser, and Cortana -- the electronic personal assistant provided with Windows 10. Coverage Highlights the Latest New Office 2016 Features. You learn to fully utilize the &#039;Tell me&#039; Help feature; the updated Spelling and Grammar checker; the Office Mix add-in for PowerPoint; and the new Excel chart types, including histogram, waterfall, and sunburst charts. Proskills boxes connect Office 2016 concepts to careers. These features emphasize the relevance of the Office skills you are learning by providing guidance on how to use the software most effectively in professional situations.

SAM Helps You Master Microsoft Office and Computer Concepts      View larger      View larger      View larger      View larger      Go from Office user to Office expert. SAM ÃƒÂ¢Ã â ¬Ã â œSkills Assessment Manager ÃƒÂ¢Ã â ¬Ã â œ 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 more 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.

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

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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.

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