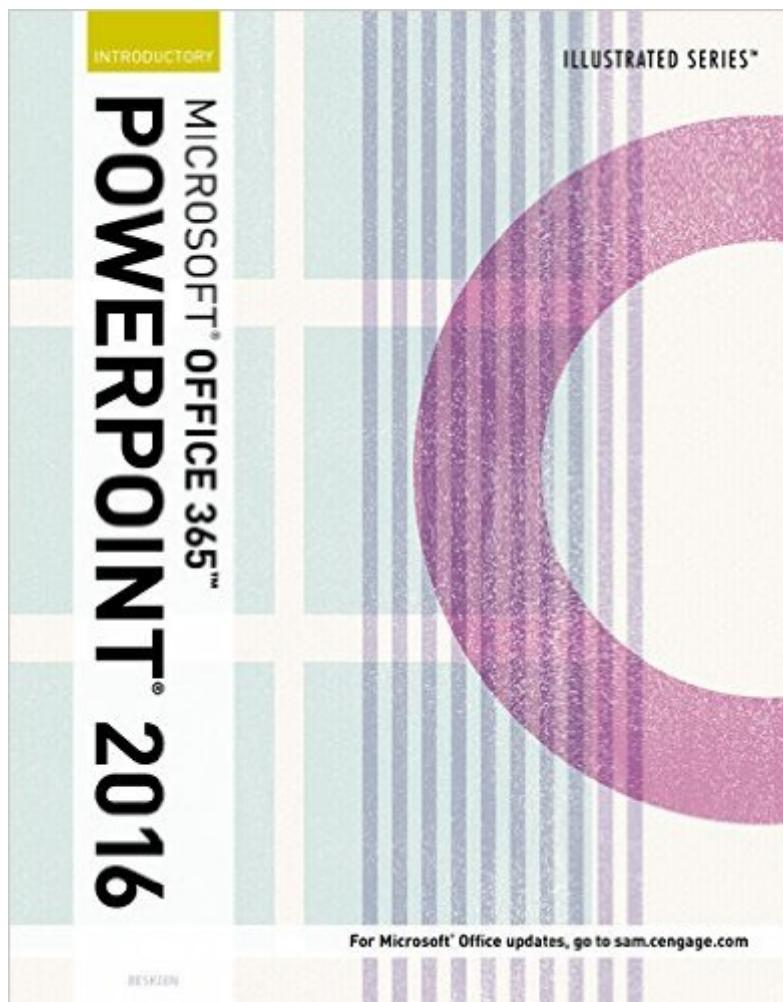# The book was found

Illustrated Microsoft Office 365 & PowerPoint 2016: Introductory

Synopsis

Engage both computer rookies and hot shots as you guide them in mastering Microsoft PowerPoint 2016 applications quickly and efficiently with ILLUSTRATED MICROSOFT OFFICE 365 & POWERPOINT 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.

Book Information

Paperback: 96 pages

Publisher: Course Technology; 1 edition (February 18, 2016)

Language: English

ISBN-10: 1305878175

ISBN-13: 978-1305878174

Product Dimensions: 10.6 x 8.3 x 0.3 inches

Shipping Weight: 12.6 ounces (View shipping rates and policies)

Average Customer Review: Be the first to review this item

Best Sellers Rank: #910,818 in Books (See Top 100 in Books)   #105 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Powerpoint   #145 inÂ Books > Computers & Technology > Business Technology > Software > Presentation Software   #379 inÂ Books > Computers & Technology > Software > Suites

Download to continue reading...

Office 2016 For Beginners- The PERFECT Guide on Microsoft Office: Including Microsoft Excel Microsoft PowerPoint Microsoft Word Microsoft Access and more! Illustrated Microsoft Office 365 & PowerPoint 2016: Introductory Bundle: Illustrated 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 Programming Microsoft Office 365 (includes Current Book Service): Covers Microsoft Graph, Office 365 applications, SharePoint Add-ins, Office 365 Groups, and more (Developer Reference) Bundle: Shelly Cashman Series Microsoft Office 365 & Office

2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and ... MindTap Reader Multi-Term Printed Access Card Illustrated Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version (Illustrated Series) Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory PowerPoint Presentation Secrets - Create Beautiful Slideshows and Impress Audiences with Microsoft PowerPoint While Saving Time and Money (Unofficial) New Perspectives Microsoft Office 365 & PowerPoint 2016: Intermediate Shelly Cashman Series Microsoft Office 365 & PowerPoint 2016: Comprehensive Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) New Perspectives Microsoft Office 365 & Excel 2016: Introductory Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) Shelly Cashman Series Discovering Computers & Microsoft Office 365 & Office 2016: A Fundamental Combined Approach Shelly Cashman Series Microsoft Office 365 & Office 2016: Advanced, Loose-leaf Version Shelly Cashman Series Microsoft Office 365 & Office 2016: Advanced Microsoft PowerPoint 2016 Step by Step Skills for Success with Microsoft Office 2016 Volume 1 (Skills for Success for Office 2016 Series)