

Microsoft Illustrated Course Guide Intermediate

Both computer rookies and hot shots can master Microsoft Word 2016 applications quickly and efficiently with ILLUSTRATED MICROSOFT OFFICE 365 & WORD 2016: INTRODUCTORY. Skills are accessible and easy to follow with a hallmark two-page layout that allows readers to see an entire task without turning the page. Using a concise, focused approach and user-friendly format, this book incorporates Learning Outcomes that outline the Word 2016 skills addressed in each lesson. Larger full-color images reflect exactly what readers should see on their own computer screens. Each module begins with a brief overview of the principles of the lesson and introduces an updated case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Loved for its visual and flexible approach to building computer skills, the ILLUSTRATED COURSE GUIDE: MICROSOFT OFFICE 365 & EXCEL 2016: INTRODUCTORY is the ideal resource for learning Microsoft Excel 2016, regardless of the reader's experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The ILLUSTRATED COURSE GUIDE divides important Microsoft Excel 2016 concepts and skills into three manageable levels -- Introductory, Intermediate, and Advanced -- making it perfect for readers to master the skills needed in any working or learning environment. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Loved by students like you for its visual and flexible approach to building computer skills, the ILLUSTRATED COURSE GUIDE: MICROSOFT OFFICE 365 & ACCESS 2016: ADVANCED is the ideal resource for mastering even the most complex aspects of Microsoft Access 2016, regardless of your experience level. Each two-page spread focuses on a single skill, ensuring information is easy to follow and absorb. The ILLUSTRATED COURSE GUIDE divides important Microsoft Access 2016 concepts and skills into three manageable levels -- Introductory, Intermediate, and Advanced -- which creates the perfect resource for mastering the skills you need in any learning environment.

Illustrated Course Guide: Microsoft Office 365 & Word 2016: Introductory, Spiral bound Version

Illustrated Microsoft Office 365 & Office 2016: Intermediate

Illustrated Microsoft Office 365 & Word 2016: Intermediate

Illustrated Microsoft Office 365 & Access 2016: Intermediate

Now students can master the nuances of Microsoft Office quickly with ILLUSTRATED MICROSOFT OFFICE 2019 & OFFICE 365 INTERMEDIATE, part of today's popular Illustrated Series. This focused, user-friendly approach uses a proven two-page layout that allows students to work through an entire task without turning the page. Clear Learning Outcomes outline the skills for each lesson, while large full-color screen images reflect exactly what students see on their own computers. Each module begins with a brief overview of the principles covered in the lesson and introduces a real-world case scenario to engage students and reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Develop the Microsoft Office 365 and Office 2019 skills students 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 2019: INTRODUCTORY. Updated with all-new case scenarios, this edition clearly applies the skills students are learning to real-world situations to make concepts even more relevant across the applications and reinforces critical skills to make them successful in their educational and professional careers. NEW PERSPECTIVES MICROSOFT OFFICE 365 & OFFICE 2019: INTRODUCTORY demonstrates the importance of what students are learning while strengthening your skills and helping students transfer those skills to other applications and disciplines for further success. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

ILLUSTRATED MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE engages both computer rookies and hot shots as this edition guides readers in mastering both basic and more advanced Microsoft Office and Excel 2016 skills quickly and efficiently. Praised for its concise, focused approach and user-friendly format, this book, like all others in the Illustrated Series, incorporates a hallmark two-page layout that allows readers to see an entire task in one view. Each presentation is easy to follow with Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that reflect exactly what readers should see on their own computers. Each module begins with a brief overview of the lesson's principles and introduces a case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Illustrated Course Guide: Microsoft Office 365 & Word 2016: Intermediate, Spiral Bound Version + Sam 365 & 2016 Assessment, Training and Projects V1.0 Printed Access Card

