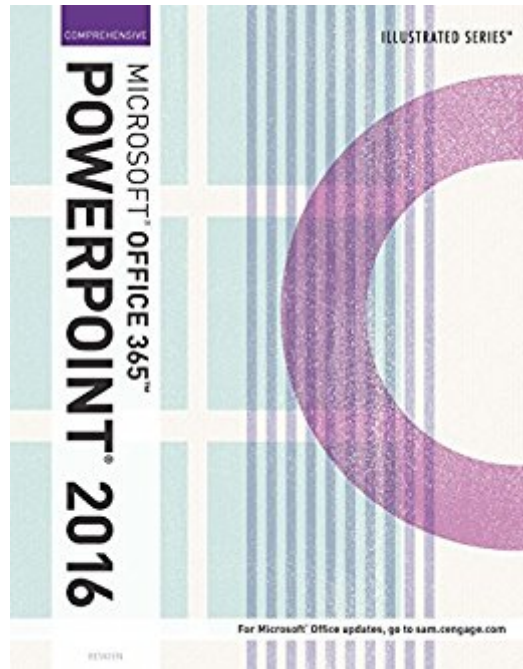


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Illustrated Microsoft Office 365 & PowerPoint 2016: Comprehensive



Synopsis

ILLUSTRATED MICROSOFT OFFICE 365 & POWERPOINT 2016: COMPREHENSIVE engages both computer rookies and hot shots as this edition guides readers in mastering advanced Microsoft PowerPoint 2016 skills quickly and efficiently. Praised for its concise, focused approach and user-friendly format, this book, like all others in the Illustrated Series, incorporates a hallmark two-page layout that allows readers to see an entire task in one view. Each presentation is easy to follow with Learning Outcomes that outline the complete skills covered in each lesson and larger full-color screens that reflect exactly what readers should see on their own computers. Each module begins with a brief overview of the lesson's principles and introduces a case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Book Information

File Size: 28220 KB

Print Length: 192 pages

Publisher: Cengage Learning; 001 edition (April 26, 2016)

Publication Date: April 26, 2016

Language: English

ASIN: B01GP8HTI6

Text-to-Speech: Not enabled

X-Ray: Not Enabled

Word Wise: Not Enabled

Lending: Not Enabled

Enhanced Typesetting: Not Enabled

Best Sellers Rank: #748,630 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #151

in Books > Computers & Technology > Software > Microsoft > Microsoft Powerpoint #202

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