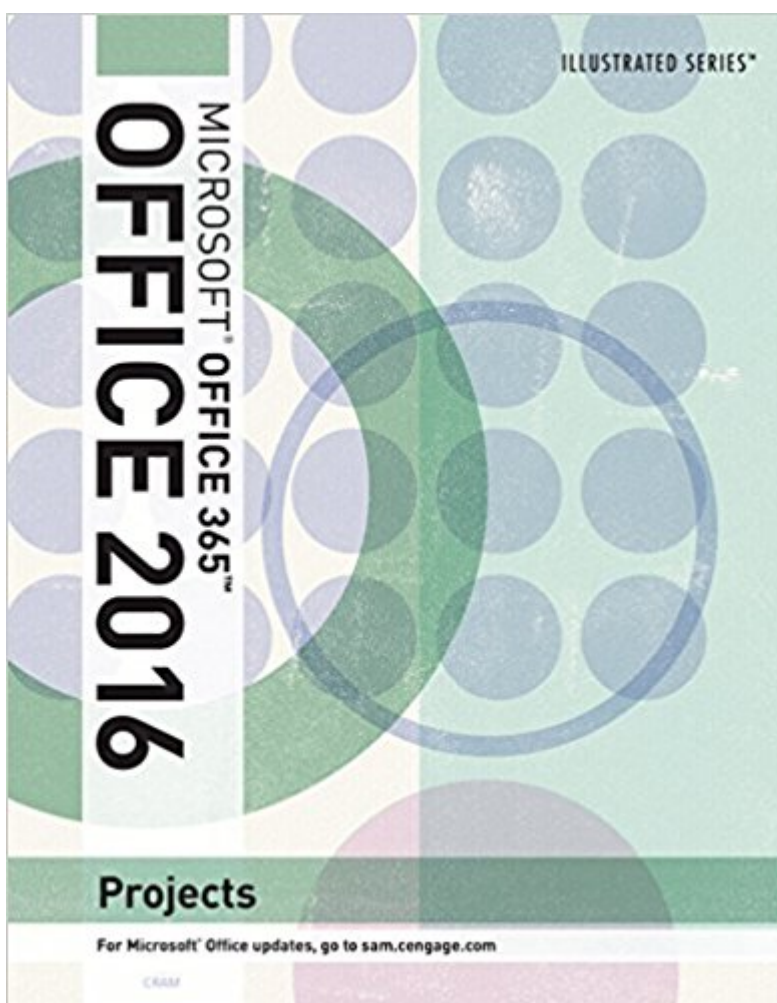


The book was found

Illustrated Microsoft Office 365 & Office 2016 Projects, Loose-leaf Version



Synopsis

Discover the visual, flexible way to build computer skills and strengthen your hands-on learning with ILLUSTRATED MICROSOFT OFFICE 365 & OFFICE 2016: PROJECTS. Part of the popular Illustrated Series, this practical edition offers the ideal solution no matter what your skill level or learning style. With ILLUSTRATED MICROSOFT OFFICE 365 & OFFICE 2016: PROJECTS you immediately take a hands-on approach to Microsoft Office 2016 concepts and skills as you complete a wealth of engaging projects from scratch. Projects help you refine both beginning and intermediate skills as you work with each of the primary Microsoft Office 2016 applications. With ILLUSTRATED MICROSOFT OFFICE 365 & OFFICE 2016: PROJECTS you retain more knowledge as you apply what you've learned in a meaningful way.

Book Information

Series: Illustrated

Loose Leaf: 248 pages

Publisher: Course Technology; 1 edition (April 19, 2016)

Language: English

ISBN-10: 130587868X

ISBN-13: 978-1305878686

Product Dimensions: 8.2 x 0.5 x 10.8 inches

Shipping Weight: 15.2 ounces (View shipping rates and policies)

Average Customer Review: 5.0 out of 5 stars 1 customer review

Best Sellers Rank: #68,895 in Books (See Top 100 in Books) #82 in Books > Computers & Technology > Software > Microsoft > Microsoft Office #96 in Books > Textbooks > Computer Science > Graphics & Visualization #100 in Books > Computers & Technology > Business Technology > Software > Enterprise Applications

Customer Reviews

Get ahead with Illustrated Microsoft Office 365 & Office 2016 Projects, Loose-leaf Version

[View larger](#)

[View larger](#)

[View larger](#)

[View larger](#)

[Learn the latest](#)

features in Microsoft Office 2016 Coverage highlights both basic and intermediate features within Microsoft Office 2016. Real world project scenarios Practical project scenarios keep you on track as you apply the skills and concepts you have learned to actual business and life situations.

Project-based approach helps you master Office 2016 Refine your abilities as you use Office skills to complete different types of projects. Get relevant practice for work + life success You

gain practice with each of the four main Microsoft Office 2016 applications.

#BeUnstoppable with MindTap Computing

[View larger](#)

[View larger](#)

[View](#)

[larger](#)

[View larger](#)

Perform better with MindTap

The more time spent in MindTap,

the better the results

Using MindTap throughout your course matters

Students using apps

perform better on assignments

SAM Helps You Master Microsoft Office & 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 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.

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.

This item was right on time and I did not lose anytime in my class. Great job!

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

Illustrated Microsoft Office 365 & Office 2016 for Medical Professionals, Loose-leaf Version New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version Illustrated Microsoft Office 365 & Excel 2016: Introductory, Loose-leaf Version Shelly Cashman Series Microsoft Office 365 & Excel 2016: Intermediate, Loose-leaf Version New Perspectives Microsoft Office 365 & Excel 2016: Comprehensive, Loose-leaf Version Microsoft Office 365 Home and Business | iPhone Microsoft Office 365 , Excel, Word, PowerPoint, OneNote, Outlook, Access, Project, Visio.: Desktop And iPhone Using Full Course Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Microsoft Office Productivity Pack: Microsoft Excel, Microsoft Word, and Microsoft PowerPoint New Perspectives Microsoft Office 365 & Office 2016: Introductory, Spiral bound Version Illustrated Microsoft Office 365 & Office 2016: Fundamentals Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Enhanced Microsoft Office 2013: Introductory, Spiral-bound Version (Microsoft Office 2013 Enhanced Editions) GO! with Microsoft Office 2016 Integrated Projects (GO! for Office 2016 Series) GO! with Microsoft Office 2016 Discipline Specific Projects (GO! for Office 2016 Series)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)