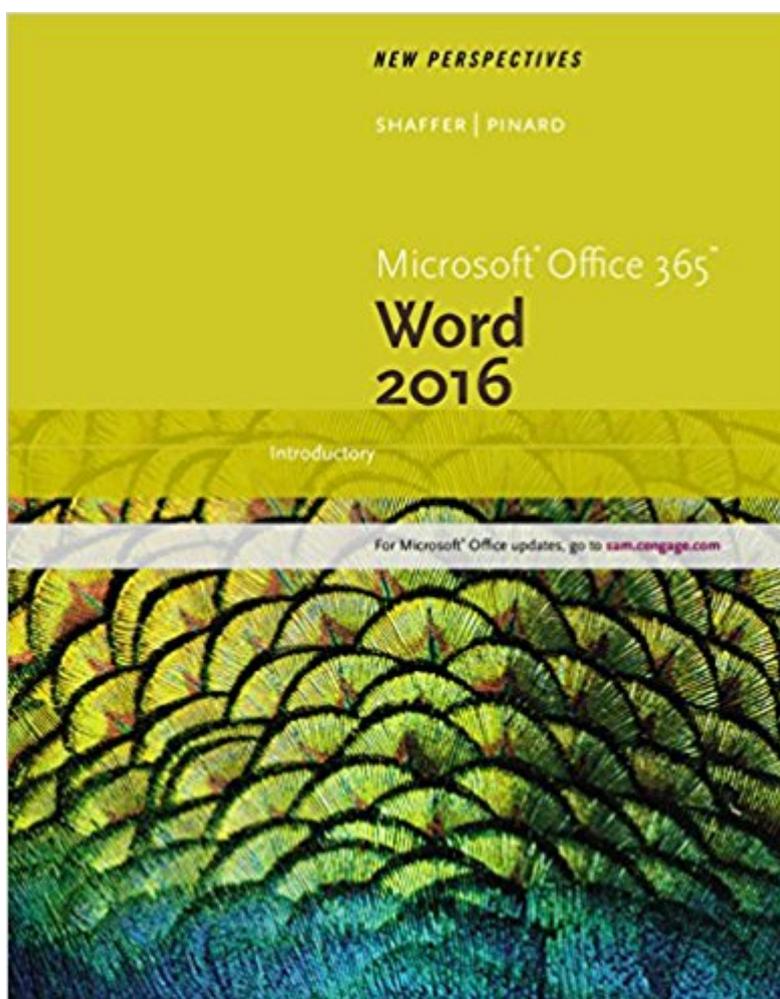


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# New Perspectives Microsoft Office 365 & Word 2016: Introductory, Loose-leaf Version



## Synopsis

Develop the 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: INTRODUCTORY**. 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: INTRODUCTORY** demonstrates the importance of what you're learning while strengthening your outcomes and helping you transfer your skills to other applications and disciplines for further success.

## Book Information

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