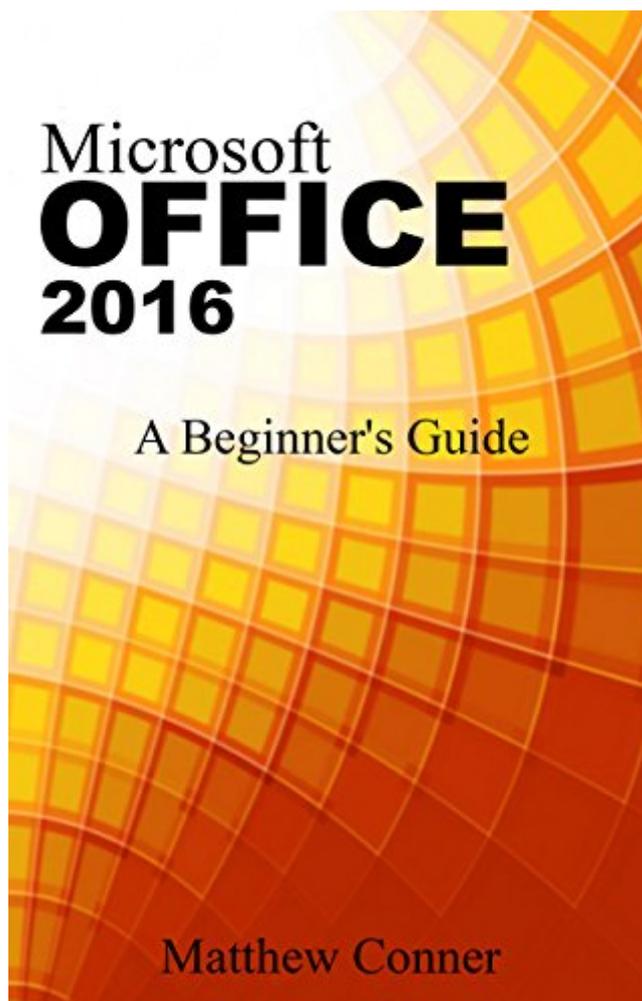


The book was found

Microsoft Office 2016: A Beginner's Guide To Microsoft Office



Synopsis

Microsoft Office 2016: A Beginner's Guide to Microsoft Office This book aims to provide appropriate information on how to use the most commonly utilized features of Microsoft Office 2016. The steps are presented in a simple and easy to follow guide, so that even beginners can learn quickly from it. Also, the book will present, in concise and understandable language, the functions of the applications, so that users can optimize their use. Learn Microsoft Office 2016 Fast and Learn It Well. Download your copy today!

Book Information

File Size: 14510 KB

Print Length: 328 pages

Simultaneous Device Usage: Unlimited

Publication Date: July 10, 2016

Sold by: Digital Services LLC

Language: English

ASIN: B01IA8XE8S

Text-to-Speech: Enabled

X-Ray: Not Enabled

Word Wise: Not Enabled

Lending: Not Enabled

Enhanced Typesetting: Enabled

Best Sellers Rank: #53,316 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #7 in Kindle Store > Kindle eBooks > Computers & Technology > Software > Business #12 in Books > Computers & Technology > Programming > Microsoft Programming > C & C++ Windows Programming #22 in Kindle Store > Kindle eBooks > Computers & Technology > Networking > Networks, Protocols & API's

Customer Reviews

A great guide for Microsoft office. I am a freelancer who handling lots of Data entry and I use MS Office for that. And this guide here is very helpful for me to learn everything about Microsoft office. This book aims to provide appropriate information on how to use the most commonly utilized features of MS Office 2016. The steps are presented in a simple and easy to follow guide, so that even beginners can learn quickly from it. Also, the book will present, in concise and understandable language, the functions of the applications, so that users can optimize their use. Knowledge on MS

office is essential for a data entry specialist. From my experience, learning through this book is so effective. I am able to do everything on MS faster , better and in the best quality. I suggest this book to everyone.

