



Office 2016 For Dummies (Mixed media product)

By Wallace Wang

John Wiley Sons Inc, United States, 2016. Mixed media product. Book Condition: New. 233 x 189 mm. Language: English. Brand New Book. Unlock the power of Office 2016 and get comfortable with its new features! Office 2016 For Dummies Book + Videos Bundle offers the instruction you need to create interesting and informative documents. From the exploration of new features to the review of fundamental functions, this bundle prepares you to use the five main Microsoft Office applications: Word, Excel, PowerPoint, Outlook, and Access. With two and a half hours of step-by-step video instruction and over 400 pages of content, this bundle is the ideal companion to help you leverage the latest Office applications! Microsoft Office is the world s leading suite of productivity software. With 1.1 billion users around the world, which translates into over 90 market share in the Windowsbased productivity software segment, Microsoft Office is an essential tool in the professional world. Taking advantage of the latest application features can help you bring a bit of excitement to your life or at least to your workday. * Explore the best new features of Microsoft Office 2016 * Improve your productivity by easily navigating your way around...



Reviews

Comprehensive guideline! Its this sort of good read. It is actually writter in simple terms and never hard to understand. Its been developed in an exceedingly simple way which is just after i finished reading through this ebook where actually changed me, modify the way in my opinion.

-- Mabelle Wuckert

Very useful to all of class of people. It is really simplified but unexpected situations within the 50 % in the ebook. I am delighted to let you know that this is actually the best book i have read in my personal daily life and can be he finest ebook for at any time.

-- Gwen Schultz