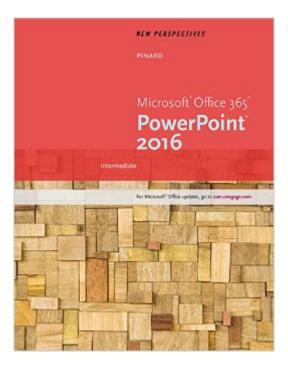
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New Perspectives Microsoft Office 365 & PowerPoint 2016: Intermediate





Synopsis

Develop the Microsoft PowerPoint 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 & POWERPOINT 2016: INTERMEDIATE. Updated with all-new case scenarios, this edition clearly applies the skills you are learning to real-world situations, making the concepts even more 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 you learn to use each app. NEW PERSPECTIVES MICROSOFT OFFICE 365 & POWERPOINT 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.

Book Information

Paperback: 320 pages Publisher: Course Technology; 1 edition (February 16, 2016) Language: English ISBN-10: 1305880811 ISBN-13: 978-1305880818 Product Dimensions: 8.5 x 0.5 x 10.8 inches Shipping Weight: 1.3 pounds (View shipping rates and policies) Average Customer Review: Be the first to review this item Best Sellers Rank: #1,112,461 in Books (See Top 100 in Books) #129 in Books > Computers & Technology > Software > Microsoft > Microsoft Powerpoint #176 in Books > Computers & Technology > Business Technology > Software > Presentation Software #810 in Books > Computers & Technology > Software > Microsoft > Microsoft Office

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