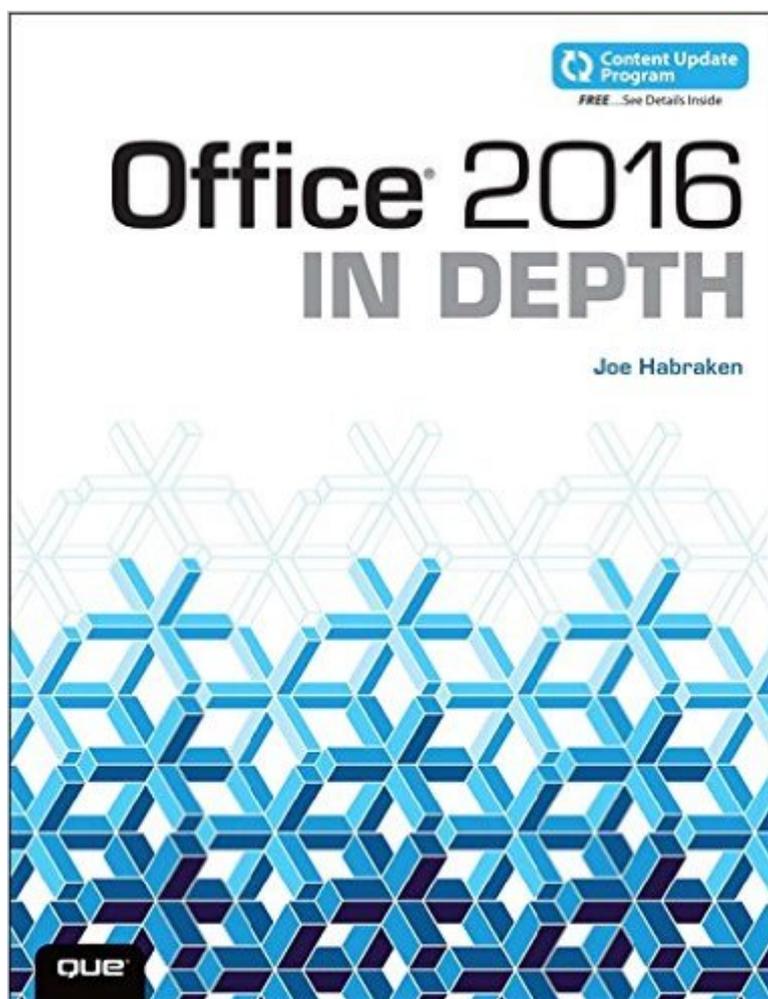# The book was found

Office 2016 In Depth (includes Content Update Program)

Synopsis

Beyond the Basicsâ | Â Beneath the Surfaceâ |In Depth Â Do more in less time! Â Whatever your Microsoft Office experience, donâ ™t let Office 2016 make you feel like a beginner! This book is packed with intensely useful knowledge, tips, and shortcuts you just wonâ ™t find anywhere else. Itâ ™s the fastest, best way to master Office 2016â ™s full power, and the great new features built into Word, Excel, PowerPoint, Outlook, Publisher, and OneNote. This friendly, expert guide will make you way more productiveâ |whether youâ ™re creating documents, analyzing data, delivering presentations, designing newsletters, taking quick notes, or managing your life! Â Take full advantage of Office 2016â ™s cloud integration Use Insights for Office to quickly access information Easily create complex Word documents, from books to mail merges Coauthor Word documents with collaborators in real time Build flexible, reliable Excel workbooks with formulas and functions Transform data into insight with Excel charts and PivotTables Discover best practices for creating great PowerPoint slides, handouts, and notes Take advantage of the new Tell Me Box, which provides access to contextual and traditional Office help features including the new Insights pane Use Outlook 2016â ™s Clutter feature to clear away low-priority email Create visually compelling documents of all kinds with Publisher 2016 Gather, organize, share, and use knowledge with OneNote 2016 Get more done faster by integrating OneNote with other Office 2016 components Discover Microsoftâ ™s new mobile Word, Excel, and PowerPoint apps for Windows 10 Â All In Depth books offer Comprehensive coverage, with detailed solutions Practical, real-world examples with nothing glossed over or left out Troubleshooting help for tough problems you canâ ™t fix on your own Â This book is part of Queâ ™s Content Update Program. As Microsoft updates features of Office, sections of this book will be updated or new sections will be added to match the updates to the software. See inside for details. Â Â

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Customer Reviews

Are you a Microsoft Office novice or a well-seasoned veteran? If you are, then this book is for you! Author Joe Habraken, has done an outstanding job of writing a book that gets you started with each of the Office applications and gives you an in-depth coverage so that you can tackle any task or feature.Author Habraken, begins by offering an introduction to the Office 2016 application suite, including a look at the different versions of Office 2016 that are available. Then, the author takes a look at the interface that is shared by the Office applications and how best to stay productive as you navigate the various command elements, such as the Ribbon tab galleries, dialog boxes, task panes, and even the status bar. He continues by taking a look at the Office file formats that are used in each of the Office applications. Then, the author provides an overview of the options for adding graphics to your Office application files. He then looks at the Office Online apps and what they can do for you. Next, the author covers the options for creating new Word documents and looks at ways to navigate the Word application window and your documents. He continues by showing you the different possibilities for making your documents look more interesting and professional.Then, the author introduces you to tables, columns and Word sections. He also looks at how to create mail-related documents such as envelopes and labels. Next, the author explores how to create documents that consist of more than just a couple of pages. He continues by taking a look at new features in Excel 2016. Then, the author looks at how to format cell entries. He then looks at the basics of building simple formulas and taking advantage of Excel's huge library of built-in formulas (functions) to do calculations.

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