



## Office 2016 For Dummies (Mixed media product)

By Wallace Wang

John Wiley Sons Inc, United States, 2016. Mixed media product. Book Condition: New. 233 x 189 mm. Language: English . Brand New Book. Unlock the power of Office 2016 and get comfortable with its new features! Office 2016 For Dummies Book + Videos Bundle offers the instruction you need to create interesting and informative documents. From the exploration of new features to the review of fundamental functions, this bundle prepares you to use the five main Microsoft Office applications: Word, Excel, PowerPoint, Outlook, and Access. With two and a half hours of step-by-step video instruction and over 400 pages of content, this bundle is the ideal companion to help you leverage the latest Office applications! Microsoft Office is the world's leading suite of productivity software. With 1.1 billion users around the world, which translates into over 90 market share in the Windows-based productivity software segment, Microsoft Office is an essential tool in the professional world. Taking advantage of the latest application features can help you bring a bit of excitement to your life or at least to your workday. \* Explore the best new features of Microsoft Office 2016 \* Improve your productivity by easily navigating your way around...

**DOWNLOAD**



**READ ONLINE**  
[ 8.69 MB ]

### Reviews

*This publication might be worthy of a read through, and superior to other. It normally is not going to charge excessive. Its been written in an remarkably simple way and is particularly just after i finished reading through this book through which in fact transformed me, alter the way i really believe.*

-- **Juston Mraz**

*This publication will be worth purchasing. This is for all those who statte there was not a worthy of reading through. I discovered this publication from my dad and i suggested this pdf to find out.*

-- **Macey Cummerata**