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*Office 2016 In Depth (includes Content Update Program ...*  
Office 2016 in Depth (Includes Content Update Program) ISBN-13: 9780789755674. Publication Date: ...

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Office 2016 In Depth (includes Content Update Program) ISBN-13: 9780789755674. Includes: Paperback . You'll get a bound printed text. Free delivery. \$39.99. Overview; Table of contents; For teachers; Overview.

*Office 2016 In Depth (includes Content Update Program ...*  
Full Title: Office 2016 In Depth (includes Content Update Program): Office 2016 In Depth \_p1; Edition: 1st edition; ISBN-13: 978-0789755674; Format: Paperback/softback; Publisher: Que Publishing (10/13/2015) Copyright: 2016; Dimensions: 6.9 x 8.9 x 2 inches; Weight: 3.3lbs

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Create visually compelling documents of all kinds with Publisher 2016. Gather, organize, share, and use knowledge with OneNote 2016. Get more done faster by integrating OneNote with other Office 2016 components. Discover Microsoft's new mobile Word, Excel, and PowerPoint apps for Windows 10. All In Depth books offer.

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Traditional editions. As with previous versions, Office 2016 is made available in several distinct editions aimed towards different markets. All traditional editions of Microsoft Office 2016 contain Word, Excel, PowerPoint and OneNote and are licensed for use on one computer.

*Microsoft Office 2016 - Wikipedia*

This is a very good, well organized and outlined book on Office 2016 and Office 365. It is well written and does go in depth regarding the 6 applications included. While Access is part of

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Office 365, it is not part of Office 2016, and not discussed. Five stars for Joe Habraken.

*Amazon.com: Customer reviews: Office 2016 In Depth ...*

Office 2016 In Depth - includes Content Update Program. Applied computing. Enterprise computing. Enterprise information systems. Information systems. Information storage systems. Record storage systems. Record storage alternatives. Information systems applications.

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Both an unparalleled reference and an exceptionally practical desktide resource, Office 2016 In Depth is the beyond-the-basics, beneath-the-surface guide for Office users who wants to maximize their productivity.

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Note: The steps to install the 2016 or 2013 versions of Office Professional Plus, Office Standard, or a stand-alone app such as Word or Project might be different if you got Office through one of the following: Microsoft HUP: If you bought Office for personal use through your company, see Install Office through HUP. Volume license versions: If you work in an organization that manages your ...

*Download and install or reinstall Office 2016 or Office ...*

Features. • Beyond-the-basics, beneath-the-surface Office 2016 reference and desk-side resource: comprehensive, expert, task-based solutions. • Organizes Office 2016's features and tools within the context of specific real-world tasks and documents. • Illuminates hot new features in Word, Excel, PowerPoint, Outlook, Access, Publisher, and beyond. • Written by renowned Microsoft Office expert and instructor Joe Habraken, who has taught thousands of users through best-selling.

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Beyond the Basics... Beneath the Surface...In Depth Do more in less time! Whatever your Microsoft Office experience, don't let Office 2016 make you feel like a beginner! This book is packed with intensely useful knowledge, tips, and shortcuts you just won't find anywhere else. It's the fastest, best way to master Office 2016's full power, and the great new features built into Word, Excel, PowerPoint, Outlook, Publisher, and OneNote. This friendly, expert guide will make you way more productive... whether you're creating

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documents, analyzing data, delivering presentations, designing newsletters, taking quick notes, or managing your life! Take full advantage of Office 2016's cloud integration Use Insights for Office to quickly access information Easily create complex Word documents, from books to mail merges Coauthor Word documents with collaborators in real time Build flexible, reliable Excel workbooks with formulas and functions Transform data into insight with Excel charts and PivotTables Discover best practices for creating great PowerPoint slides, handouts, and notes Take advantage of the new Tell Me Box, which provides access to contextual and traditional Office help features including the new Insights pane Use Outlook 2016's Clutter feature to clear away low-priority email Create visually compelling documents of all kinds with Publisher 2016 Gather, organize, share, and use knowledge with OneNote 2016 Get more done faster by integrating OneNote with other Office 2016 components Discover Microsoft's new mobile Word, Excel, and PowerPoint apps for Windows 10 All In Depth books offer Comprehensive coverage, with detailed solutions Practical, real-world examples with nothing glossed over or left out Troubleshooting help for tough problems you can't fix on your own This book is part of Que's Content Update Program. As Microsoft updates features of Office, sections of this book will be updated or new sections will be added to match the updates to the software. See inside for details.

