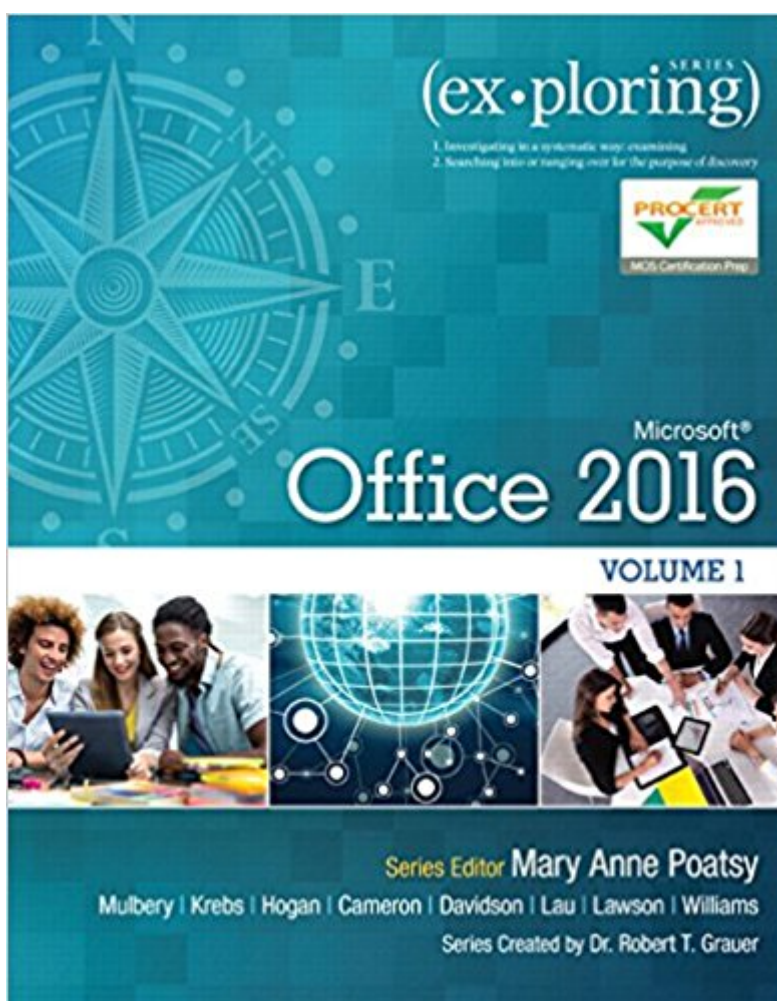


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Exploring Microsoft Office 2016 Volume 1 (Exploring For Office 2016 Series)



Synopsis

This book covers introductory Microsoft Word, Excel, Access, and PowerPoint, with an additional Windows 10 chapter. Beyond point-and-click The goal of the Exploring series is to move students beyond the point-and-click, to understanding the why and how behind each skill. And because so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, anytime. Students go to college now with a different set of skills than they did years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know. Also available with MyITLab MyITLab® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, which engages students and improves results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, helping students learn more quickly and effectively. Digital badges lets students showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. MyITLab builds the critical skills needed for college and career success. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

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Customer Reviews

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Dr. Keith Mulbery, Excel Author Dr. Keith Mulbery is the Department Chair and a Professor in the Information Systems and Technology Department at Utah Valley University (UVU), where he currently teaches systems analysis and design, and global and ethical issues in information systems and technology. He has also taught computer applications, C# programming, and management information systems. Keith served as Interim Associate Dean, School of Computing, in the College of Technology and Computing at UVU. Keith received the Utah Valley State College Board of Trustees Award of Excellence in 2001, School of Technology and Computing Scholar Award in 2007, and School of Technology and Computing Teaching Award in 2008. He has authored more than 17 textbooks, served as Series Editor for the Exploring Office 2007 series, and served as developmental editor on two textbooks for the Essentials Office 2000 series. He is frequently asked to give presentations and workshops on Microsoft Office Excel at various education conferences. Keith received his B.S. and M.Ed. in Business Education from Southwestern Oklahoma State University and earned his Ph.D. in Education with an emphasis in Business Information Systems at Utah State University. His dissertation topic was computer-assisted instruction using Prentice Hall's Train and Assess IT program (the predecessor to MyITLab) to supplement traditional instruction in basic computer proficiency courses.

Cynthia Krebs, PowerPoint Author Cynthia Krebs is the Program Director of Business and Marketing Education at Utah Valley University. She is a tenured professor in the Information Systems and Technology Department at UVU where she teaches the Methods of Teaching Business, Marketing, and Digital Technology course to future teachers, as well as classes in basic computer applications and business proficiency applications. She holds a B.S. and M.S. in Business Education with an emphasis in Economic Education. Cynthia has received numerous awards, and has presented extensively at the local, regional, and national levels as well as consulting with government organizations and businesses. Cynthia lives by a peaceful creek in

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College of Business at Butler University, where he teaches Advanced Web Design, Data Networks, Data Analysis and Business Modeling, and introductory information systems courses. He is the co-author of Exploring Microsoft Excel 2013 Comprehensive, Exploring Microsoft Office 2013 Volume 2, Exploring Microsoft Office 2013 Plus, and Exploring VBA for Microsoft Office 2013. With a background in media development, prior to joining the faculty at Butler, he worked in the technical publishing industry. Along with teaching, he currently serves as an IT consultant for regional businesses in the Indianapolis area. He holds a B.A. in Telecommunication Arts from Butler University and an M.B.A. from Morehead State University. He lives in Indianapolis, Indiana, and in his free time enjoys road biking, photography, and spending time with his family. Â Dr. Linda K.

Lau, Word Author Since 1994, Dr. Linda K. Lau is a Management Information Systems (MIS) faculty at the College of Business and Economics, Longwood University, located in Farmville, Virginia. She received the Outstanding Academic Advisor Award in 2006. Besides teaching and advising, Linda has authored and co-authored numerous journal and conference articles and

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Jerri Williams, Access Author Jerri Williams is a Senior Instructor at Montgomery County Community College in Pennsylvania. Jerri also works as an independent corporate trainer, technical editor, and content developer. She is interested in travel, cooking, movies, and tending to her colonial farmhouse. Jerri is married, and is the mother of two daughters, Holly (an Accounting graduate and full-time mother to an adorable son, Meir) and Gwyneth (a corporate defense attorney). Jerri and Gareth live in the suburbs of Philadelphia. They enjoy their home and garden, and spending time with family and good friends. Â

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