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New Perspectives Microsoft Office 365 & Excel 2016: Intermediate, Loose-leaf Version



Synopsis

Develop the Microsoft Excel 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 & EXCEL 2016: INTERMEDIATE. Updated with all-new case scenarios, this edition clearly applies the skills you are learning to real-world situations, making concepts even more relevant. New Productivity Apps provide a visual introduction to Microsoft OneNote, Sway, Office Mix and Edge with fun, hands-on activities for active learning. Companion Sways highlight videos and step-by-step instructions to help you learn how to use each app. NEW PERSPECTIVES MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE demonstrates the importance of what you're learning while strengthening your outcomes and helping you transfer your skills to other applications and disciplines for further success.

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