



## 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.



**READ ONLINE**  
[ 8.33 MB ]

### Reviews

*The publication is easy in read through safer to comprehend. It is actually loaded with wisdom and knowledge Its been printed in an extremely simple way and is particularly simply right after i finished reading through this pdf where actually modified me, affect the way i believe.*

-- **Ms. Clementina Cole V**

*This is the very best publication i have got read until now. It is definitely simplified but shocks within the fifty percent of the pdf. You may like how the article writer create this pdf.*

-- **Rosario Durgan**