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Discover the latest advancements that Microsoft Outlook 2016 has to offer with MICROSOFT OFFICE 365 & OUTLOOK 2016: INTERMEDIATE -- the new edition in today’s generation of acclaimed Shelly Cashman Series books. For more than three decades, the Shelly Cashman Series has effectively introduced advanced computer skills to millions of students. MICROSOFT OFFICE 365 & OUTLOOK 2016: INTERMEDIATE continues the Series’ strong history of innovation with a proven learning approach enhanced to address your needs, no matter what your learning style. A trademark step-by-step, screen-by-screen approach encourages you to take your understanding of Microsoft Outlook 2016 to the next level through experimentation, critical thought, and personalization. This new edition and accompanying resources deliver effective educational materials specifically designed to capture your attention, improve retention, and prepare you for future success with Microsoft 2016.

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