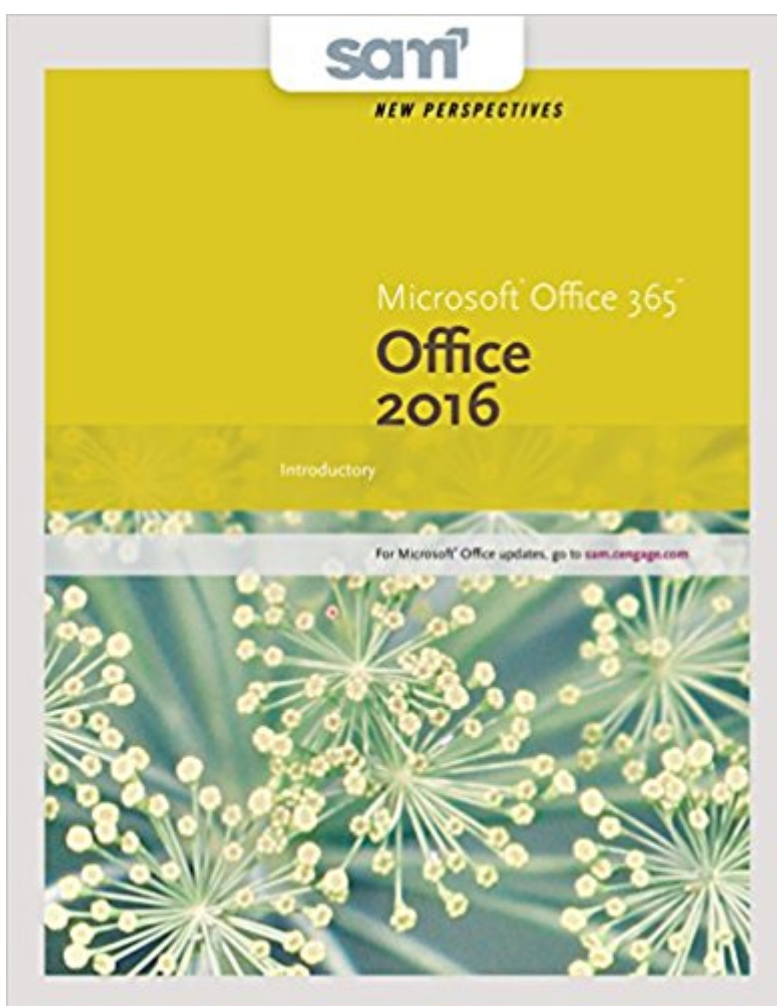


The book was found

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





Book Information

Series: Perspectives

Loose Leaf

Publisher: Cengage Learning; 1 edition (May 2, 2016)

Language: English

ISBN-10: 1337216410

ISBN-13: 978-1337216418

Product Dimensions: 1.2 x 8.5 x 11 inches

Shipping Weight: 3.7 pounds (View shipping rates and policies)

Average Customer Review: 4.0 out of 5 stars 2 customer reviews

Best Sellers Rank: #47,450 in Books (See Top 100 in Books) #9 in [Books > Computers & Technology > Databases & Big Data > Access](#) #58 in [Books > Computers & Technology > Software > Microsoft > Microsoft Office](#) #59 in [Books > Textbooks > Computer Science > Graphics & Visualization](#)

Customer Reviews

Get Ahead with New Perspectives Microsoft Office 365 and Office 2016: Introductory [View larger](#) [View larger](#) [View larger](#) [View larger](#) New Business Case Scenarios Apply Concepts to Real-World. These practical case scenarios throughout each module and end-of-module exercises, including Review Assignments and Case Problems, help students apply both skills and concepts to real-world situations. New Productivity Apps for Work and School. These 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. New Features for Microsoft Windows 10 and 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 'Tell me' 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 helpful 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

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 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. 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.

Book doesn't match the online instruction.

Amazing thank you!

[Download to continue reading...](#)

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 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 SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card SAM 365 & 2016 Assessments, Trainings, and Projects with 2 MindTap Reader Printed Access Card, 1 term (6 months) SAM 365 & 2016 Assessments, Trainings, and Projects Printed Access Card with Access to 1 MindTap Reader for 6 months LMS Integrated SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader, (6 months) Printed Access Card LMS Integrated SAM 365 & 2016 Assessments, Trainings, and Projects with 2 MindTap Reader Printed Access Card Bundle: Texas Politics: Ideal and Reality, 2015-2016, Loose-leaf Version, 13th + MindTap Political Science, 1 term (6 months) Printed Access Card Bundle: Interviewing and Change Strategies for Helpers, Loose-leaf Version, 8th + LMS Integrated for MindTap Counseling, 1 term (6 months) Printed Access Card Bundle: Social Psychology and Human Nature, Comprehensive Edition, Loose-leaf Version, 4th + MindTap Psychology, 1 term (6 months) Printed Access Card Bundle: Advanced Nutrition and Human Metabolism, Loose-Leaf Version, 7th + MindTap Nutrition, 1 term (6 months) Printed Access Card Bundle: Nutrition for Health and Health Care, Loose-leaf Version, 6th + MindTap Nutrition, 1 term (6 months) Printed Access Card Bundle: Nutrition for Health and Health Care, Loose-leaf Version, 6th + LMS Integrated for MindTap Nutrition, 1 term (6 months) Printed Access Card Bundle: Nutrition: Concepts and Controversies, Loose-leaf Version, 14th + MindTap Nutrition, 1 term (6 months) Printed Access Card Bundle: Nutrition: Concepts and Controversies, Loose-leaf Version, 14th + LMS Integrated for MindTap Nutrition, 1 term (6 months) Printed Access Card New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version Bundle: Fundamentals of Financial Management, Concise Edition, Loose-leaf Version, 9th + MindTap Finance, 1 term (6 months) Printed Access Card Bundle: Meteorology Today, Loose-leaf Version, 11th + MindTap Meteorology, 1 term (6 months) Printed Access Card Bundle: Communicate! Loose-leaf version, 15th + LMS Integrated for MindTap Speech, 1 term (6 months) Printed Access Card Bundle: Understanding Nutrition, Loose-leaf Version, 14th + MindTap Nutrition, 1 term (6 months) Printed Access Card

[Contact Us](#)

[DMCA](#)

[Privacy](#)

