



Illustrated Microsoft Office 365 Word 2016: Introductory, Loose-Leaf Version

By Jennifer Duffy, Carol M Cram

Cengage Learning, Inc, United States, 2016. Loose-leaf. Book Condition: New. Illustrated. 274 x 213 mm. Language: English . Brand New Book. Engage both computer rookies and hot shots as you guide them in mastering Microsoft Word 2016 applications quickly and efficiently with ILLUSTRATED MICROSOFT OFFICE 365 WORD 2016: INTRODUCTORY. Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series incorporates a hallmark two-page layout that allows students to see an entire task in one view. Each presentation is easy to follow with Learning Outcomes that outline skills covered in each lesson. Larger full-color images reflect exactly what students should see on their own computer screens. Each module begins with a brief overview of the lesson s principles and introduces a case study for further application. In addition, new Productivity Apps visually introduce Microsoft OneNote, Sway, Office Mix and Edge using hands-on activities.



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