The quick way to get started with Microsoft Office 2016! This is learning made easy. Get more done quickly with Microsoft Word, Excel, PowerPoint, and Outlook. Jump in wherever you need answers--brisk lessons and colorful screenshots show you exactly what to do, step by step. Covers Word, Excel, PowerPoint and Outlook Format documents for visual impact Quickly prepare personalized email messages and labels Build powerful workbooks for analysis and reporting Analyze alternative data sets with Quick Analysis Lens, Goal Seek, and Solver Prepare highly effective

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presentations Strengthen your presentations by adding tables and graphics Organize your email, scheduling, and contacts Look up just the tasks and lessons you need

Book + Content Update Program My Office 2016 introduces readers to this new version of the suite and shows them how to get the most out of the apps. The book clearly explains what to expect from the new version of Office, what the program limitations are, and discusses best practices for using the apps. My Office 2016 teaches readers how to use Word, Excel, PowerPoint, Outlook, Access, and OneDrive in an easy-to-follow, task-based format. Topics covered include how to use the main features that come with each Office application, how to synchronize documents between devices, and how to collaborate with others.

- Master core skills you can use in every Office 2016 program
- Quickly create visual documents with advanced formatting and graphics
- Build complex documents with columns, footnotes, headers, and tables
- Enter and organize Excel data more accurately and efficiently
- Quickly move, copy, delete, and format large amounts of data with Excel ranges
- Use charts to make data more visual, intuitively understandable, and actionable
- Add pizzazz to PowerPoint slide shows with animations and transitions
- Use Outlook 2016 to efficiently manage your email, contacts, and calendar
- Bring all your ideas and notes together in a OneNote notebook
- Start building useful Access 2016 databases
- Customize your Office applications to work the way you do
- Store and share your Office files in the cloud with Microsoft OneDrive
- Collaborate with others, including people using other versions of Office

In addition, this book is part of Que's exciting new Content Update Program. As Microsoft updates features of Office 2016, sections of this book will be updated or new sections will be added to match the updates to the software. The updates will be delivered to you via a FREE Web Edition of this book, which can be accessed with any Internet connection. To learn more, visit [www.quepublishing.com/CUP](http://www.quepublishing.com/CUP).

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How to access the free web edition: Follow the instructions within the book to learn how to register your book to access the FREE Web Edition.

Beyond the Basics... Beneath the Surface...In Depth Do more in less time! Whatever your Microsoft Office experience, don't let Office 2016 make you feel like a beginner! This book is packed with intensely useful knowledge, tips, and shortcuts you just won't find anywhere else. It's the fastest, best way to master Office 2016's full power, and the great new features built into Word, Excel, PowerPoint, Outlook, Publisher, and OneNote. This friendly, expert guide will make you way more productive... whether you're creating documents, analyzing data, delivering presentations, designing newsletters, taking quick notes, or managing your life! Take full advantage of Office 2016's cloud integration Use Insights for Office to quickly access information Easily create complex Word documents, from books to mail merges Coauthor Word documents with collaborators in real time Build flexible, reliable Excel workbooks with formulas and functions Transform data into insight with Excel charts and PivotTables Discover best practices for creating great PowerPoint slides, handouts, and notes Take advantage of the new Tell Me Box, which provides access to contextual and traditional Office help features including the new Insights pane Use Outlook 2016's Clutter feature to clear away low-priority email Create visually compelling documents of all kinds with Publisher 2016 Gather, organize, share, and use knowledge with OneNote 2016 Get more done faster by integrating OneNote with other Office 2016 components Discover Microsoft's new mobile Word, Excel, and PowerPoint apps for Windows 10 All In Depth books offer Comprehensive coverage, with detailed solutions Practical, real-world examples with nothing glossed over or left out Troubleshooting help for tough problems you can't fix on your own This book is part of Que's Content Update Program. As Microsoft updates features of Office, sections of this book will be updated or



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new sections will be added to match the updates to the software.  
See inside for details.

