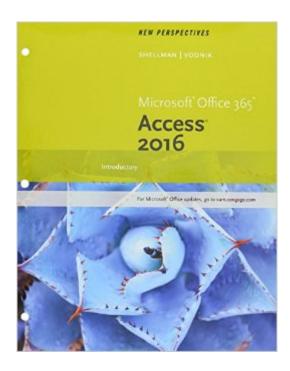
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New Perspectives Microsoft Office 365 & Access 2016: Introductory, Loose-leaf Version





Synopsis

Develop the Microsoft Office and Access 2016 skills you need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365 & ACCESS 2016: INTRODUCTORY. Updated with all new case-based modules, this dynamic introduction applies the skills you are learning to real-world situations to ensure that concepts remain highly relevant. New Productivity Apps visually introduce Microsoft OneNote, Sway, Office Mix and Edge with fun, hands-on activities. Companion Sways provide videos and step-by-step instructions to help you learn to use each app. NEW PERSPECTIVES MICROSOFT OFFICE 365 & ACCESS 2016: INTRODUCTORY clearly demonstrates the importance of what you're learning while helping you transfer skills to other applications and disciplines for further success.

Book Information

Series: New Perspectives Loose Leaf: 232 pages Publisher: Cengage Learning; 1 edition (March 8, 2016) Language: English ISBN-10: 1337251410 ISBN-13: 978-1337251419 Product Dimensions: 0.2 x 8.8 x 11 inches Shipping Weight: 1.4 pounds (View shipping rates and policies) Average Customer Review: Be the first to review this item Best Sellers Rank: #1,473,123 in Books (See Top 100 in Books) #324 in Books > Computers & Technology > Databases & Big Data > Access #966 in Books > Computers & Technology > Software > Microsoft Office #1789 in Books > Textbooks > Computer Science > Graphics & Visualization

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