



Teach Yourself VISUALLY Office 2016 (Teach Yourself VISUALLY (Tech))

By Elaine Marmel

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Teach Yourself VISUALLY Office 2016 (Teach Yourself VISUALLY (Tech)) By Elaine Marmel

Quickly and efficiently learn the latest version of Office

Are you a visual learner who wants to spend more time working in Microsoft Office than trying to figure out how the programs actually work? *Teach Yourself Visually Office* offers you a straightforward, visual approach to making your work life more efficient and productive using the latest version of the Microsoft Office suite. Featuring visually rich tutorials and step-by-step instructions that will help you make the most of this power-packed suite of office productivity tools, it covers everything you need to compute, document, graph, chart, present, and organize your way to success in the workplace—from the most basic to the most advanced.

The Microsoft Office suite can be intimidating to the uninitiated, but it doesn't have to be. Through a series of easy-to-follow, full-color two-page tutorials, you'll quickly get up and running on working in Word, excelling at Excel, powering through PowerPoint, keeping in touch on Outlook, managing data in Access, and propelling your way through Publisher like a pro!

- Highly visual tutorials and step-by-step screenshots make lessons easy to follow and understand
- Helps you grasp the basic functions of Microsoft Office—and beyond
- Walks you through Microsoft Office's new features
- Demonstrates how to use the Microsoft Office suite to make your work life more streamlined and effective

Whether you're looking to discover what's new in the latest release of Microsoft Office or don't know Access from Word, this visual guide makes learning easy!

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Bibliography

- Sales Rank: #60886 in Books
- Published on: 2015-10-19
- Original language: English
- Number of items: 1
- Dimensions: 9.00" h x .80" w x 7.20" l, .0 pounds
- Binding: Paperback
- 448 pages

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Editorial Review

From the Back Cover

Are you a visual learner? Do you prefer instructions that *show* you how to do something — and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, step-by-step screen shots that show you how to tackle more than 225 Office 2016 tasks. Each task-based spread covers a single technique, sure to help you get up and running on Office 2016 in no time.

You'll learn to:

- Email with Outlook®
- Add and format text in Word
- Build spreadsheets in Excel®
- Create presentations in PowerPoint®
- Take and share notes with OneNote®

Designed for visual learners

- Two-page lessons break big topics into bite-sized modules
- Succinct explanations walk you through step by step
- Full-color screen shots demonstrate each task
- Helpful sidebars offer practical tips and tricks

Users Review

From reader reviews:

Adrian Woodson:

This Teach Yourself VISUALLY Office 2016 (Teach Yourself VISUALLY (Tech)) are generally reliable for you who want to certainly be a successful person, why. The main reason of this Teach Yourself VISUALLY Office 2016 (Teach Yourself VISUALLY (Tech)) can be one of several great books you must have is actually giving you more than just simple examining food but feed an individual with information that possibly will shock your previous knowledge. This book is handy, you can bring it almost everywhere and whenever your conditions both in e-book and printed ones. Beside that this Teach Yourself VISUALLY Office 2016 (Teach Yourself VISUALLY (Tech)) forcing you to have an enormous of experience including rich vocabulary, giving you trial of critical thinking that could it useful in your day exercise. So , let's have it and revel in reading.

Jennifer Phinney:

The reserve with title Teach Yourself VISUALLY Office 2016 (Teach Yourself VISUALLY (Tech)) includes a lot of information that you can understand it. You can get a lot of gain after read this book. This specific book exist new information the information that exist in this publication represented the condition of

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Lawrence Caulfield:

Are you kind of active person, only have 10 or perhaps 15 minute in your morning to upgrading your mind ability or thinking skill perhaps analytical thinking? Then you have problem with the book when compared with can satisfy your small amount of time to read it because all of this time you only find e-book that need more time to be go through. Teach Yourself VISUALLY Office 2016 (Teach Yourself VISUALLY (Tech)) can be your answer because it can be read by you actually who have those short spare time problems.

Everett Dean:

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