Illustrated Microsoft Office 365 & Office 2019 Introductory

Illustrated Course Guide: Microsoft Excel 2013 Intermediate

Microsoft Office 365 & Word 2016: Introductory, Spiral Bound Version

Loved for its visual and flexible approach to building computer skills, the ILLUSTRATED COURSE GUIDE: MICROSOFT OFFICE 365 & WORD 2016: INTRODUCTORY is the ideal resource for learning Microsoft Word 2016, regardless of the reader's experience level. Each two-page spread focuses on a single skill, ensuring that information is easy to follow and absorb. The ILLUSTRATED COURSE GUIDE divides important Microsoft Word 2016 concepts and skills into three manageable levels -- Introductory, Intermediate, and Advanced -- making it perfect for mastering the skills needed in any learning environment. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Loved by students for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for learning Microsoft Excel 2013 regardless of your experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Excel 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Loved for its visual and flexible approach to building computer skills, the ILLUSTRATED COURSE GUIDE: MICROSOFT OFFICE 365 & WORD 2016: ADVANCED is the ideal resource for mastering complex and advanced Microsoft Word 2016, regardless of experience level. Each two-page spread focuses on a single skill, ensuring that information is easy to follow and absorb. The ILLUSTRATED COURSE GUIDE divides important Microsoft Word 2016 concepts and skills into three manageable levels -- Introductory, Intermediate, and Advanced -- making it perfect for mastering the skills needed in any learning environment. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Illustrated Course Guide: Microsoft Word 2013 Advanced

Course Guide + Illustrated Course Guide: Microsoft Office 365 & Word 2016: Intermediate

Course Guide + Illustrated Course Guide: Microsoft Office 365 & Excel 2016: Introductory

Illustrated Microsoft Office 365 and Excel 2016

Loved for its visual and flexible approach to building computer skills, the ILLUSTRATED COURSE GUIDE: MICROSOFT OFFICE 365 & POWERPOINT 2016: ADVANCED is the ideal resource for learning Microsoft PowerPoint 2016, regardless of the reader's experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The ILLUSTRATED COURSE GUIDE divides Microsoft PowerPoint 2016 concepts and skills into two manageable levels -- Introductory and Advanced -- making it perfect for mastering critical PowerPoint skills in any learning environment. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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Loved for its visual and flexible approach to building computer skills, the ILLUSTRATED COURSE GUIDE: MICROSOFT OFFICE 365 & EXCEL 2016: ADVANCED is the ideal resource for master advanced Microsoft Excel 2016, regardless of the reader's experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The ILLUSTRATED COURSE GUIDE divides important Microsoft Excel 2016 concepts and skills into three manageable levels -- Introductory, Intermediate, and Advanced -- making it perfect for readers to master the skills needed in any working or learning environment. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Illustrated Course Guide: Microsoft Office 365 & Word 2016: Intermediate, Spiral bound Version

Illustrated Course Guide: Microsoft PowerPoint 2013 Basic

Illustrated Microsoft Office 365 & Excel 2016: Introductory

Illustrated Course Guide: Microsoft Access 2013 Intermediate

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Loved for its visual and flexible approach to building computer skills, the ILLUSTRATED COURSE GUIDE: MICROSOFT OFFICE 365 & WORD 2016: INTERMEDIATE is the ideal resource for learning more complex Microsoft Word 2016 skills, regardless of the reader's experience level. Each two-page spread focuses on a single skill, ensuring that information is easy to follow and absorb. The ILLUSTRATED COURSE GUIDE divides important Microsoft Word 2016 concepts and skills into three manageable levels -- Introductory, Intermediate, and Advanced -- making it perfect for mastering the skills needed in any learning environment. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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Microsoft Office Access 2016 Introductory

Illustrated Course Guide: Microsoft Word 2013 Intermediate

Illustrated Microsoft Office 365 & Excel 2016: Comprehensive

Illustrated Microsoft Office 365 & Office 2016 for Medical Professionals, Loose-leaf Version

Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Word 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Word 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Master the Microsoft Office 2016 skills necessary for success in any medical office or health-related career with the new, reader-friendly ILLUSTRATED MICROSOFT OFFICE 2016 FOR MEDICAL PROFESSIONALS. This dynamic, visually focused book introduces the most important skills within Microsoft Office 2013 using step-by-step instructions and vibrant clear visuals. Readers examine actual medical examples and complete timely projects. Intriguing case studies related to today's medical industry prepare readers to meet contemporary medical office challenges. Beginner or experienced users will find ILLUSTRATED MICROSOFT OFFICE 365 & 2016 FOR MEDICAL PROFESSIONALS filled with relevant information that's essential now and ideal for long-term reference in any office administration, medical assisting, or health care career. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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Microsoft Office 365 & Publisher 2016 + Illustrated Course Guide: Microsoft Office 365 & PowerPoint 2016: Advanced

Illustrated Microsoft Office 365 & Excel 2016: Intermediate

Illustrated Course Guide: Microsoft PowerPoint 2013 Advanced

Illustrated Course Guide: Microsoft Office 365 & PowerPoint 2016: Advanced, Spiral bound Version

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ILLUSTRATED MICROSOFT OFFICE 365 & OFFICE 2016: INTERMEDIATE engages both computer rookies and hot shots as this edition guides readers in mastering both basic and more advanced Microsoft Office 2016 skills quickly and efficiently. Praised for its concise, focused approach and user-friendly format, this book, like all others in the Illustrated Series, incorporates a hallmark two-page layout that allows readers to see an entire task in one view. Each presentation is easy to follow with Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that reflect exactly what readers should see on their own computers. Each module begins with a brief overview of the lesson's principles and introduces a case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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Illustrated Course Guide: Microsoft Office 365 & PowerPoint 2016: Introductory, Spiral bound Version

Illustrated Course Guide: Microsoft Office 365 & Word 2016: Advanced

Illustrated Course Guide: Microsoft Office 365 & Excel 2016: Advanced, Spiral bound Version

Illustrated Microsoft Office 365 & Office 2019 Intermediate

Both computer rookies and hot shots can master Microsoft Office and Excel 2016 applications quickly and efficiently with ILLUSTRATED MICROSOFT OFFICE 365 & Excel 2016: INTRODUCTORY. Skills are accessible and easy to follow with a hallmark two-page layout that allows readers to see an entire task without turning the page. Using a concise, focused approach and user-friendly format, this book incorporates Learning Outcomes that outline the skills addressed in each lesson. Larger full-color images reflect exactly what readers should see on their own computer screens. Each module begins with a brief overview of the principles of the lesson and introduces an updated case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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Intermediate, Loose-Leaf Version

Illustrated Course Guide: Microsoft Access 2013 Advanced

Illustrated Microsoft Office 365 & Word 2016: Introductory

Microsoft Office 365 & Excel 2016: Intermediate

Whether you are a computer rookie or hot shot, you can master basic and more advanced Microsoft Office and Excel 2016 skills quickly and efficiently with ILLUSTRATED MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE. Using a concise, focused approach and user-friendly format, the Illustrated Series incorporates a hallmark two-page layout. Each presentation is easy to follow with Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that reflect exactly what you should see on your own computer. Each module begins with a brief overview of the lesson's principles and introduces a case study for further application. In addition, new Office Mix and Edge using hands-on activities.

ILLUSTRATED MICROSOFT OFFICE 365 & EXCEL 2016: COMPREHENSIVE engages both computer rookies and today's pros as this edition guides readers in thoroughly mastering advanced Microsoft Excel 2016 skills. Praised for its concise, focused approach and user-friendly format, this book, like all others in the Illustrated Series, incorporates a hallmark two-page layout that allows readers to see an entire task in one view. Each presentation is easy to follow with Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that reflect exactly what readers should see on their own computers. Each module begins with a brief overview of the lesson's principles and introduces a case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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Illustrated Course Guide: Microsoft Excel 2013 Advanced, Spiral bound Version

Illustrated Course Guide: Microsoft Office 365 & Excel 2016: Introductory, Spiral bound Version

Illustrated Course Guide: Microsoft Excel 2013 Basic

Illustrated Course Guide: Microsoft Office 365 & Excel 2016: Intermediate, Spiral bound Version