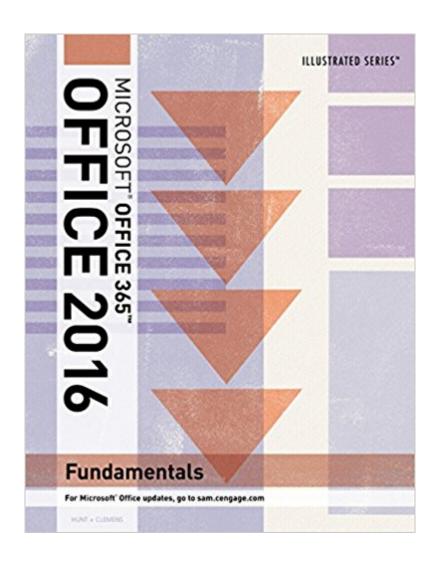


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# Illustrated Microsoft Office 365 & Office 2016: Fundamentals, Loose-leaf Version





# **Synopsis**

Whether you're a computer rookie or a pro, you can master Microsoft Office 2016 applications quickly with ILLUSTRATED MICROSOFT OFFICE 2016 & OFFICE 365 FUNDAMENTALS, part of the popular Illustrated Series. Using a focused, user-friendly format, a two-page layout allows you to work through an entire task without turning the page. The book's easy-to-follow presentation highlights Learning Outcomes that outline the skills in each lesson. Larger full-color screen images reflect exactly what you should see on your own computer. Each module begins with a brief overview of the principles of the lesson and introduces a case study for further application. New coverage of Productivity Apps visually introduces Microsoft OneNote, Sway, Office Mix and Edge using fun, hands-on activities. Companion Sways provide videos and step-by-step instructions to help you master each app. In addition, MindTap and SAM online tools help you focus your study for results now and success later on the job.

## **Book Information**

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Loose Leaf: 400 pages

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Marjorie Hunt has been managing, writing, editing, and publishing books on Microsoft Office applications for more than 15 years. She is currently a senior content developer at Cengage Learning. Barbara Clemens has been a software product manager, editor, writer, and instructor for more than 25 years, working with Addison-Wesley Publishing, Course Technology, and Cengage Learning. She has edited and written many Microsoft Office textbooks, and has created instructional videos and online courses on Office.

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