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My Office 2016: Includes Content Update Program

By Paul McFedries

Pearson Education (US), United States, 2015. Paperback. Book Condition: New. 228 x 164 mm. Language: English . Brand New Book. Book + Content Update Program My Office 2016 introduces readers to this new version of the suite and shows them how to get the most out of the apps. The book clearly explains what to expect from the new version of Office, what the program limitations are, and discusses best practices for using the apps. My Office 2016 teaches readers how to use Word, Excel, PowerPoint, Outlook, Access, and OneDrive in an easy-to-follow, task-based format. Topics covered include how to use the main features that come with each Office application, how to synchronize documents between devices, and how to collaborate with others. * Master core skills you can use in every Office 2016 program * Quickly create visual documents with advanced formatting and graphics * Build complex documents with columns, footnotes, headers, and tables * Enter and organize Excel data more accurately and efficiently * Quickly move, copy, delete, and format large amounts of data with Excel ranges * Use charts to make data more visual, intuitively understandable, and actionable * Add pizzazz to PowerPoint slide shows with animations and...

Reviews

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