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Reviews

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Createspace Independent Publishing Platform, United States, 2016. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Revised and updated to cover even more common Office 2016 tasks! Whether you are a beginner, casual user or an IT professional, you will learn everything you need to know about Office 2016 fundamentals in this premiere user guide for work, home and play!This user guide written by a 20-year Microsoft Veteran is full of hacks, tips, shortcuts and tricks that will show you how to master Office 2016 in the shortest amount of time possible. During the course of reading this book, you will master a number of complex topics, commands, functions and techniques. With the help of this informative training manual you will become familiar with many new ideas. Master Office 2016 in the shortest amount of time possible! After completing your Office 2016 journey with this user guide, you will approach your computer with confidence and go from dummy to experienced in the shortest amount of time possible. Office 2016 is moving into all aspects of work, home and life, providing ease of use, accessibility, flexibility and technological advances. As you will soon learn, Office 2016 is versatile, flexible and highly customizable, allowing you to create personalized documents to meet your needs. Not only has the user experience become more refined but Office 2016 is becoming the centerpiece of home and work offices. This Cheat Sheets Edition is full of hacks, tips, shortcuts and tricks! Buy today to get the discounted price and start learning Office 2016! Table of Contents Introduction Flying Start Working with the Ribbon Changing How the Ribbon Displays Using the Quick Access Toolbar Optimizing for Touch UI Working with Document Windows Opening a New Document Window Switching Document...

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