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Full Title: Office 2016 In Depth (includes Content Update Program): Office 2016 In Depth _p1; Edition: 1st edition; ISBN-13: 978-0789755674; Format: Paperback/softback; Publisher: Que Publishing (10/13/2015) Copyright: 2016; Dimensions: 6.9 x 8.9 x 2 inches; Weight: 3.3lbs

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Microsoft Office 2016 - Wikipedia

This is a very good, well organized and outlined book on Office 2016 and Office 365. It is well written and does go in depth regarding the 6 applications included. While Access is part of Office 365, it is not part of Office 2016, and not discussed. Five stars for Joe Habraken.

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Beyond the Basics... Beneath the Surface... In Depth Do more in less time! Whatever your Microsoft Office experience, don't let Office 2016 make you feel like a beginner! This book is packed with intensely useful knowledge, tips, and shortcuts you just won't find anywhere else. It's the fastest, best way to master Office 2016's full power, and the great new features built into Word, Excel, PowerPoint, Outlook, Publisher, and OneNote. This friendly, expert guide will make you way more productive... whether you're creating documents, analyzing data, delivering presentations, designing newsletters, taking quick notes, or managing your life! Take full advantage of Office 2016's cloud integration Use Insights for Office to quickly access information Easily create complex Word documents, from books to mail merges Coauthor Word documents with collaborators in real time Build flexible, reliable Excel workbooks with formulas and functions Transform data into insight with Excel charts and PivotTables Discover best practices for creating great PowerPoint slides, handouts, and notes Take advantage of the new Tell Me Box, which provides access to contextual and traditional Office help features including the new Insights pane Use Outlook 2016's Clutter feature to clear away low-priority email Create visually compelling documents of all kinds with Publisher 2016 Gather, organize, share, and use knowledge with OneNote 2016 Get more done faster by integrating OneNote with other Office 2016 components Discover Microsoft's new mobile Word, Excel, and PowerPoint apps for Windows 10 All In Depth books offer Comprehensive coverage, with detailed solutions Practical, real-world examples with nothing glossed over or left out Troubleshooting help for tough problems you can't fix on your own This book is part of Que's Content Update Program. As Microsoft updates features of Office, sections of this book will be updated or new sections will be added to match the updates to the software. See inside for details.

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

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understandable, and actionable • Add pizzazz to PowerPoint slide shows with animations and transitions • Use Outlook 2016 to efficiently manage your email, contacts, and calendar • Bring all your ideas and notes together in a OneNote notebook • Start building useful Access 2016 databases • Customize your Office applications to work the way you do • Store and share your Office files in the cloud with Microsoft OneDrive • Collaborate with others, including people using other versions of Office In addition, this book is part of Que's exciting new Content Update Program. As Microsoft updates features of Office 2016, sections of this book will be updated or new sections will be added to match the updates to the software. The updates will be delivered to you via a FREE Web Edition of this book, which can be accessed with any Internet connection. To learn more, visit www.quepublishing.com/CUP. How to access the free web edition: Follow the instructions within the book to learn how to register your book to access the FREE Web Edition.

Office 2010 In Depth is the beyond-the-basics, beneath-the-surface guide for everyone who wants to streamline their work with Office 2010, and get more done in less time. Best selling technology expert Joe Habraken provides specific, tested, proven solutions to the problems Office users run into every day: challenges other books ignore or oversimplify. Habraken thoroughly covers all facets of working with Office 2010's core features and techniques, and powerful new enhancements such as: " The updated customizable Ribbon and new Backstage full-screen options menu " Vastly improved image and illustration tools " Live Preview for tasks like Paste, Insert, or Theme change " Improved integration with SharePoint services, Windows Live, and Office Web Apps " And much more Simply put, no other book offers Office 2010 users this much simplicity, usable content, flexibility, and value. As with all In Depth books, Office 2010 In Depth presents comprehensive coverage, breakthrough techniques, exclusive shortcuts, quick access to information, troubleshooting help for tough problems, and real-world examples with nothing glossed over or left out. This book is both a reference and a desk-side resource, providing in depth coverage of important Office 2010 applications features and tools. By Joe Habraken, an Office expert and best selling author Covers the hottest new features in Word, Excel, PowerPoint, Outlook, Access, and Publisher For everyone who wants to get the most out of Office 2010, from hobbyists to power users to corporate developers

"It may seem like an eternity since your IT department upgraded you to the latest version of Microsoft Office. Prepare yourself, because Office 2016 is packed with updated features and new ways to increase your productivity in the office! With Office 2016 at Work For Dummies, we make it easy by breaking the content down into over 300 of the most common tasks and operations, providing you with straightforward, simple-to-navigate, approachable information. With four-color illustrations for visual support as you work through the tasks, and then nearly three hours of supporting video, you can choose your path for learning the ins and outs of Office 2016."--