"It may seem like an eternity since your IT department upgraded you to the latest version of Microsoft Office. Prepare yourself, because Office 2016 is packed with updated features and new ways to increase your productivity in the office! With Office 2016 at Work For Dummies, we make it easy by breaking the content down into over 300 of the most common tasks and operations, providing you with straightforward, simple-to-navigate, approachable information. With four-color illustrations for visual support as you work through the tasks, and then nearly three hours of supporting video, you can choose your path for learning the ins and outs of Office 2016."--

The fast and easy way to get things done with Office Perplexed by PowerPoint? Looking to excel at Excel? From Access to Word—and every application in between—this all-encompassing guide provides plain-English guidance on mastering the entire Microsoft Office suite. Through easy-to-follow instruction, you'll quickly get up and running with Excel, Word, PowerPoint, Outlook, Access, Publisher, Charts and Graphics, OneNote, and more—and make your work and home life easier, more productive, and more streamlined. Microsoft Office is the leading productivity tool in the world. From word processing to business communication to data crunching, it requires a lot of knowledge to operate it—let alone master it. Luckily, Office 2016 All-in-One For Dummies is here to deliver the breadth of information you need to complete basic tasks and drill down into Office's advanced features. Create customized documents and add graphic elements, proofing, and citations in Word Build a worksheet, create formulas, and perform basic data analysis in Excel Create a notebook and organize your thoughts in Notes Manage messages, tasks, contacts, and calendars in Outlook Clocking in at over 800 pages, Office 2016 All-in-One For

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Dummies will be the singular Microsoft Office resource you'll turn to again and again.

Excel 2016 In Depth Full Color: Figures and code appear as they do in Excel 2016 Beyond the Basics...Beneath the Surface...In Depth Do more in less time! Experienced with Excel? Don't let Excel 2016 make you feel like a beginner again! This new full-color edition of the bestselling book has been completely overhauled. Gone is unnecessary and rarely used content; emphasis is on the most-used and new aspects of Excel 2016. The result is a focused book where every topic is relevant and worth learning. Excel 2016 In Depth is the fastest, smartest way to master Excel 2016's full power and updated interface. You'll discover how to leverage Excel's new tools for charting, business analysis, data visualization, forecasting, and more. • Quickly clean your data with Excel 2016's powerful Get & Transform tools • Discover Excel 2016's newest charts: waterfall, histogram, Pareto, sunburst, TreeMap, and Box and Whisker • Use Forecast Sheets to forecast the future, including seasonal adjustments • Pivot data on maps with 3D Maps, and animate your maps over time • Create formulas, charts, subtotals, and pivot tables faster than ever • Create amazing PowerPivot data mashups that integrate information from anywhere • Automate repetitive functions using Excel macros • Solve real-world business intelligence analysis problems • Use PowerPivot Data Model to create pivot tables from multiple data sets without VLOOKUP • Share workbooks on the Web and social networks • Leverage Excel to create highly interactive web pages and online surveys • Quickly apply attractive, consistent formats This book is part of Que's Content Update Program. As Microsoft updates features of Excel, sections of this book will be updated or new sections will be added to match the updates to the software. See inside for details.

Word 2016 IN DEPTH Beyond the Basics... Beneath the Surface...In Depth Do more in less time! Are you ready to harness the full

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power of Word 2016 to create professional documents? Then, you're ready for Word 2016 In Depth. In this comprehensive guide to Word, you'll learn the skills and techniques for efficiently building the documents you need for both your professional and your personal life. Faithe Wempen delivers step-by-step instructions, troubleshooting advice, and insider tips to help you improve your written image in business, academic, organizational, and personal settings.

