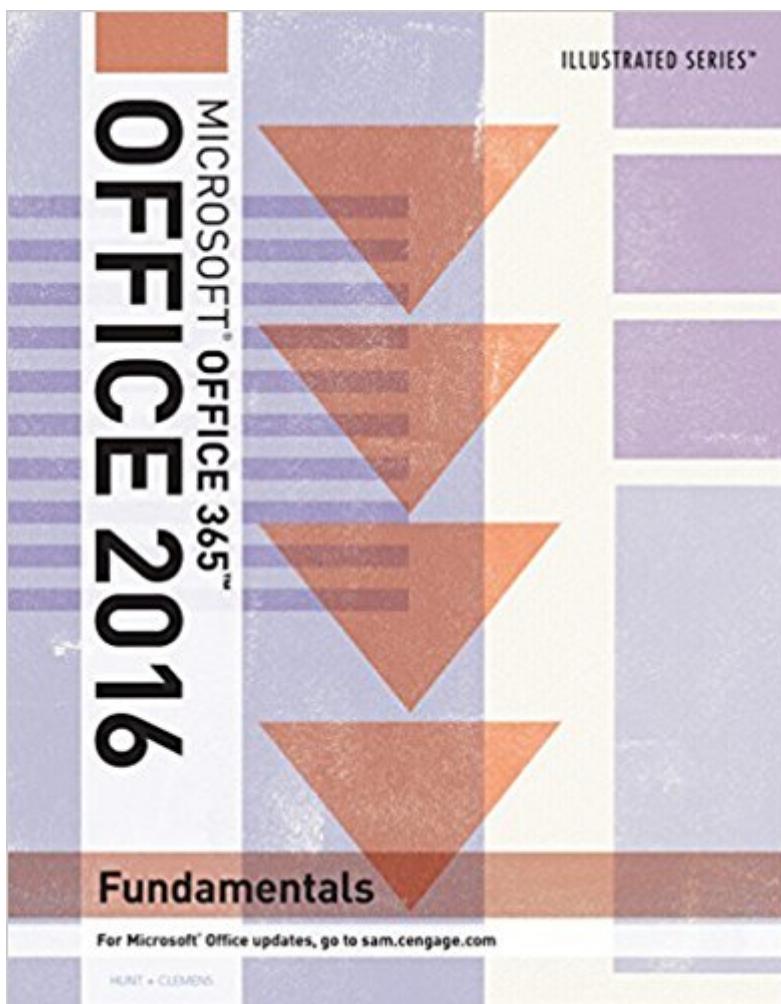


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# Illustrated Microsoft Office 365 & Office 2016: Fundamentals



## Synopsis

Whether you're a computer rookie or a pro, you can master Microsoft Office 2016 applications quickly with ILLUSTRATED MICROSOFT OFFICE 2016 & OFFICE 365 FUNDAMENTALS, part of the popular Illustrated Series. Using a focused, user-friendly format, a two-page layout allows you to work through an entire task without turning the page. The book's easy-to-follow presentation highlights Learning Outcomes that outline the skills in each lesson. Larger full-color screen images reflect exactly what you should see on your own computer. Each module begins with a brief overview of the principles of the lesson and introduces a case study for further application. New coverage of Productivity Apps visually introduces Microsoft OneNote, Sway, Office Mix and Edge using fun, hands-on activities. Companion Sways provide videos and step-by-step instructions to help you master each app. In addition, MindTap and SAM online tools help you focus your study for results now and success later on the job.

## Book Information

Series: Illustrated

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Quick tips and troubles help you avoid errors and pitfalls. Text highlights common mistakes and cautions you with special features and helpful warnings as part of each lesson's step-by-step directions. Productivity apps visually introduce new Microsoft tools. These easy-to-use productivity apps for the book's Work and School module provide a visual

introduction to Microsoft OneNote, Sway, Office Mix and Edge. Companion Sways provide videos and step-by-step instructions to help you learn to master each app. Practice exercises emphasize relevance of concepts. Independent Challenges and Visual Workshops at the end of each chapter help you become adept with MS Office 2016 skills. Text is a reference now and in your future career. The clear presentation and easily accessible information make this text a useful resource you will frequently reference both during and after your course.

SAM Helps You Master Microsoft Office and Computer Concepts [View larger](#) [View larger](#) [View larger](#) Go from Office user to Office expert. SAM “Skills Assessment Manager” is one of 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.

Marjorie Hunt has been managing, writing, editing, and publishing books on Microsoft Office applications for more than 15 years. She is currently a senior content developer at Cengage Learning. Barbara Clemens has been a software product manager, editor, writer, and instructor for more than 25 years, working with Addison-Wesley Publishing, Course Technology, and Cengage Learning. She has edited and written many Microsoft Office textbooks, and has created instructional videos and online courses on Office.

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