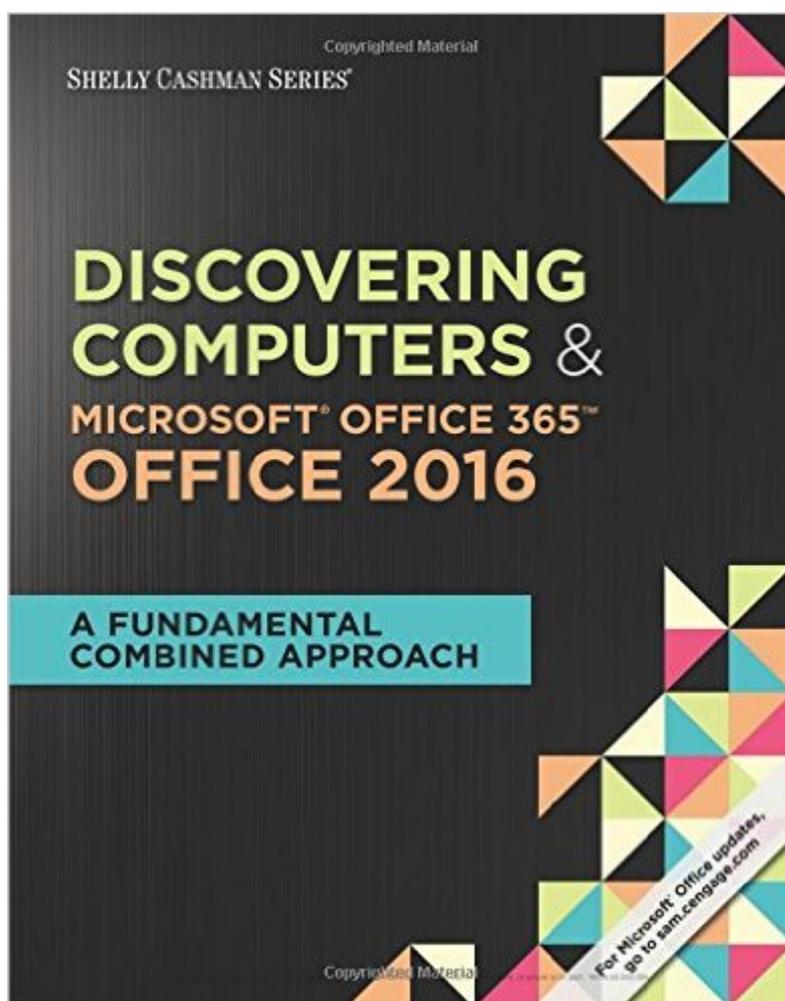# Shelly Cashman Series Discovering Computers & Microsoft Office 365 & Office 2016: A Fundamental Combined Approach

Synopsis

Now you can combine strong computer concepts from the best-selling DISCOVERING COMPUTERS with proven step-by-step instruction on Microsoft Office 2016 in one convenient book. DISCOVERING COMPUTERS & MICROSOFT OFFICE 365 & OFFICE 2016: A FUNDAMENTAL COMBINED APPROACH delivers the best of the acclaimed Shelly Cashman Series in a single resource. As part of the Series that has effectively introduced computer skills to millions of students like you, this book encourages critical thought, personalization, and experimentation with the latest Microsoft Office 365 and Office2016 software. Updated and revised computer concepts content throughout this edition reflect the evolving needs of those learning computing today with an exclusive focus on the skills you need to be successful in college and beyond. Enhancements to the book and accompanying resources ensure DISCOVERING COMPUTERS & MICROSOFT OFFICE 2016 delivers today's most effective introduction to Microsoft Office 2016.

Book Information

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Customer Reviews

Get Ahead with Shelly Cashman Series Discovering Computers and Microsoft Office 365 and Office 2016   View larger   View larger   View larger   View larger   New Word & PowerPoint Modules Introduce the Latest Features   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 PowerPoint 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 Ã¢Â Â"Skills Assessment Manager Ã¢Â Â" 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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MindTap helps you stay organized and efficient   MindTap gives you the study tools to master the material.   Source: Mobile Cengage Learning survey, 2015.

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