- Accelerate formatting by creating and applying themes and styles
- Incorporate graphical content such as clip art, photos, SmartArt, and charts
- Save your work in a variety of formats, including backward-compatible Word files, PDF and XPS page layouts, graphics, HTML, and more
- Perform mail and data merges to generate catalogs, form letters, labels, and envelopes
- Learn about the fields that drive many of Word's most powerful features, and how to look behind the scenes to customize field behaviors
- Use indexing, tables of contents, and master documents to organize book-length works
- Cite sources and document references in a variety of formats, including APA and MLA
- Collaborate with other people, even simultaneously, managing each person's comments and changes
- Create complex math formulas without leaving Word
- Write and edit macros that automate repeated tasks
- Work with your Word documents anywhere via OneDrive® and Office Online
- Create user-interactive forms that include a variety of field types

All In Depth books offer • Comprehensive coverage with detailed solutions • Troubleshooting help for tough problems you can't fix on your own • Outstanding authors recognized worldwide for their expertise and teaching style Learning, reference, problem-solving...the only Word 2016 book you need! This book is part of Que's Content Update Program. As Microsoft updates features of Word, sections of this book will be updated or new sections will be added to match the updates to the software. See inside for details.

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published as Office 2016 For Dummies (9781119077374). While this version features a new Dummies cover and design, the content is the same as the prior release and should not be considered a new or updated product. The bestselling Microsoft Office book of all time Packed with straightforward, friendly instruction, this updated edition of the bestselling Microsoft Office book gets you thoroughly up to speed on the latest version of the industry standard for office productivity suites. In no time, Office 2016 For Dummies will help you become a whiz at Word, take your Excel skills to new heights, add pizzazz to your PowerPoint presentations, and make every part of your work day more organized and productive. Following alongside approachable, plain-English explanations, you'll quickly discover how to type, format text, and design documents in Word; navigate and edit spreadsheets, create formulas, and analyze data in Excel; configure email, store contacts, organize tasks, and schedule your time with Outlook; create and edit well-designed and crowd-pleasing PowerPoint presentations; and design, edit, and modify an Access database. Even if the mere thought of working with Microsoft Office makes you nervous, this fun and friendly guide makes it easy. Helps you make sense of word processing, email, presentations, data management and analysis, and much more Covers the five main Office applications: Word, Excel, PowerPoint, Outlook, and Access Walks you through the new features of Microsoft Office 2016 Written by a veteran author who has written more than 20 For Dummies books, which account for more than three million books in print If you're an uninitiated user looking to make the most of this powerful suite of applications, this hands-on, friendly guide is the key to your brand new Office!

Office 2016 For Beginners- The perfect guide on Microsoft office Including Microsoft Excel Microsoft PowerPoint Microsoft Word Microsoft Access and more! Finally a simple user guide that you can count on unlike the others! The different Microsoft 2016 software has so much potential...have you ever wondered what is

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possible? If only I could learn how to use the programs properly, and learn quickly and easily.....Well now you can! Perfect for using at work and even better for using at home for your own tasks! Also you get a MONEY BACK GUARANTEE if you do not like it! So why not check it out? With the new installment of multiple Microsoft programs for 2016 there is so much you can do to complete work and tasks easier than ever! Do you understand the changes? Or are you maybe new to some of these Microsoft programs altogether? We have accounted for all of this in the book! A guide optimized to gather all the important tools and have it laid out for you so it is quick and easy to understand! Don't settle for a low rated guide that promises but doesn't deliver! You will notice that this is the newest and best guide out there! And if you don't think so you get your money back! No risk at all. In fact the only risk is not at least checking this guide out, wouldn't you agree? Go from Beginner to Expert with this detailed yet easy to use guide!

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