



## Illustrated Computer Concepts and Microsoft Office 365 Office 2016

By Carol M. Cram, Elizabeth Eisner Reding, David Beskeen

Cengage Learning, Inc, United States, 2016. Paperback. Book Condition: New. Language: English . Brand New Book. Now you can master today s most important computer concepts as well as key Microsoft Office 2016 skills with the user-friendly approach found in ILLUSTRATED COMPUTER CONCEPTS AND MICROSOFT OFFICE 365 OFFICE 2016. This all-in-one book helps you become proficient in both today s computer concepts and the skills you need to know. A user-friendly two-page spread, made popular throughout this Illustrated Microsoft Office 2016 Series, clearly demonstrates key application skills. Today s most up-to-date technology developments and concepts are clarified using a distinctive step-by-step approach that incorporates the latest technology updates from the respected COMPUTER CONCEPTS ILLUSTRATED BRIEF. This edition highlights the most recent Office 365 changes with a new module that introduces Productivity Apps. You ll find a wealth of online resources to support your learning and equip you for success in today s digital world.



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