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and Edge using fun hands on activities Companion Sways provide videos and step by step instructions to help you master each app In addition MindTap and SAM online tools help you focus your study for results now and success later on the job

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David W. Beskeen,Carol M. Cram,Jennifer Duffy,Lisa Friedrichsen,Elizabeth Eisner Reding,2016-02-15 Both computer rookies and hot shots can master Microsoft Office 2016 applications quickly and efficiently with this new book in the acclaimed Illustrated Series newest book ILLUSTRATED MICROSOFT OFFICE 365 Office 2016 INTRODUCTORY Using a concise focused approach and user friendly format the Illustrated Series incorporates a hallmark two page layout that allows readers to see an entire task without turning the page Skills are accessible and easy to follow with 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 Readers can count on ILLUSTRATED MICROSOFT OFFICE 365 Office 2016 INTRODUCTORY to perfect the skills they need now and on the job Important Notice Media content referenced within the product description or the product text may not be available in the ebook version *Macromedia Director 8 Shockwave Studio Illustrated* Steven

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