

The book was found

**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**





## Book Information

Series: Shelly Cashman

Loose Leaf

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

Language: English

ISBN-10: 1337205877

ISBN-13: 978-1337205870

Product Dimensions: 1.2 x 8.5 x 10.5 inches

Shipping Weight: 3.7 pounds (View shipping rates and policies)

Average Customer Review: 5.0 out of 5 stars [See all reviews](#) (1 customer review)

Best Sellers Rank: #15,145 in Books (See Top 100 in Books) #1 in [Books > Computers & Technology > Databases & Big Data > Access](#) #16 in [Books > Computers & Technology > Software > Microsoft > Microsoft Office](#) #18 in [Books > Computers & Technology > Business Technology > Software > Enterprise Applications](#)

## Customer Reviews

Get Ahead with Shelly Cashman Series Microsoft Office 365 and Office 2016: Introductory

[View larger](#)

[View larger](#)

[View larger](#)

[View larger](#)

[New Word and](#)

[PowerPoint Modules Introduce the Latest Feature](#) The Word 2016 edition provides new hands-on module projects and important introductions to the key features new to this edition, including Smart Lookup button and Insights task pane. The new PowerPoint module highlights the most important features in this latest version. Work with new projects and exercises that emphasize the topics that are most relevant in your life. This edition further explains how to insert and format shapes in the new PPT version. [New Excel Module Emphasizes Practical Uses for New Features](#) An

updated, useful project teaches you how to create a personal budget. It also addresses chart types and functions that are new to Excel 2016. [New Access Module Provides Valuable Hands-On](#)

[Practice](#) You work with a new database project that models the real world of a human resources outsourcing company. You learn to use new query, report and form examples from Access 2016.

[New Productivity Apps for Work and School](#) These helpful, easy-to-use apps visually guide you through using Microsoft OneNote, Sway, Office Mix and Edge using fun, hands-on activities.

[Companion Sways](#) provide videos and step-by-step instructions to help you learn to master each app.

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.

Great product, excellent value and problem free shipping! I will refer you to others and look forward to buying from you again!

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

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 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 Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version Shelly Cashman Series Microsoft Office 365 & Access 2016: Comprehensive, Loose-leaf Version Shelly Cashman Series Microsoft Office 365 & Office 2016: Advanced, Loose-leaf Version Shelly Cashman Series Microsoft Office 365 & Outlook 2016: Intermediate, Loose-leaf Version Shelly Cashman Series Microsoft Office 365 & Excel 2016: Comprehensive, Loose-leaf Version 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) Illustrated Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version (Illustrated Series) Bundle: Income Tax Fundamentals 2016, Loose-Leaf Version, 34th + H&R Block Premium & Business Software + CengageNOW™v2, 2 terms Printed Access Card Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory Bundle: Principles of Microeconomics, 7th + MindTap Economics, 1 term (6 months) Printed Access Card Systems Analysis and Design (with CourseMate, 1 term (6 months)

Printed Access Card) (Shelly Cashman Series) 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 Assessment and Training v1.0 Multi-Term Printed Access Card  
SAM 2013 Projects v1.0 Multi-Term Printed Access Card

[Dmca](#)