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information needed to complete a project Apply Each lesson concludes with a project that challenges students to apply what they have learned through steps that tell them what to do without all the how to information In the Apply projects students must show they have mastered each skill set Each chapter ends with two assessment projects Critical Thinking and Portfolio Builder which incorporate all the skills covered throughout the chapter **Learning Microsoft Office 2013: Pearson New International Edition PDF eBook** Emergent Learning LLC,Suzanne Weixel,Faithe Wempen,Catherine Skintik,2013-10-03 Prepare students for Microsoft Office 2013 Learning Microsoft Office 2013 features a student friendly step by step format with clear full screen shots to engage students and help them work independently   Essential Office 365 Second Edition: The Illustrated Guide to Using Microsoft Office Kevin Wilson,2018-05-12 The twenty first century offers more technology than we have ever seen before but all that help can be overwhelming With new updates software and applications coming out every month most computer users don t have time to figure everything out on their own Essential Office 365 Second Edition is here to fill in the gaps With comprehensive instruction for many commonly used Office Applications this step by step guide offers specifics in choosing setting up and effectively utilizing the versions of today s software that will best help you meet your goals In addition many illustrations and screenshots are included allowing readers to quickly and easily digest information without feeling confused wasting time and getting discouraged In this book we ll take a look at Downloading and Installing Office 2016 Suite Getting started with Office Online using Sway Docs OneDrive Mail Calendar Constructing professional looking documents with Word 2016 Adding and using graphics photographs and clipart Changing fonts creating tables graphs and formatting text Creating presentations for your lessons lectures speeches or business presentations using PowerPoint 2016 Adding animations and effects to PowerPoint slides Basics of Office Mix for PowerPoint Using Excel 2016 to create spreadsheets that analyse present and manipulate data Creating Excel charts graphs functions and formulas The basics of Microsoft Access databases Keeping in touch with friends family and colleagues using Microsoft Outlook 2016 Maintaining calendars and keeping appointments with Outlook Taking notes with OneNote and more Unlike manuals that assume a computing background not possessed by beginners Essential Office 365 Second Edition tackles the basics of Office 365 so that everyone from students to senior citizens to home users pressed for time can take advantage of the digital revolution So if you re looking for a Office manual a visual book simplified tutorial dummies guide or reference Essential Office 365 Second Edition will help you maximize the potential of Microsoft Office to increase your productivity and enhance your digital life

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