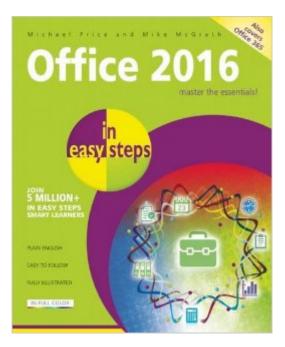
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Office 2016 In Easy Steps





Synopsis

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 deviceCollaborate 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 Office 2016.

Book Information

Series: In Easy Steps Paperback: 240 pages Publisher: In Easy Steps Limited (April 26, 2016) Language: English ISBN-10: 1840786507 ISBN-13: 978-1840786507 Product Dimensions: 7.2 x 0.8 x 8.8 inches Shipping Weight: 1.1 pounds (View shipping rates and policies) Average Customer Review: Be the first to review this item Best Sellers Rank: #744,171 in Books (See Top 100 in Books) #306 in Books > Computers & Technology > Software > Suites #524 in Books > Computers & Technology > Software > Microsoft > Microsoft Office #1137 in Books > Computers & Technology > Business Technology > Software > Enterprise Applications

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