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[Illustrated Course Guide: Microsoft Office 365 & PowerPoint 2016:](#)

[Introductory, Spiral bound Version](#) Cengage Learning
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 to ensure readers gain a complete understanding of Microsoft Excel 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

[Microsoft Office 365 & Publisher 2016 + Illustrated Course Guide - Microsoft Office 365 & Powerpoint 2016, Introductory, Spiral Bound Version](#) Cengage Learning

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.

[Illustrated Course Guide: Microsoft Excel 2010 Basic](#) Cengage Learning

Loved for its visual and flexible approach to building computer skills, the ILLUSTRATED COURSE GUIDE: MICROSOFT OFFICE 365 & POWERPOINT 2016: INTRODUCTORY 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 three manageable levels -- Introductory, Intermediate, 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.

[Illustrated Microsoft Office 365 & Excel 2016: Intermediate](#) Cengage Learning

Now students can master the nuances of Microsoft Office quickly with ILLUSTRATED MICROSOFT OFFICE 365 & OFFICE 2019 INTRODUCTORY, 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.

[Microsoft Office 365 & Excel 2016: Introductory](#) Cengage Learning

Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Excel 2010 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 Excel 2010 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.

[Illustrated Course Guide: Microsoft Office 365 & Excel 2016: Advanced, Spiral bound Version](#) Cengage Learning

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.

[Microsoft® Office 365 and Access 2016](#) Cengage Learning
Loved for its visual and flexible approach to building computer skills, the ILLUSTRATED COURSE GUIDE: MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE 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.

[Illustrated Course Guide: Microsoft Access 2013 Advanced](#) Cengage Learning

Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Excel 2010 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 Excel 2010 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.

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[Illustrated Microsoft Office 365 & Office 2019 Introductory](#) Cengage Learning

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[Illustrated Course Guide: Microsoft Office 365 & Excel 2016: Introductory, Spiral bound Version](#) Cengage Learning
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[Illustrated Microsoft Office 365 & Excel 2016: Comprehensive](#) Cengage Learning

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.

[Microsoft Office 365 & Powerpoint 2016 Illustrated Course Guide,](#)

[Introductory + Microsoft Publisher 2013, Illustrated](#) Cengage Learning
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.

[Course Guide + Illustrated Course Guide: Microsoft Office 365 & Word 2016: Introductory](#) Cengage Learning

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.

[Illustrated Microsoft Office 365 & Excel 2016: Comprehensive](#) Cengage Learning

Now students can master the nuances of Microsoft Office quickly with ILLUSTRATED MICROSOFT OFFICE 365 & ACCESS 2019 COMPREHENSIVE, 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.

[Illustrated Course Guide: Microsoft Excel 2013 Basic](#) Cengage Learning

Loved by students like you for its visual and flexible approach to building computer skills, the ILLUSTRATED COURSE GUIDE: MICROSOFT OFFICE 365 & ACCESS 2016: INTRODUCTORY is the ideal resource for learning 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 -- making it perfect for mastering the skills you need in any learning environment.

[Illustrated Course Guide: Microsoft Excel 2013 Advanced, Spiral bound Version](#) Cengage Learning

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.

[Microsoft Office Word 2010 Basic](#) Cengage Learning

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.

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Illustrated Course Guide: Microsoft Word 2010 Basic Cengage Learning 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.