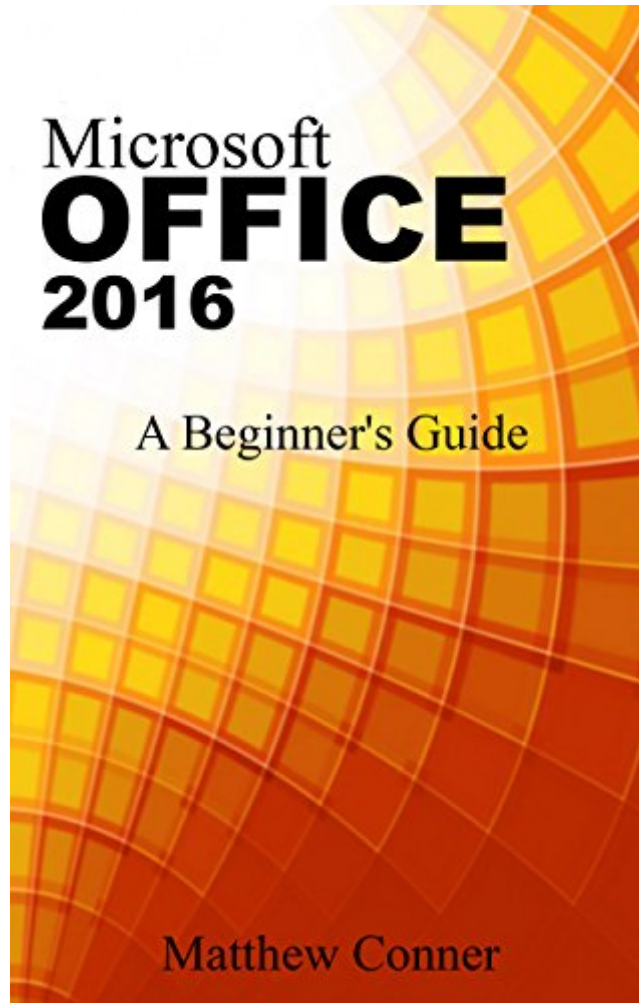# Microsoft Office 2016: A Beginner's Guide To Microsoft Office

Synopsis

Microsoft Office 2016: A Beginner's Guide to Microsoft OfficeThis book aims to provide appropriate information on how to use the most commonly utilized features of Microsoft Office 2016. The steps are presented in a simple and easy to follow guide, so that even beginners can learn quickly from it. Also, the book will present, in concise and understandable language, the functions of the applications, so that users can optimize their use. Learn Microsoft Office 2016 Fast and Learn It Well.Download your copy today!

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Customer Reviews

A great guide for Microsoft office.I am a freelancer who handling lots of Data entry and I use MS Office for that .And this guide here is very helpful for me to learn everything about Microsoft office. This book aims to provide appropriate information on how to use the most commonly utilized features of MS Office 2016.The steps are presented in a simple and easy to follow guide, so that even beginners can learn quickly from it. Also , the book will present, in concise and understandable language, the functions of the applications, so that users can optimize their use.Knowledge on MS

office is essential for a data entry specialist. From my experience, learning through this book is so effective. I am able to do everything on MS faster , better and in the best quality. I suggest this book to everyone.

Do you know all the tricks that MS Excel, Work, Powerpoint, and Access can do to make your job/work easier? Are you knowledgeable of all the menus and what are their functions?If not, this book will help you understand Microsoft Officer 2016 without any difficulty. Not only does this book teach you the basic of Microsoft Office but it goes from formulas need to k now for MS Excel to make our work/job easier. I will definitely use this book, especially in preparing letter for clients and I believe Mail Merge is a great help. Also the vlookup and other formulas will help me making monthly reports. I will share this book with my officemates and friends

After recently switching softwares to Microsoft I had been very lost and awestruck at the different tools and pathways Microsoft Office 2016 uses. I am very glad I found this easy to read guide with detailed explanations on how to conquer Microsoft. I am not very computer savvy so learning how to maneuver the through the different ropes of Microsoft was very hard for me. I am satisfied with the approach this book takes in showing how to effectively use Microsoft Office 2016

I find this book very effective and helpful guide for Microsoft Office 2016. There are a lot of applications included in MSO2016 and this book offers the perfect medium for users to maximize its potentials. Also, the author included some illustrations to provide additional references for people who find it hard to cope-up with the technicalities involved. Overall, the book is perfect and I recommend this to everyone who wants to optimize the use of MSO2016.

Microsoft Office has many different applications including some that have been created recently to accommodate the rapid innovation of internet technology. This beginner's guide covers everything from word to Powerpoint, to Outlook and beyond. The author does a superb job of explaining in detail and provides enough content to go over each application thoroughly.

I just bought a new lappy with Microsoft Office 2016 installed. This a lot different from the one I used to operate on my old laptop. So I needed to get a guide so I can make use of the various features of MS Office 2016. It was easy for me to understand this book. Really well-designed for a beginner like me.

I never had updated my microsoft office to the latest one yet. Iâ ™m afraid that I would not able to use it as how I use the old version. But then it is not too late to learn new things.. The added features would let me do a lot. The steps are provided simply and easily can be understood. I am now having more fun using this version.

Very comprehensive guide book for the new 2016 MS Office. Has updated information and instructions on all the applications we all use in our daily business life. This book is a must have item for anyone learning the MS Office suite of products, or interested in upgrading their existing knowledge base for career or personal purposes. Lots of charts, graphics and images to help the reader digest and understand the important information being presented. Easy to read and follow, this book is well written and a must have companion for the business world in 2016. Highly recommend.

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