

Exploring Microsoft Office 2016 Volume 1 (Exploring for Office 2016 Series)

Mary Anne Poatsy, Keith Mulbery, Cynthia Krebs, Lynn Hogan, Amy Rutledge, Eric Cameron, Jason Davidson, Rebecca Lawson, Jerri Williams, Linda Lau, Robert Grauer



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This book covers introductory Microsoft Word, Excel, Access, and PowerPoint, with an additional Windows 10 chapter.

Beyond point-and-click

The goal of the *Exploring* series is to move students beyond the point-and-click, to understanding the *why* and *how* behind each skill. And because so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, anytime. Students go to college now with a different set of skills than they did years ago. With this in mind, the *Exploring* series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know.

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