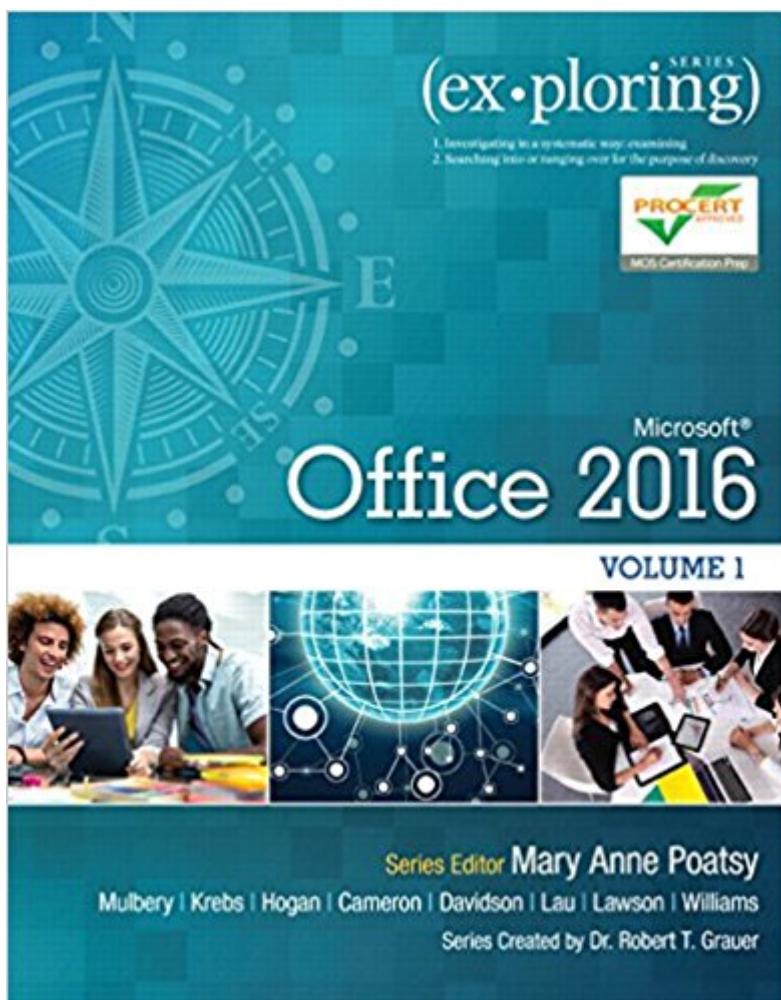


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Exploring Microsoft Office 2016 Volume 1 (Exploring For Office 2016 Series)



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.

Book Information

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Customer Reviews

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Â Lynn Hogan, Word Author Lynn Hogan teaches at the University of North Alabama, providing instruction in the area of computer applications. With over 30 years of educational experience at the community college and university level, Lynn has taught applications, programming, and concepts courses in both online and classroom environments. She received an M.B.A. from the University of North Alabama and a Ph.D. from the University of Alabama. Lynn is a co-author of Practical Computing and has served on the authoring team of Your Office as well as the Exploring Office 2010 series. She resides in Alabama with her husband and two daughters. Â Eric Cameron, Access Author Eric Cameron is a tenured Associate Professor at Passaic County Community College, where he has taught in the Computer and Information Sciences department since 2001. He holds an M.S. in Computer Science and a B.S. degree in Computer Science with minors in Mathematics and Physics, both from Montclair State University. He currently co-chairs the Collegeâ™s General Education committee and served as a member of the Collegeâ™s Academic Assessment, College Writing, and Educational Technology committees at various points. Eric has also developed degrees in Graphic Design and Medical Informatics for the College. Eric previously worked as a software engineer both as a full-time employee and contractor, most recently for ITT/Exelis (now part of Harris Corporation). This is Ericâ™s fourth publication for Pearson, after authoring Web 2.0 and Windows 8 books in the Your Office series and co-authoring the Exploring Access 2013 text. Â Jason Davidson, Excel Author Jason Davidson is a faculty member in the 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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