Office 2016 In Easy Steps
**Synopsis**

Whether you’re upgrading to Office 2016 from a previous version or using it for the very first time, Office 2016 in easy steps will guide you through the key features so that you can be productive straight away! Task orientated and in bite-size chunks it shows how to:

- Create reports, newspapers, cards and booklets
- Calculate and manage your financial matters
- Perfect your presentations and slide shows
- Email, keep in touch and stay organized
- Access your personal notes anywhere on any device
- Collaborate with others to work on documents

Office 2016 in easy steps fully demonstrates the five core Office apps - Word, Excel, PowerPoint, Outlook, and OneNote. It introduces the reader to other great Office apps too - Access, Publisher, Sway, Visio, and Project. There is also coverage of OneDrive cloud storage, Office Online web apps, and Office apps for Android devices.

Office 2016 in easy steps works with touch, stylus, mouse or keyboard across Windows devices, including tablets. Sign in with your Microsoft ID and use the software across different platforms.

Aimed at both new and experienced users, Office 2016 in easy steps covers the essential functions of Office 2016.

**Book Information**

Series: In Easy Steps  
Paperback: 240 pages  
Publisher: In Easy Steps Limited (April 26, 2016)  
Language: English  
ISBN-10: 1840786507  
Product Dimensions:  7.2 x 0.8 x 8.8 inches  
Shipping Weight: 1.1 pounds (View shipping rates and policies)  
Average Customer Review: Be the first to review this item  
Best Sellers Rank: #744,171 in Books (See Top 100 in Books)  #306 in Computers & Technology > Software > Suites  #524 in Books > Computers & Technology > Software > Microsoft > Microsoft Office  #1137 in Books > Computers & Technology > Business Technology > Software > Enterprise Applications

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