

# New Perspectives Microsoft Office 365 & Office 2016 Brief

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## BOOK DETAILS

- Author : Patrick Carey
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## **BOOK SYNOPSIS**

Now readers can develop the Microsoft Office 2016 skills they 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 & OFFICE 2016: INTRODUCTORY**. Updated with all-new case scenarios, this edition engages readers by clearly applying skills to real-world situations to make concepts more relevant. New Productivity Apps provide a visual introduction to Microsoft OneNote, Sway, Office Mix and Edge with fun, hands-on activities. All content and activities throughout **NEW PERSPECTIVES MICROSOFT OFFICE 365 & OFFICE 2016: INTRODUCTORY** help readers understand the importance of what they're learning. This edition focuses on improving learning outcomes and transferring skills to other applications and disciplines for further success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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