Do you know all the tricks that MS Excel, Word, Powerpoint, and Access can do to make your job/work easier? Are you knowledgeable of all the menus and what are their functions? If not, this book will help you understand Microsoft Office 2016 without any difficulty. Not only does this book teach you the basic of Microsoft Office but it goes from formulas need to know for MS Excel to make our work/job easier. I will definitely use this book, especially in preparing letter for clients and I believe Mail Merge is a great help. Also the vlookup and other formulas will help me making monthly reports. I will share this book with my officemates and friends

After recently switching softwares to Microsoft I had been very lost and awestruck at the different tools and pathways Microsoft Office 2016 uses. I am very glad I found this easy to read guide with detailed explanations on how to conquer Microsoft. I am not very computer savvy so learning how to maneuver through the different ropes of Microsoft was very hard for me. I am satisfied with the approach this book takes in showing how to effectively use Microsoft Office 2016

I find this book very effective and helpful guide for Microsoft Office 2016. There are a lot of applications included in MSO2016 and this book offers the perfect medium for users to maximize its potentials. Also, the author included some illustrations to provide additional references for people who find it hard to cope-up with the technicalities involved. Overall, the book is perfect and I recommend this to everyone who wants to optimize the use of MSO2016.

Microsoft Office has many different applications including some that have been created recently to accommodate the rapid innovation of internet technology. This beginner's guide covers everything from word to Powerpoint, to Outlook and beyond. The author does a superb job of explaining in detail and provides enough content to go over each application thoroughly.

I just bought a new laptop with Microsoft Office 2016 installed. This is a lot different from the one I used to operate on my old laptop. So I needed to get a guide so I can make use of the various features of MS Office 2016. It was easy for me to understand this book. Really well-designed for a beginner like me.

I never had updated my microsoft office to the latest one yet. I'm afraid that I would not be able to use it as how I use the old version. But then it is not too late to learn new things.. The added features would let me do a lot. The steps are provided simply and easily can be understood. I am now having more fun using this version.

Very comprehensive guide book for the new 2016 MS Office. Has updated information and instructions on all the applications we all use in our daily business life. This book is a must have item for anyone learning the MS Office suite of products, or interested in upgrading their existing knowledge base for career or personal purposes. Lots of charts, graphics and images to help the reader digest and understand the important information being presented. Easy to read and follow, this book is well written and a must have companion for the business world in 2016. Highly recommend.

[Download to continue reading...](#)

Bundle: Illustrated Microsoft Office 365 & Office 2016: Fundamentals, Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card ... Office 365 & Office 2016: Introductor Microsoft Office 2016: A Beginner's Guide to Microsoft Office Microsoft Surface Pro 4 & Microsoft Surface Book: The Beginner's Guide to Microsoft Edge, Cortana & Mail App on Microsoft Surface Pro 4 & Microsoft Surface Book Bundle: New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card Exploring Microsoft Office 2016 Volume 1 (Exploring for Office 2016 Series) Your Office: Microsoft Access 2013, Comprehensive (Your Office for Office 2013) Bundle: New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition (Microsoft Office 2013 Enhanced Editions) Documents, Presentations, and Workbooks: Using Microsoft Office to Create Content That Gets Noticed- Creating Powerful Content with Microsoft Office Microsoft Surface Pro 4 & Microsoft Surface Book: The 2016 Definitive Beginner's Guide Excel: The Complete Beginners Guide - Boost Your Poductivity And Master Excel In Just 24 Hours! (Excel, Microsoft Office, MS Excel 2016) Microsoft Office 2016 Essentials Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Office PowerPoint 2007: Introductory Concepts and Techniques (Available Titles Skills Assessment Manager (SAM) - Office 2007) Microsoft Office 2010: Introductory (Available Titles Skills Assessment Manager (SAM) -

Office 2010) Microsoft Office 2010: Introductory (Shelly Cashman Series Office 2010) Microsoft
Powerpoint 2016 for Mac: An Easy Beginner's Guide Illustrated Microsoft Office 365 & Access
2016: Comprehensive New Perspectives Microsoft Office 365 & Access 2016: Introductory,
Loose-leaf Version Illustrated Microsoft Office 365 & Access 2016: Comprehensive, Loose-leaf
Version New Perspectives Microsoft Office 365 & Word 2016: Comprehensive

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)