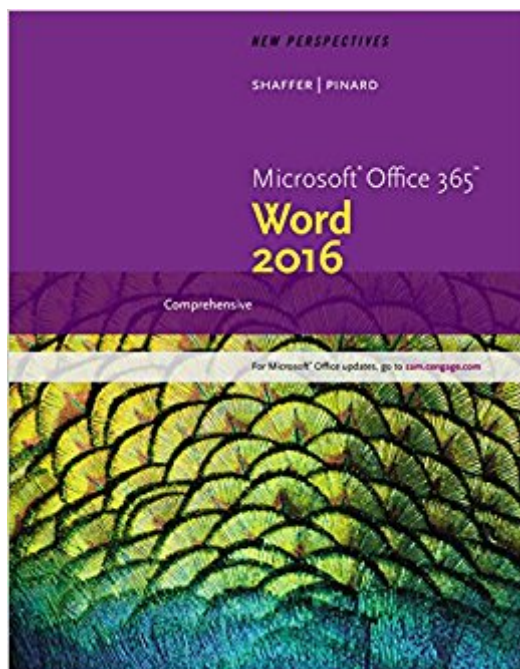


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# New Perspectives Microsoft Office 365 & Word 2016: Comprehensive



## Synopsis

Develop the complete Microsoft Word 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 & WORD 2016: COMPREHENSIVE*. 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 & WORD 2016: COMPREHENSIVE* demonstrates the importance of all of the Microsoft Word 2016 skills you're learning while strengthening your outcomes and helping you transfer your thorough understanding of Word to other applications and disciplines for further success.

## Book Information

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## Customer Reviews

Ms. Ann Shaffer has contributed to several books about computers, including *NEW PERSPECTIVES ON MICROSOFT WORD*. She began a career in textbook publishing as a Development Editor for William C. Brown and is now a freelance technical editor and writer. Ms. Shaffer holds a Master's degree in English from the University of Wisconsin-Madison. Katherine T. Pinard has more than 25 years of experience writing and editing books about computer concepts,

applications, and technology. She has co-authored or contributed to over 20 successful books and has edited or managed more than 60 titles. She is MOS certified in Word and PowerPoint. An esteemed professional and respected author, Dan Oja, along with June Parsons, purchased an Apple II+ in 1981 and quickly became fluent in BASIC, dBASE II, Lotus 123, WordStar, and a variety of accounting programs. The next year, he and Dr. Parsons opened a successful small computer retail store that offered software instruction to children and adults. With Dr. Parsons, Mr. Oja began writing and creating educational software for Course Technology in 1992. Together, they contributed to the leading success of the Windows for Business and Illustrated Series. They also developed the New Perspectives, e-Course, and Practical series. Today, Mr. Oja's and Dr. Parson's team of highly skilled media specialists and desktop publishers located in various states and provinces work together via the Internet to deliver exceptional texts.

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