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# Illustrated Microsoft Office 365 & PowerPoint 2016: Introductory



## Synopsis

Engage both computer rookies and hot shots as you guide them in mastering Microsoft PowerPoint 2016 applications quickly and efficiently with ILLUSTRATED MICROSOFT OFFICE 365 & POWERPOINT 2016: INTRODUCTORY. Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series incorporates a hallmark two-page layout that allows students to see an entire task in one view. Each presentation is easy to follow with Learning Outcomes that outline skills covered in each lesson. Larger full-color images reflect exactly what students should see on their own computer screens. Each module begins with a brief overview of the lesson's principles and introduces a case study for further application. In addition, new Productivity Apps visually introduce Microsoft OneNote, Sway, Office Mix and Edge using hands-on activities.

## Book Information

Paperback: 96 pages

Publisher: Course Technology; 1 edition (February 18, 2016)

Language: English

ISBN-10: 1305878175

ISBN-13: 978-1305878174

Product Dimensions: 10.6 x 8.3 x 0.3 inches

Shipping Weight: 12.6 ounces (View shipping rates and policies)

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