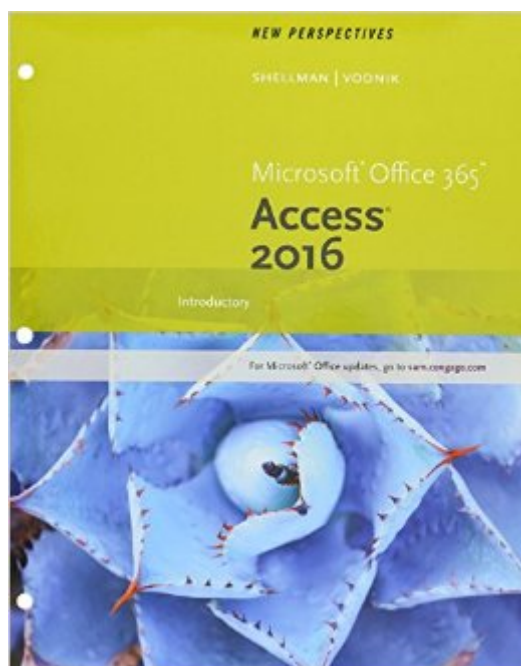# New Perspectives Microsoft Office 365 & Access 2016: Introductory, Loose-leaf Version

Synopsis

Develop the Microsoft Office and Access 2016 skills you need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365 & ACCESS 2016: INTRODUCTORY. Updated with all new case-based modules, this dynamic introduction applies the skills you are learning to real-world situations to ensure that concepts remain highly relevant. New Productivity Apps visually introduce Microsoft OneNote, Sway, Office Mix and Edge with fun, hands-on activities. Companion Sways provide videos and step-by-step instructions to help you learn to use each app. NEW PERSPECTIVES MICROSOFT OFFICE 365 & ACCESS 2016: INTRODUCTORY clearly demonstrates the importance of what you're learning while helping you transfer skills to other applications and disciplines for further success.

Book Information

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