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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

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.

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