

Essential Office 2016 Computer Essentials

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Essential Office 2016 Computer Essentials

Unlike manuals that assume a computing background not possessed by beginners, Essential Office 2016 tackles the basics of Microsoft Office 2016 so that everyone from students to senior citizens to home users pressed for time can take advantage of the digital revolution. With this easy-to-follow guide, you can maximize the potential of computing technology to increase your productivity and enhance your life.

Essential Office 2016 (Computer Essentials): Wilson, Kevin ...

Amazon.com: Essential Office 2016 (Computer Essentials) (9781911174349): Wilson, Kevin: Books

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Essential Word 2016 (Computer Essentials) [Wilson, Kevin] on Amazon.com. *FREE* shipping on qualifying offers. Essential Word 2016 (Computer Essentials)

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In Office 2016 you will continue to use menus and dialog boxes; but, as introduced with Office 2007, Office 2016 also uses what Microsoft calls Ribbons, which have greatly simplified navigation of the many cool features of the Office word processor (Fig 1.1). Fig. 1.1 Example of a Ribbon and its Groups in the Office 2016 User Interface

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