Beyond the Basics... Beneath the Surface...In Depth Do more in less time! Whatever your Microsoft Office experience, don't let Office 2016 make you feel like a beginner! This book is packed with intensely useful knowledge, tips, and shortcuts you just won't find anywhere else. It's the fastest, best way to master Office 2016's full power, and the great new features built into Word, Excel, PowerPoint, Outlook, Publisher, and OneNote. This friendly, expert guide will make you way more productive... whether you're creating documents, analyzing data, delivering presentations, designing newsletters, taking quick notes, or managing your life! Take full advantage of Office 2016's cloud integration Use Insights for Office to quickly access information Easily create complex Word documents, from books to mail merges Coauthor Word documents with collaborators in real time Build flexible, reliable Excel workbooks with formulas and functions Transform data into insight with Excel charts and PivotTables Discover best practices for creating great PowerPoint slides, handouts, and notes Take advantage of the new Tell Me Box, which provides access to contextual and traditional Office help features including the new Insights pane Use Outlook 2016's Clutter feature to clear away low-priority email Create visually

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Office 2016 For Dummies (9781119293477) was previously published as Office 2016 For Dummies (9781119077374). While this version features a new Dummies cover and design, the content is the same as the prior release and should not be considered a new or updated product. The bestselling Microsoft Office book of all time Packed with straightforward, friendly instruction, this updated edition of the bestselling Microsoft Office book gets you thoroughly up to speed on the latest version of the industry standard for office productivity suites. In no time, Office 2016 For Dummies will help you become a whiz at Word, take your Excel skills to new heights, add pizzazz to your PowerPoint presentations, and make every part of your work day more organized and productive. Following alongside approachable, plain-English explanations, you'll quickly discover how to type, format text, and design documents in Word; navigate and edit spreadsheets, create formulas, and analyze data in Excel; configure email, store contacts, organize tasks, and schedule your time with Outlook; create and edit well-designed and crowd-pleasing PowerPoint presentations; and design, edit, and modify an Access database. Even if the mere thought of working with Microsoft Office makes you nervous, this fun and friendly guide makes it easy. Helps you make sense of word processing, email, presentations, data management and analysis, and much more Covers the five main Office applications: Word, Excel, PowerPoint, Outlook, and Access Walks you through the new features of Microsoft Office 2016 Written by a veteran author who has written more than 20 For Dummies books, which account for more than three million books in print If you're an uninitiated user looking to make the most of this powerful suite of applications, this hands-on, friendly guide is the key to your brand new Office!

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. GO! with Office 2016 Getting Started is an Introductory text that offers a chapter on core Office 2016 features, and then one chapter for each of the four primary applications that introduces students to the basic features of each. Using the scenario-based instructional projects students learn the basics and then apply them through mastery, problem-solving, and critical thinking projects. In today's fast-moving, mobile environment, the GO! with Office 2016 series focuses on the job skills needed to succeed in the workforce. With job-related projects that put Microsoft Office® into context, students learn the how and why at the moment they need to know, all in the appropriate Microsoft procedural syntax. For Office 2016, the hallmark guided-practice to skill-

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mastery pathway is better than ever. Students have many opportunities to work live in Microsoft office to apply the skills they've learned. In addition, these learning objectives are presented in project-based scenarios that prompt students to prove mastery in the context of real-world application. NOTE: This is the standalone book(spiral bound), if you want the book/access card order the ISBN below; 0134582152 / 9780134582153 GO! with Microsoft Office 2016 Getting Started & MyITLab with Pearson eText -- Access Card -- for GO! 2016 with Technology In Action Package Package consists of: 0134444957 / 9780134444956 MyITLab with Pearson eText -- Access Card -- for GO! 2016 with Technology In Action 0134497066 / 9780134497068 GO! with Microsoft Office 2016 Getting Started ALERT: Before you purchase, check with your instructor or review your course syllabus to ensure that you select the correct ISBN. Several versions of Pearson's MyLab & Mastering products exist for each title, including customized versions for individual schools, and registrations are not transferable. In addition, you may need a CourseID, provided by your instructor, to register for and use Pearson's MyLab & Mastering products.

The fast and easy way to get things done with Office Perplexed by PowerPoint? Looking to excel at Excel? From Access to Word—and every application in between—this all-encompassing guide provides plain-English guidance on mastering the entire Microsoft Office suite. Through easy-to-follow instruction, you'll quickly get up and running with Excel, Word, PowerPoint, Outlook, Access, Publisher, Charts and Graphics, OneNote, and more—and make your work and home life easier, more productive, and more streamlined. Microsoft Office is the leading productivity tool in the world. From word processing to business communication to data crunching, it requires a lot of knowledge to operate it—let alone master it. Luckily, Office 2016 All-in-One For Dummies is here to deliver the breadth of information you need to complete basic tasks and drill down into Office's advanced features. Create customized documents and add graphic elements, proofing, and citations in Word Build a worksheet, create formulas, and perform basic data analysis in Excel Create a notebook and organize your thoughts in Notes Manage messages, tasks, contacts, and calendars in Outlook Clocking in at over 800 pages, Office 2016 All-in-One For Dummies will be the singular Microsoft Office resource you'll turn to again and again.

Develop the Microsoft Office 2016 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: BRIEF. Updated with all-new case scenarios, this edition clearly applies the skills you are learning to real-world situations to make concepts even more relevant. New Productivity Apps visually introduce Microsoft OneNote, Sway, Office Mix and Edge with fun, hands-on activities for active learning. Companion Sways provide videos and step-by-step instructions to help you learn to use each app. NEW PERSPECTIVES MICROSOFT OFFICE 365 & OFFICE 2016: BRIEF demonstrates the importance of what you're learning while strengthening your skills and helping you transfer skills to other applications and disciplines for further success.

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