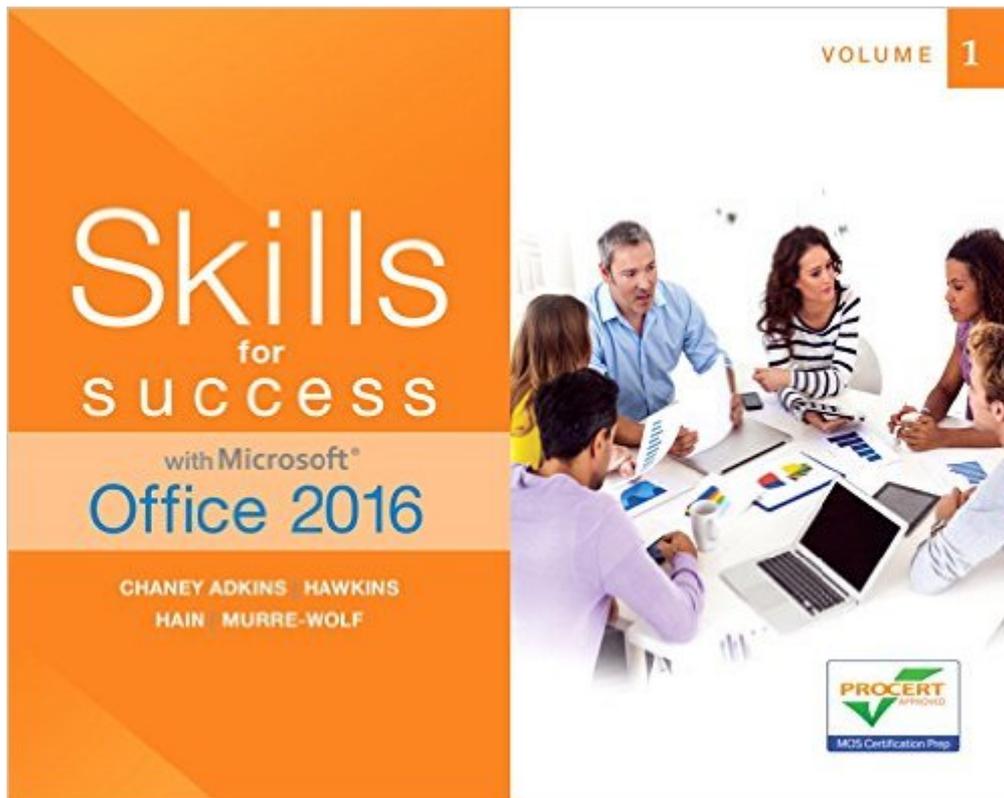# Skills For Success With Microsoft Office 2016 Volume 1 (Skills For Success For Office 2016 Series)

Synopsis

Designed for a new generation of learners   Skills for Success teaches students the way they prefer to learn softwareâ "instead of reading big blocks of text, they'd rather see and do. Using the hallmark visual layout, students complete an entire skill in just two pages. Step-by-step instructions are aligned with full size screens image to guide students as they progress through each new skill. No matter what device they are usingâ "desktop or tabletâ "or their current skill level, students will learn what they need to get started quickly. Â Note: You are purchasing a standalone product; MyMathLab does not come packaged with this content. Students, if interested in purchasing this title with MyMathLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. Â

Book Information

Series: Skills for Success for Office 2016 Series

Spiral-bound: 928 pages

Publisher: Pearson; 1 edition (February 3, 2016)

Language: English

ISBN-10: 0134320786

ISBN-13: 978-0134320786

Product Dimensions: 8.5 x 1.2 x 9.7 inches

Shipping Weight: 1.1 pounds (View shipping rates and policies)

Average Customer Review: Be the first to review this item

Best Sellers Rank: #85,585 in Books (See Top 100 in Books)   #32 inÂ Books > Computers & Technology > Networking & Cloud Computing > Data in the Enterprise > Client-Server Systems #93 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Office   #125 inÂ Books > Computers & Technology > Business Technology > Software > Enterprise Applications

Download to continue reading...

Skills for Success with Microsoft Office 2016 Volume 1 (Skills for Success for Office 2016 Series) Office 2016 For Beginners- The PERFECT Guide on Microsoft Office: Including Microsoft Excel Microsoft PowerPoint Microsoft Word Microsoft Access and more! Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Skills for Success with Office 2016 Volume 1 (Skills for Success for Office 2016 Series) Skills for Success with Office 2013 Volume 1 (Skills for Success, Office 2013) Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016

Series) Skills for Success with Excel 2016 Comprehensive (Skills for Success for Office 2016 Series) Programming Microsoft Office 365 (includes Current Book Service): Covers Microsoft Graph, Office 365 applications, SharePoint Add-ins, Office 365 Groups, and more (Developer Reference) Leadership: Management Skills, Social Skills, Communication Skills - All The Skills You'll Need (Conversation Skills,Effective Communication,Emotional ... Skills,Charisma Book 1) 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 Exploring Microsoft Office Excel 2016 Comprehensive (Exploring for Office 2016 Series) Exploring Microsoft Office Access 2016 Comprehensive (Exploring for Office 2016 Series) GO! with Microsoft Office 2016 Getting Started (GO! for Office 2016 Series) Enhanced Microsoft Office 2013: Introductory (Microsoft Office 2013 Enhanced Editions) 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 Microsoft Office 2010: Illustrated Fundamentals (Available Titles Skills Assessment Manager (SAM) - Office 2010) Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition (Available Titles Skills Assessment Manager (SAM) - Office 2007) Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version Shelly Cashman Series Discovering Computers & Microsoft Office 365 & Office 2016: A Fundamental Combined Approach