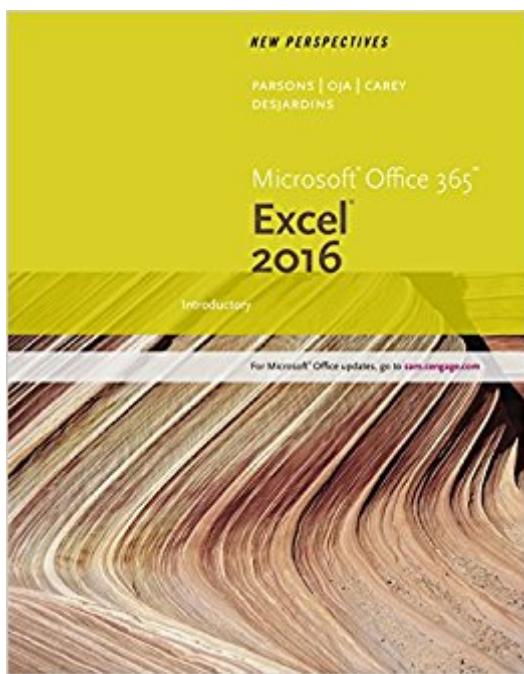


The book was found

# New Perspectives Microsoft Office 365 & Excel 2016: Introductory



## Synopsis

Help your students develop the Microsoft Office and Excel 2016 skills they 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 & EXCEL 2016: INTRODUCTORY**. Updated to provide all-new case scenarios, this dynamic introduction applies the skills students are learning to real-world situations to ensure that concepts remain highly 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 students learn to use each app. With an unmatched emphasis on learning outcomes and transference of skills, **NEW PERSPECTIVES MICROSOFT OFFICE 365 & EXCEL 2016: INTRODUCTORY** engages students by clearly demonstrating the importance of what they're learning.

## Book Information

Paperback: 288 pages

Publisher: Course Technology; 1 edition (February 16, 2016)

Language: English

ISBN-10: 1305880420

ISBN-13: 978-1305880429

Product Dimensions: 10.7 x 8.4 x 0.6 inches

Shipping Weight: 1.2 pounds (View shipping rates and policies)

Average Customer Review: 3.0 out of 5 stars 1 customer review

Best Sellers Rank: #59,530 in Books (See Top 100 in Books) #53 in Books > Computers & Technology > Software > Microsoft > Microsoft Excel #75 in Books > Computers & Technology > Software > Microsoft > Microsoft Office #76 in Books > Computers & Technology > Business Technology > Software > Spreadsheets

## Customer Reviews

Get ahead with New Perspectives Microsoft Office 365 & Excel 2016: Introductory [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.

Productivity apps for work & school Apps 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. Features for Microsoft Excel 2016 Coverage introduces the Round

and Mround functions. You also study new Excel chart types, including histogram, waterfall, and sunburst charts. This edition offers new content on power BI features, including power query, power view, and power map. Proskills boxes connect Microsoft Excel 2016 concepts. These features emphasize the relevance of the Microsoft Excel skills you are learning by providing guidance on how to use the software most effectively in professional situations.

#BeUnstoppable with MindTap Computing! [View larger](#) [View larger](#) [View larger](#) [View larger](#) Perform better with MindTap [The more time spent in MindTap, the better the results](#) [Using MindTap throughout your course matters](#) [Students using apps perform better on assignments](#)

SAM Helps You Master Microsoft Office & Computer Concepts! [View larger](#) [View larger](#) [View larger](#) [Go from Office user to Office expert](#) SAM “Skills Assessment Manager” is the top online training resource for Microsoft Office suites. No matter what your skill level, SAM helps you learn with confidence so you have a better chance to make better grades. Navigate easily from day one. SAM has all your course content in one easy location, offering an intuitive homepage which ensures you always get where you need to go. See how Office is used in the real world. SAM training and assessments simulate the real MS Office environment, which will prepare you for workplace success. Set yourself up for better grades. Automatic feedback on assignments and a personalized study plan help you stay on track for improved grades.

Mr. Patrick Carey received his M.S. in Biostatistics from the University of Wisconsin, where he worked as a researcher designing and analyzing clinical studies. He co-authored his first textbook on using Excel as a statistical tool. Today, Mr. Carey has authored or co-authored more than 20 leading academic and trade texts for the software industry. Ms. Carol DesJardins spent 25 years in the private sector as a programmer, systems analyst and eventually Chief Information Officer. During that time, she honed her skills with Excel as an analysis tool. She transitioned her knowledge to the classroom and has taught several applications and programming courses. Ms. DesJardins co-authored her first textbook on Excel. In addition to writing, she continues to teach at St. Clair County Community College.

Not exactly what i needed but it did get me through a few weeks work of my my computer class. So

I'm satisfied

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

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 Bundle: New Perspectives Microsoft Office 365 & Excel 2016: Comprehensive, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card Microsoft Office 365 Home and Business | iPhone Microsoft Office 365 , Excel, Word, PowerPoint, OneNote, Outlook, Access, Project, Visio.: Desktop And iPhone Using Full Course New Perspectives Microsoft Office 365 & Excel 2016: Introductory Microsoft Office Productivity Pack: Microsoft Excel, Microsoft Word, and Microsoft PowerPoint New Perspectives Microsoft Office 365 & Office 2016: Introductory, Spiral bound Version New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Excel: Complete Beginnerâ™s Guide to Mastering Excel and Increasing Productivity (Excel, Microsoft Office Book 1) New Perspectives Microsoft Office 365 & Excel 2016: Comprehensive New Perspectives Microsoft Office 365 & Excel 2016: Comprehensive, Loose-leaf Version Illustrated Microsoft Office 365 & Excel 2016: Introductory, Loose-leaf Version New Perspectives on Microsoft Excel 2013, Comprehensive Enhanced Edition (Microsoft Office 2013 Enhanced Editions) New Perspectives Microsoft Office 365 & Access 2016: Introductory Exploring Microsoft Office Excel 2016 Comprehensive (Exploring for Office 2016 Series) Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory Illustrated Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version (Illustrated Series) Enhanced Microsoft Office 2013: Introductory (Microsoft Office 2013 Enhanced Editions) Enhanced Microsoft Office 2013: Introductory, Spiral-bound Version (Microsoft Office 2013 Enhanced Editions)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)