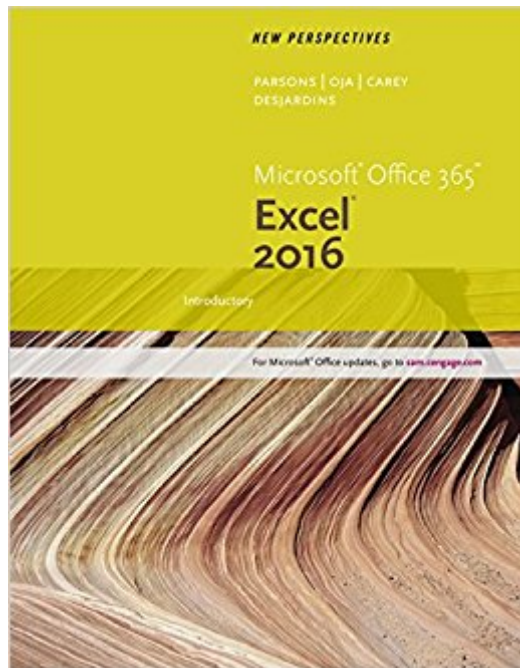




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# New Perspectives Microsoft Office 365 & Excel 2016: Introductory



## Synopsis

Help your students develop the Microsoft Office and Excel 2016 skills they 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 & EXCEL 2016: INTRODUCTORY. Updated to provide all-new case scenarios, this dynamic introduction applies the skills students are learning to real-world situations to ensure that concepts remain highly 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 students learn to use each app. With an unmatched emphasis on learning outcomes and transference of skills, NEW PERSPECTIVES MICROSOFT OFFICE 365 & EXCEL 2016: INTRODUCTORY engages students by clearly demonstrating the importance of what they're learning.

## Book Information

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Best Sellers Rank: #59,530 in Books (See Top 100 in Books) #53 in [Books > Computers & Technology > Software > Microsoft > Microsoft Excel](#) #75 in [Books > Computers & Technology > Software > Microsoft > Microsoft Office](#) #76 in [Books > Computers & Technology > Business Technology > Software > Spreadsheets](#)

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Get ahead with New Perspectives Microsoft Office 365 & Excel 2016: Introductory [View larger](#) [View larger](#) [View larger](#) [View larger](#) Business case scenarios apply to real-world Case scenarios help you apply both skills and concepts to real-world situations. Productivity apps for work & school Apps guide you through using Microsoft OneNote, Sway, Office Mix and Edge. Companion Sways provide videos and step-by-step instructions to help you learn to master each app. Features for Microsoft Excel 2016 Coverage introduces the Round

and Mround functions. You also study new Excel chart types, including histogram, waterfall, and sunburst charts. This edition offers new content on power BI features, including power query, power view, and power map. Proskills boxes connect Microsoft Excel 2016 concepts. These features emphasize the relevance of the Microsoft Excel skills you are learning by providing guidance on how to use the software most effectively in professional situations.

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personalized study plan help you stay on track for improved grades.

Mr. Patrick Carey received his M.S. in Biostatistics from the University of Wisconsin, where he worked as a researcher designing and analyzing clinical studies. He co-authored his first textbook on using Excel as a statistical tool. Today, Mr. Carey has authored or co-authored more than 20 leading academic and trade texts for the software industry. Ms. Carol DesJardins spent 25 years in the private sector as a programmer, systems analyst and eventually Chief Information Officer. During that time, she honed her skills with Excel as an analysis tool. She transitioned her knowledge to the classroom and has taught several applications and programming courses. Ms. DesJardins co-authored her first textbook on Excel. In addition to writing, she continues to teach at St. Clair County Community College.

Not exactly what i needed but it did get me through a few weeks work of my my computer class. So

Im satisfied

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