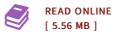




My Office 2016: Includes Content Update Program

By Paul McFedries

Pearson Education (US), United States, 2015. Paperback. Book Condition: New. 228 x 164 mm. Language: English . Brand New Book. Book + Content Update Program My Office 2016 introduces readers to this new version of the suite and shows them how to get the most out of the apps. The book clearly explains what to expect from the new version of Office, what the program limitations are, and discusses best practices for using the apps. My Office 2016 teaches readers how to use Word, Excel, PowerPoint, Outlook, Access, and OneDrive in an easy-to-follow, task-based format. Topics covered include how to use the main features that come with each Office application, how to synchronize documents between devices, and how to collaborate with others. * Master core skills you can use in every Office 2016 program * Quickly create visual documents with advanced formatting and graphics * Build complex documents with columns, footnotes, headers, and tables * Enter and organize Excel data more accurately and efficiently * Quickly move, copy, delete, and format large amounts of data with Excel ranges * Use charts to make data more visual, intuitively understandable, and actionable * Add pizzazz to PowerPoint slide shows with animations and...



Reviews

Definitely one of the best book I actually have ever go through. Sure, it can be perform, nonetheless an amazing and interesting literature. I found out this pdf from my dad and i suggested this book to discover.

-- Ms. Chanel Streich

A top quality publication as well as the font utilized was fascinating to read. It is among the most incredible pdf i actually have read through. I am easily could get a pleasure of looking at a created publication.

-- Scot Howe

Other Kindle Books



Weebies Family Halloween Night English Language: English Language British Full Colour

Createspace, United States, 2014. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand ******. Children's Weebies Family Halloween Night Book 20 starts to teach Pre-School and Junior Children how to read with this...



Games with Books: 28 of the Best Childrens Books and How to Use Them to Help Your Child Learn - From Preschool to Third Grade

Book Condition: Brand New. Book Condition: Brand New.



Games with Books: Twenty-Eight of the Best Childrens Books and How to Use Them to Help Your Child Learn from Preschool to Third Grade

Book Condition: Brand New. Book Condition: Brand New.



Index to the Classified Subject Catalogue of the Buffalo Library; The Whole System Being Adopted from the Classification and Subject Index of Mr. Melvil Dewey, with Some Modifications.

Rarebooksclub.com, United States, 2013. Paperback. Book Condition: New. 246 x 189 mm. Language: English . Brand New Book ***** Print on Demand *****. This historic book may have numerous typos and missing text. Purchasers can usually download a free scanned copy of the...



Crochet: Learn How to Make Money with Crochet and Create 10 Most Popular Crochet Patterns for Sale: (Learn to Read Crochet Patterns, Charts, and Graphs, Beginner's Crochet Guide with Pictures)

Createspace, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Getting Your FREE Bonus Download this book, read it to the end and see BONUS: Your FREE Gift chapter after...



Growing Up: From Baby to Adult High Beginning Book with Online Access

Cambridge University Press, 2014. UNK. Book Condition: New. New Book. Shipped from US within 10 to 14 business days. Established seller since 2000.