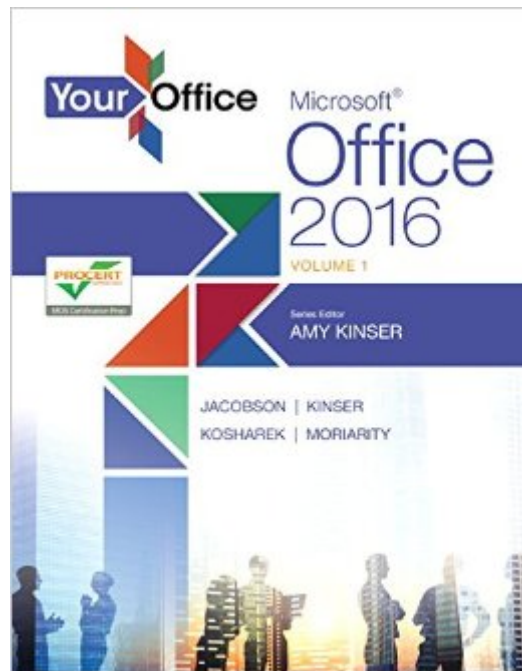


The book was found

# Your Office: Microsoft Office 2016 Volume 1 (Your Office For Office 2016 Series)



## Synopsis

This book covers introductory Word, Excel, Access, and PowerPoint, with additional sections on integrating those applications, as well as a Windows 8 workshop. Ideal for business courses. Real world problem solving for business and beyond The Your Office series prepares students to use both technical and soft skills in the real world. Hands-on technical content is woven into realistic business scenarios and focuses on using Microsoft Office® as a decision-making tool. The series features a unique running business scenario that connects all of the cases together and exposes students to using Office to solve problems relating to business areas like finance and accounting, production and operations, sales and marketing. Each chapter introduces a realistic business case for students to complete via hands-on steps that are easily identified in blue shaded boxes. Each blue box teaches a skill and comes complete with video and interactive support. Chapters are grouped into Business Units, which collectively illustrate a specific set of business concepts to achieve AACSB-related outcomes. Each Business Unit ends with a Capstone section, testing students' ability to apply concepts and skills beyond a single chapter. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

## Book Information

Series: Your Office for Office 2016 Series

Spiral-bound: 1120 pages

Publisher: Pearson; 1 edition (January 24, 2016)

Language: English

ISBN-10: 0134320808

ISBN-13: 978-0134320809

Product Dimensions: 8.2 x 1.5 x 10.8 inches

Shipping Weight: 1.1 pounds (View shipping rates and policies)

Average Customer Review: Be the first to review this item

Best Sellers Rank: #980,517 in Books (See Top 100 in Books) #210 in Books > Business &

Money > Processes & Infrastructure > Office Automation #389 in Books > Computers &

Technology > Software > Suites #680 in Books > Computers & Technology > Software >

Microsoft > Microsoft Office

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

Office 2016 For Beginners- The PERFECT Guide on Microsoft Office: Including Microsoft Excel  
Microsoft PowerPoint Microsoft Word Microsoft Access and more! Your Office: Microsoft Office  
2016 Volume 1 (Your Office for Office 2016 Series) Your Office: Microsoft Excel 2016  
Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Access 2016  
Comprehensive (Your Office for Office 2016 Series) Programming Microsoft Office 365 (includes  
Current Book Service): Covers Microsoft Graph, Office 365 applications, SharePoint Add-ins, Office  
365 Groups, and more (Developer Reference) Skills for Success with Microsoft Office 2016 Volume  
1 (Skills for Success for Office 2016 Series) Bundle: Shelly Cashman Series Microsoft Office 365 &  
Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and ...  
MindTap Reader Multi-Term Printed Access Card Exploring Microsoft Office Excel 2016  
Comprehensive (Exploring for Office 2016 Series) Exploring Microsoft Office Access 2016  
Comprehensive (Exploring for Office 2016 Series) GO! with Microsoft Office 2016 Getting Started  
(GO! for Office 2016 Series) Enhanced Microsoft Office 2013: Introductory (Microsoft Office 2013  
Enhanced Editions) Bundle: Illustrated 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 Shelly Cashman Series Microsoft Office 365 & Office 2016:  
Introductory, Loose-leaf Version Shelly Cashman Series Discovering Computers & Microsoft Office  
365 & Office 2016: A Fundamental Combined Approach Shelly Cashman Series Microsoft Office  
365 & Office 2016: Advanced, Loose-leaf Version Shelly Cashman Series Microsoft Office 365 &  
Office 2016: Advanced Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory  
Illustrated Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version (Illustrated Series)  
GO! with Office 2016 Volume 1 (GO! for Office 2016 Series) Skills for Success with Office 2016  
Volume 1 (Skills for Success for Office 2016 Series)

[Dmca](#)