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New Perspectives Microsoft Office 365 & Access 2016: Comprehensive

NEW PERSPECTIVES

SHELLMAN | VODNIK

Microsoft® Office 365™
Access® 2016

Comprehensive

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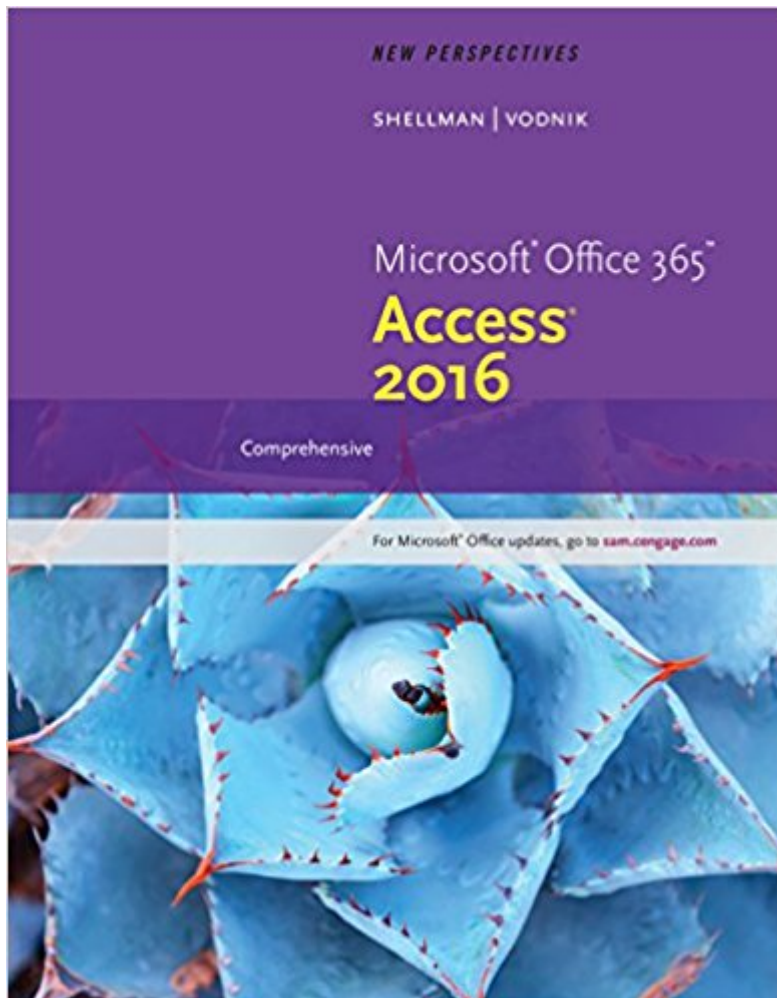
Synopsis

Develop the complete Microsoft Access 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 & ACCESS 2016: COMPREHENSIVE. Updated with all-new case-based modules, this thorough introduction applies the skills you are learning to real-world situations to ensure that you see the relevance of the concepts you are learning. A new Productivity Apps module visually introduces 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 & ACCESS 2016: COMPREHENSIVE clearly demonstrates the importance of the extensive skills you're mastering while helping you transfer those skills to other applications and disciplines for further success.

Book Information

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View larger   View larger   View larger   View larger   Business case scenarios apply to real-world.   Case scenarios help you apply both skills and concepts to real-world situations.   Screenshots help you grasp concepts.   All screenshots show the latest Microsoft Access 2016 running on Windows 10 to eliminate any confusion.   Productivity apps for work & school.   Helpful, easy-to-use apps visually guide you through using Microsoft OneNote, Sway, Office Mix and Edge. Companion Sways provide videos and step-by-step instructions to help you

learn to master each app.   Test your comprehension & prepare for tests.   Visual overviews provide a graphic preview of each module's content. You can use these as study guides before taking quizzes or tests.

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Dr. Mark Shellman, Ed.D., is an instructor and the Chair of the of the Information Technology Department at Gaston College in Dallas, North Carolina. A recent winner of the Instructor of the Year award at Gaston, Mark prides himself on being an excellent teacher and helping students succeed. Mark has been teaching information technology for over thirty years.Sasha Vodnik is a web developer and author with over 15 years of experience creating web content and writing about it. He enjoys the challenge of keeping on top of the fast-changing landscape of the modern web, as well as explaining how to write clean, powerful code in languages like HTML, CSS, JavaScript, and XML.An esteemed professional and respected author, Dan Oja, along with June Parsons, purchased an Apple II+ in 1981 and quickly became fluent in BASIC, dBASE II, Lotus 123, WordStar, and a variety of accounting programs. The next year, he and Dr. Parsons opened a successful small computer retail store that offered software instruction to children and adults. With Dr. Parsons, Mr. Oja began writing and creating educational software for Course Technology in 1992. Together, they contributed to the leading success of the Windows for Business and Illustrated

Series. They also developed the New Perspectives, e-Course, and Practical series. Today, Mr. Oja's and Dr. Parson's team of highly skilled media specialists and desktop publishers located in various states and provinces work together via the Internet to deliver exceptional texts.

Good book definitely recommend.

Good deal!

Works great for my class

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