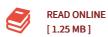




Office 2016 in Easy Steps (Paperback)

By Michael Price, Mike McGrath

In Easy Steps Limited, United Kingdom, 2016. Paperback. Condition: New. Language: English. Brand new Book. Whether you're upgrading to Office 2016 from a previous version or using it for the very first time, Office 2016 in easy steps will guide you through the key features so that you can be productive straight away! Task orientated and in bite-size chunks it shows how to: Create reports, newspapers, cards and bookletsCalculate and manage your financial mattersPerfect your presentations and slide showsEmail, keep in touch and stay organizedAccess your personal notes anywhere on any device Collaborate with others to work on documents Office 2016 in easy steps fully demonstrates the five core Office apps - Word, Excel, PowerPoint, Outlook, and OneNote. It introduces the reader to other great Office apps too - Access, Publisher, Sway, Visio, and Project. There is also coverage of OneDrive cloud storage, Office Online web apps, and Office apps for Android devices. Office 2016 in easy steps works with touch, stylus, mouse or keyboard across Windows devices, including tablets. Sign in with your Microsoft ID and use the software across different platforms. Aimed at both new and experienced users, Office 2016 in easy steps covers the essential functions of...



Reviews

Very beneficial for all type of folks. It can be rally intriguing throgh studying time. You will like how the writer publish this ebook.

-- Nathan Cruickshank

Totally one of the better pdf I have at any time read through. It really is simplified but shocks within the 50 % from the ebook. Once you begin to read the book, it is extremely difficult to leave it before concluding.

-- Mariano Spinka

Other Books



Trini Bee: You're Never to Small to Do Great Things

Createspace Independent Publishing Platform, 2013. PAP. Condition: New. New Book. Delivered from our UK warehouse in 4 to 14 business days. THIS BOOK IS PRINTED ON DEMAND. Established seller since 2000.



The New Rules of Marketing and PR: How to Use Social Media, Online Video, Mobile Applications, Blogs, Newsjacking, and Viral Marketing to Reach Buyers Directly (Paperback)

John Wiley & Sons Inc, United States, 2017. Paperback. Condition: New. 6th Edition. Language: English. Brand new Book. The international bestseller now in a new edition When it comes to marketing, anything goes in the Digital Age, right? Well, not quite. While...



Crafty Fun With Paper! (Hardback)

Anness Publishing, United Kingdom, 2014. Hardback. Condition: New. Language: English. Brand new Book. This title features 50 fabulous papercraft projects to make yourself. You can create your own stationery, decorations, toys, games, masks, disguises and accessories. You can make a simple bookmark...



Mercy Rule (Hardback)

Skyhorse Publishing, United States, 2018. Hardback. Condition: New. Language: English. Brand new Book. Danny's parents yanked him from the art school that let him wear a kilt and listen to bands that no one's heard of. Now he's starting sophomore year at...



Realidades, Levels A, B, 1, 2 And 3: Teacher's Guide And Answer Key To Reading And Writing For Success (2005 Copyright)

Prentice Hall, 2005. Soft cover. Condition: New. Dust Jacket Condition: No Dust Jacket. New 2005 Copyright In Softcover Format, Realidades, Levels A, B, 1, 2 And 3: Teacher's Guide And Answer Key To Reading And Writing For Success For Use With All...



Valeddom - Mercury Awaits (Paperback)

Belvedere Publishing, United Kingdom, 2013. Paperback. Condition: New. Language: English. Brand new Book. In the grand tradition of the Golden Age of Science Fiction where we wondered at the worlds of HG Wells and Edgar Rice Burroughs, rising star Robert Gibson brings...