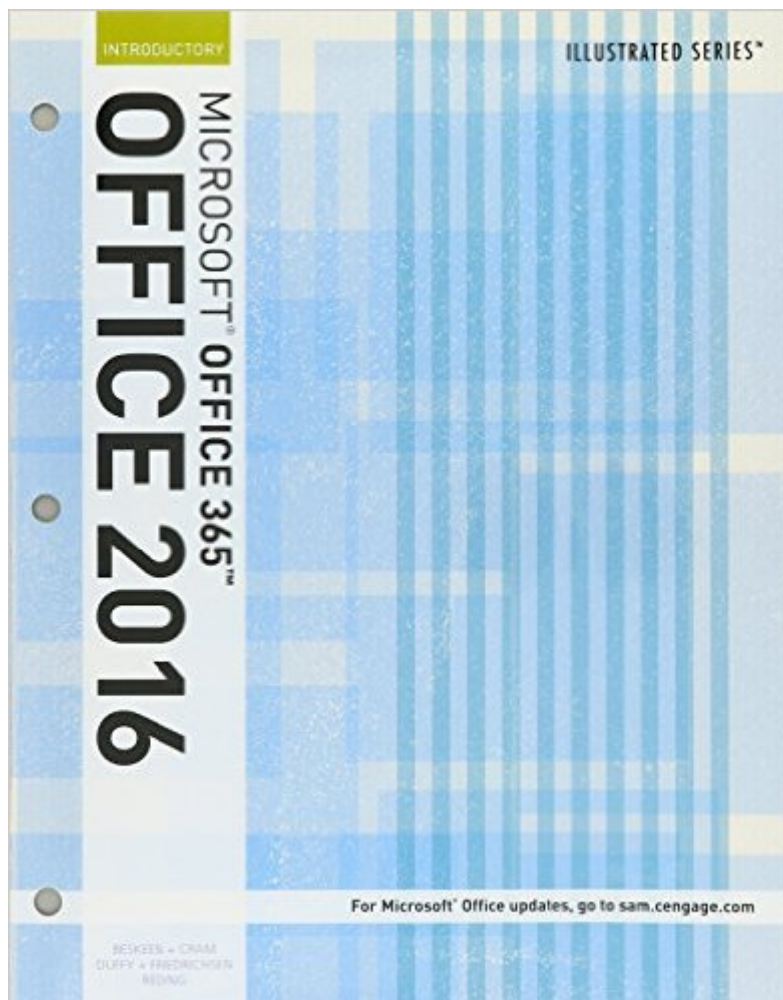


The book was found

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





Book Information

Loose Leaf

Publisher: Course Technology; 1 edition (May 2, 2016)

Language: English

ISBN-10: 1337206253

ISBN-13: 978-1337206259

Product Dimensions: 10.8 x 8.4 x 1.1 inches

Shipping Weight: 2.6 pounds (View shipping rates and policies)

Average Customer Review: Be the first to review this item

Best Sellers Rank: #100,200 in Books (See Top 100 in Books) #26 in Books > Computers & Technology > Databases & Big Data > Access #119 in Books > Computers & Technology > Software > Microsoft > Microsoft Office #126 in Books > Textbooks > Computer Science > Graphics & Visualization

Customer Reviews

Get Ahead with Illustrated Microsoft Office 365 and Office 2016: Introductory. [View larger](#)
[View larger](#) [View larger](#) [View larger](#) Quick Tips and Troubles Help You
Avoid Errors and Pitfalls. This edition highlights common mistakes and cautions you with special
features and helpful warnings as part of each lesson's step-by-step directions. New
Productivity Apps Visually Introduce New Microsoft Tools These easy-to-use, helpful 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 edition an important and helpful
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](#) [View larger](#) Go from Office user to Office expert. SAM
"Skills Assessment Manager" is 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 more 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.

[Download to continue reading...](#)

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 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) Bundle: Understanding Nutrition, Loose-leaf Version, 14th + Diet and Wellness Plus, 1 term (6 months) Printed Access Card Bundle: Principles of Macroeconomics, Loose-Leaf Version, 7th + Aplia™, 1 term Printed Access Card Bundle: Principles of Microeconomics, Loose-Leaf Version, 7th + Aplia™, 1 term Printed Access Card The Enduring Democracy (with MindTap Political Science, 1 term (6 months) Printed Access Card) (I Vote for MindTap) Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version Bundle: Income Tax Fundamentals 2016, Loose-Leaf Version, 34th + H&R Block Premium & Business Software + CengageNOW™v2, 2 terms Printed Access Card SAM 2013 Assessment, Training, and Projects v1.0 Multi-Term Printed Access Card SAM 2010 Assessment, Training, and Projects v2.0 Multi-Term Printed Access Card SAM 2013 Projects v1.0 Multi-Term Printed Access Card Bundle: Principles of Microeconomics, 7th + MindTap Economics, 1 term (6 months) Printed Access Card Shelly Cashman Series Microsoft Office 365 & Access 2016: Comprehensive, Loose-leaf Version SAM 2013 Assessment and Training v1.0 Multi-Term Printed Access Card Shelly Cashman Series Microsoft Office 365 & Office 2016: Advanced, Loose-leaf Version New Perspectives Microsoft Office 365 & Excel 2016: Comprehensive, Loose-leaf Version Shelly Cashman Series Microsoft Office 365 & Outlook 2016: Intermediate, Loose-leaf Version New Perspectives Microsoft Office 365 & Word 2016: Comprehensive, Loose-leaf Version Shelly Cashman Series Microsoft Office 365 & Excel 2016: Comprehensive, Loose-leaf Version

[Dmca](#)