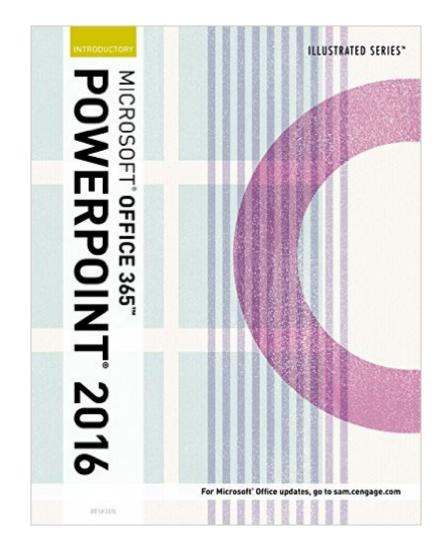
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Illustrated Microsoft Office 365 & PowerPoint 2016: Introductory





Synopsis

Engage both computer rookies and hot shots as you guide them in mastering Microsoft PowerPoint 2016 applications quickly and efficiently with ILLUSTRATED MICROSOFT OFFICE 365 & POWERPOINT 2016: INTRODUCTORY. Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series incorporates a hallmark two-page layout that allows students to see an entire task in one view. Each presentation is easy to follow with Learning Outcomes that outline skills covered in each lesson. Larger full-color images reflect exactly what students should see on their own computer screens. Each module begins with a brief overview of the lesson's principles and introduces a case study for further application. In addition, new Productivity Apps visually introduce Microsoft OneNote, Sway, Office Mix and Edge using hands-on activities.

Book Information

Paperback: 96 pages Publisher: Course Technology; 1 edition (February 18, 2016) Language: English ISBN-10: 1305878175 ISBN-13: 978-1305878174 Product Dimensions: 10.6 x 8.3 x 0.3 inches Shipping Weight: 12.6 ounces (View shipping rates and policies) Average Customer Review: Be the first to review this item Best Sellers Rank: #910,818 in Books (See Top 100 in Books) #105 in Books > Computers & Technology > Software > Microsoft > Microsoft Powerpoint #145 in Books > Computers & Technology > Business Technology > Software > Presentation Software #379 in Books > Computers & Technology > Software > Suites

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