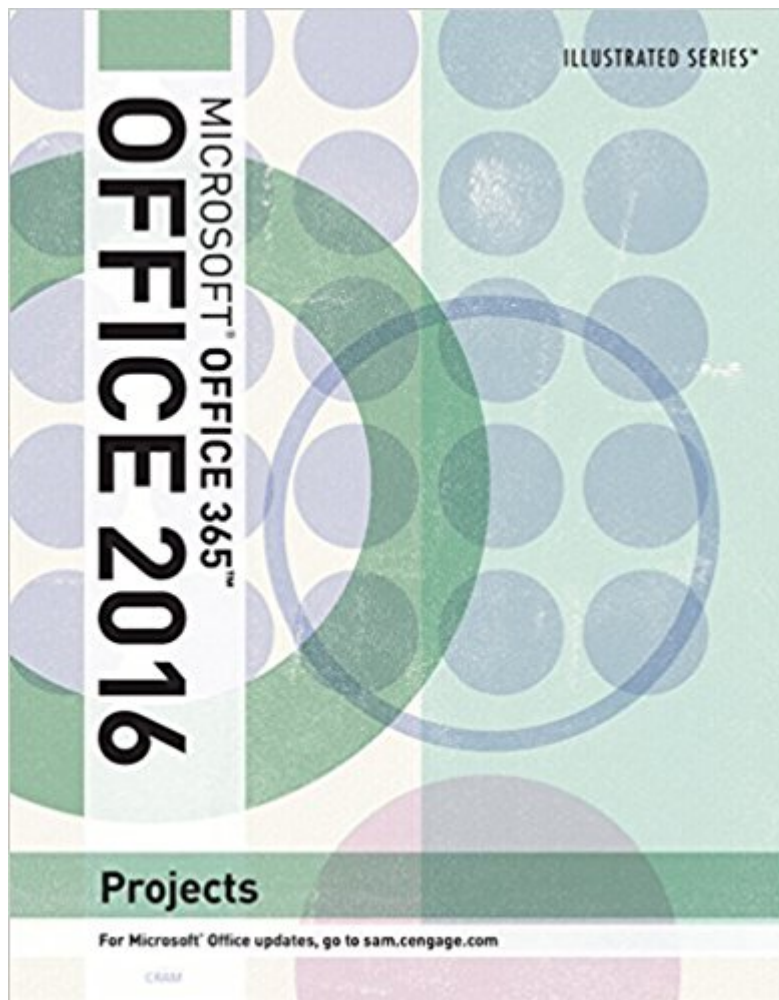




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Illustrated Microsoft Office 365 & Office 2016 Projects, Loose-leaf Version



Synopsis

Discover the visual, flexible way to build computer skills and strengthen your hands-on learning with ILLUSTRATED MICROSOFT OFFICE 365 & OFFICE 2016: PROJECTS. Part of the popular Illustrated Series, this practical edition offers the ideal solution no matter what your skill level or learning style. With ILLUSTRATED MICROSOFT OFFICE 365 & OFFICE 2016: PROJECTS you immediately take a hands-on approach to Microsoft Office 2016 concepts and skills as you complete a wealth of engaging projects from scratch. Projects help you refine both beginning and intermediate skills as you work with each of the primary Microsoft Office 2016 applications. With ILLUSTRATED MICROSOFT OFFICE 365 & OFFICE 2016: PROJECTS you retain more knowledge as you apply what you've learned in a meaningful way.

Book Information

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Carol M. Cram is the author of more than 35 textbooks on computer applications, business communications, and Internet-related subjects. Ms. Cram was also a long-time faculty member at Capilano College in North Vancouver, where she served as the Convenor of the Executive Support Program, the Program Consultant for Business and Computers in Continuing Education, and an instructor of business and computer-related courses.

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