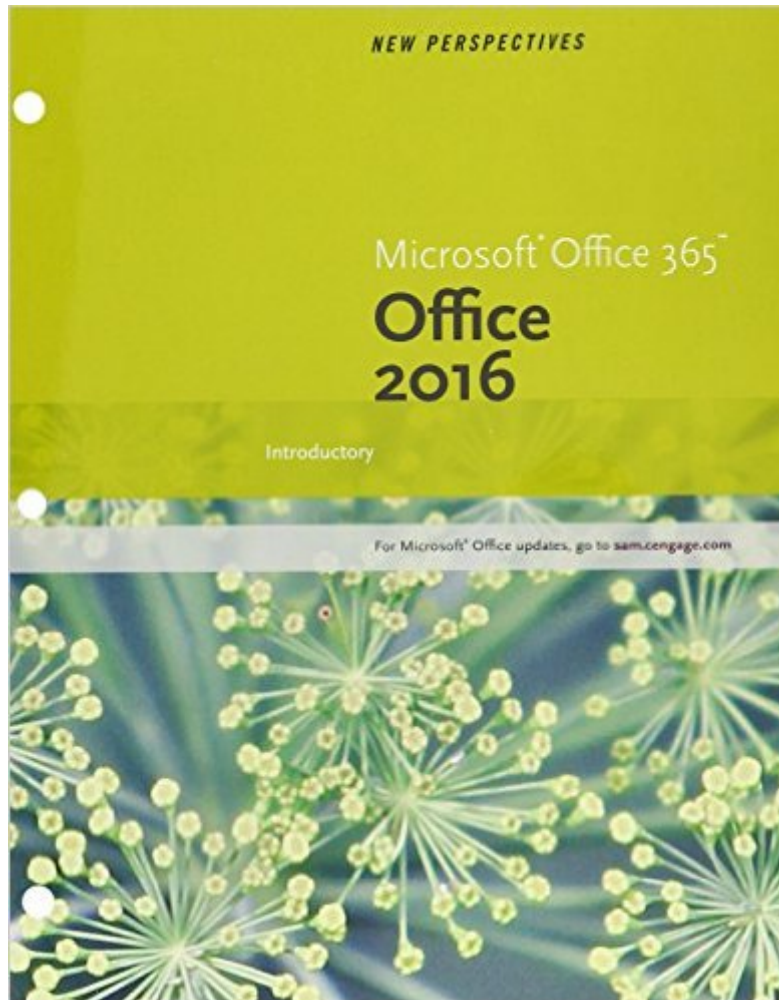


The book was found

**Bundle: New Perspectives 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**





Book Information

Loose Leaf

Publisher: Course Technology; 1 edition (May 2, 2016)

Language: English

ISBN-10: 1337216410

ISBN-13: 978-1337216418

Product Dimensions: 10.9 x 8.3 x 1.1 inches

Shipping Weight: 3.7 pounds (View shipping rates and policies)

Average Customer Review: Be the first to review this item

Best Sellers Rank: #523,140 in Books (See Top 100 in Books) #118 in Books > Computers & Technology > Databases & Big Data > Access #385 in Books > Computers & Technology > Software > Microsoft > Microsoft Office #621 in Books > Textbooks > Computer Science > Graphics & Visualization

Customer Reviews

Get Ahead with New Perspectives Microsoft Office 365 and Office 2016: Introductory [View larger](#) [View larger](#) [View larger](#) [View larger](#) New Business Case Scenarios Apply Concepts to Real-World. These practical case scenarios throughout each module and end-of-module exercises, including Review Assignments and Case Problems, help students apply both skills and concepts to real-world situations. New Productivity Apps for Work and School. These helpful, easy-to-use apps visually guide you through using Microsoft OneNote, Sway, Office Mix and Edge. Companion Sways provide videos and step-by-step instructions to help you learn to master each app. New Features for Microsoft Windows 10 and Office 2016. You increase your skills in using the new Microsoft Edge browser, and Cortana -- the electronic personal assistant provided with Windows 10. Coverage Highlights the Latest New Office 2016 Features. You learn to fully utilize the 'Tell me' Help feature; the updated Spelling and Grammar checker; the Office Mix add-in for PowerPoint; and the new Excel chart types, including histogram, waterfall, and sunburst charts. Proskills Boxes Connect Office 2016 Concepts to Careers. These helpful features emphasize the relevance of the Office skills you are learning by providing guidance on how to use the software most effectively in professional situations.

SAM Helps You Master Microsoft Office and Computer Concepts [View larger](#) [View larger](#) [View larger](#) [View larger](#) Go from Office user to Office expert. SAM

“Skills Assessment Manager” is the top online training resource for Microsoft Office suites. No matter what your skill level, SAM helps you learn with confidence so you have a better chance to make better grades. Navigate easily from day one. SAM has all your course content in one easy location, offering an intuitive homepage which ensures you always get where you need to go. See how Office is used in the real world. SAM training and assessments simulate the real MS Office environment, which will prepare you for more workplace success. Set yourself up for better grades. Automatic feedback on assignments and a personalized study plan help you stay on track for improved grades.

[Download to continue reading...](#)

Bundle: New Perspectives 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 Bundle: Illustrated Microsoft Office 365 & Office 2016: Fundamentals, Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card ... Office 365 & Office 2016: Introductor Bundle: New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card Bundle: Kaleidoskop, Loose-leaf Version, 9th + Quia™ eSAM, 4 terms (24 months) Multi-Term Printed Access Card Bundle: Calculus: Early Transcendentals, Loose-Leaf Version, 8th + Enhanced WebAssign Printed Access Card for Calculus, Multi-Term Courses New Perspectives Microsoft Office 365 & Access 2016: Introductory, Loose-leaf Version SAM 2013 Assessment, Training and Projects with MindTap Reader for Discovering Computers & Microsoft Office 2013: A Fundamental Combined Approach Printed Access Card New Perspectives Microsoft Office 365 & Word 2016: Introductory, Loose-leaf Version MindTap Health, 1 term (6 months) Printed Access Card for Hales' An Invitation to Health: Building Your Future, Brief Edition, 8th (MindTap Course List) Shelly Cashman Series Microsoft Office 365 & Outlook 2016: Introductory, Loose-leaf Version Shelly Cashman Series Microsoft Office 365 & PowerPoint 2016: Introductory, Loose-leaf Version Illustrated Microsoft Office 365 & Access 2016: Comprehensive, Loose-leaf Version The Challenge of Democracy: American Government in Global Politics (with MindTap™ Political Science, 1 term (6 months) Printed Access Card) (I Vote for MindTap) Gateways to Democracy: An Introduction to American Government (with MindTap™ Political Science, 1 term (6 months) Printed Access Card) (I Vote for MindTap) New Perspectives on Computer Concepts 2014, Comprehensive (with Microsoft Office 2013 Try It! and CourseMate Printed Access Card) Physics for Scientists and Engineers, Technology Update, Hybrid Edition (with Enhanced WebAssign Multi-Term LOE Printed Access Card for Physics) Enhanced WebAssign Printed Access Card for Calculus, Multi-Term Courses, Life of Edition, 1st

Edition Educational Research: Planning, Conducting, and Evaluating Quantitative and Qualitative Research, Enhanced Pearson eText with Loose-Leaf Version -- Access Card Package (5th Edition)
Child Development and Education, Enhanced Pearson eText with Loose-Leaf Version -- Access Card Package (6th Edition) Teaching Science Through Inquiry and Investigation, Enhanced Pearson eText with Loose-Leaf Version -- Access Card Package (12th Edition)

[Dmca](#)