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Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory



Synopsis

Discover how to maximize the advantages that the latest version of Microsoft Office offers with the focused approach found in MICROSOFT OFFICE 365 & OFFICE 2016: INTRODUCTORY. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions of students like you. MICROSOFT OFFICE 365 & OFFICE 2016: INTRODUCTORY continues the Series' strong history of innovation with an enhanced learning approach to address your needs, no matter what your learning style. A trademark step-by-step, screen-by-screen approach encourages you to expand your understanding of Microsoft Office 2016 through experimentation, critical thought, and personalization. This new edition delivers the most effective educational materials specifically designed to engage, improve retention, and prepare you for success.

Book Information

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projects and important introductions to the key features new to this edition, including Smart Lookup

button and Insights task pane. The new PowerPoint module highlights the most important features

in this latest version. Work with new projects and exercises that emphasize the topics that are most

relevant in your life. This edition further explains how to insert and format shapes in the new PPT version. **Excel Module Emphasizes Practical Uses for New Features** An updated, useful project teaches you how to create a personal budget. It also addresses chart types and functions that are new to Excel 2016. **Access Module Provides Valuable Hands-On Practice** You work with a new database project that models the real world of a human resources outsourcing company. You learn to use new query, report and form examples from Access 2016. **Productivity Apps for Work and School** These helpful, easy-to-use apps visually guide you through using Microsoft OneNote, Sway, Office Mix and Edge using fun, hands-on activities. Companion Sways provide videos and step-by-step instructions to help you learn to master each app.

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Misty E. Vermaat has more than 25 years of experience in the field of computer and information technology. In addition to consulting in the field, she was an Associate Professor at Purdue University Calumet, teaching or developing Microsoft Office, computer concepts, database management, systems analysis and design, and programming courses. Since 1990, Ms. Vermaat has led the development of the Shelly Cashman Series and has written or co-authored numerous Series textbooks, including many editions of DISCOVERING COMPUTERS, DISCOVERING COMPUTERS FUNDAMENTALS, and Microsoft Word books. Steven M. Freund attended the University of Central Florida and serves as a leader instructor of various Microsoft Office, computer concepts, programming, and Internet technology courses throughout Central Florida. An integral author for the successful Shelly Cashman Series since 2001, he has presented at the annual customer conference, the Shelly Cashman Series Institute, as well as other customer events. Mr. Freund has co-authored multiple editions of DISCOVERING COMPUTERS, Mozilla Firefox, Windows Internet Explorer, Windows, Office, and Dreamweaver books. He has also written numerous successful instructor supplements. Corinne Hoisington is a professor at Central Virginia Community College in Lynchburg, Virginia. With more than 25 years of teaching experience, Professor Hoisington has been honored with the Microsoft Most Valuable Professional in Computer Programming award. A dynamic speaker, she regularly presents on new technology and education trends to instructors across North America. She is the author of several best-selling Shelly Cashman Series texts on Windows, Visual Basic, and Adobe Dreamweaver, as well as Android app development. For over 15 years, Mr. Schmieder has served as a computer technology instructor in adjunct and full-time capacities in curriculum instruction, corporate training, continuing education, economic and workforce development, professional development, small business, and webmaster certificate programs throughout North Carolina. His classroom instruction has served students at NC State University and many schools in the NC Community College System. He is a member of the NC Computer Instructors Association (NCCIA), NC Community College Faculty Association (NCCCFA), Textbook and Academic Authors Association (TAA), and US Distance Learning Association (USDLA). He holds certifications as a Microsoft Certified Trainer and Microsoft Office Master Specialist and is a regular presenter at local and national conferences. Mary Z. Last has

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