



Illustrated Microsoft Office 365 & Word 2016: Intermediate

Jennifer Duffy, Carol Cram

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Illustrated Microsoft Office 365 & Word 2016: Intermediate Jennifer Duffy, Carol Cram Whether you are a computer rookie or hot shot, you can master basic and more advanced Microsoft Word 2016 skills quickly and efficiently with ILLUSTRATED MICROSOFT OFFICE 365 & WORD 2016: INTERMEDIATE. Using a concise, focused approach and user-friendly format, the Illustrated Series incorporates a hallmark two-page layout that allows you to see an entire task in one view. Each presentation is easy to follow with Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that reflect exactly what you should see on your own computer. 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.



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