

New Perspectives Microsoft Office 365 & Office 2016: Intermediate

Patrick Carey, Carol DesJardins, Ann Shaffer, Mark Shellman, Sasha Vodnik



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Develop the Microsoft Office 2016 advanced 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 & OFFICE 2016: INTERMEDIATE. Updated with all-new case scenarios, this edition clearly applies the higher-level skills you are learning to real-world situations to make concepts even more relevant. New Productivity Apps provide a visual introduction to 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 & OFFICE 2016: INTERMEDIATE demonstrates the importance of what you're learning while strengthening your abilities in Microsoft Office 2016 and helping you transfer skills to other applications and disciplines for further success.

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