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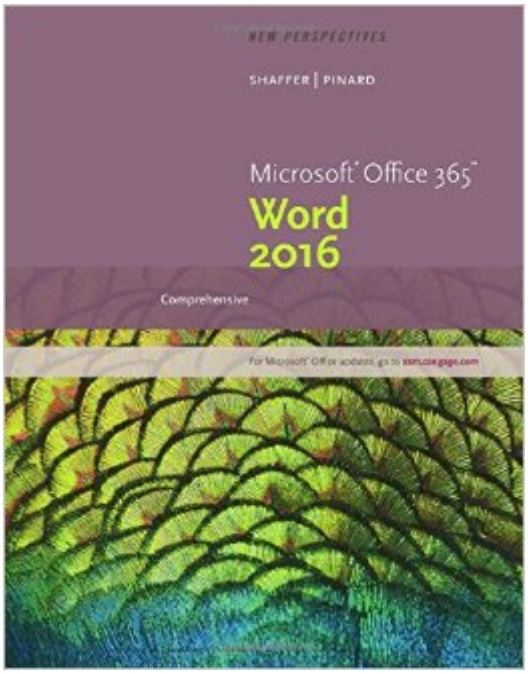

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Synopsis

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

Book Information

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