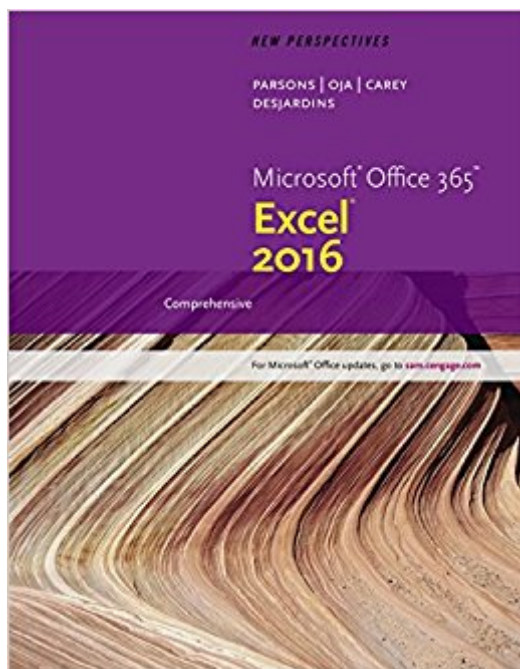The book was found

New Perspectives Microsoft Office 365 & Excel 2016: Comprehensive

Synopsis

Develop the complete set of Microsoft Excel 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 & EXCEL 2016: COMPREHENSIVE. Updated with all-new case scenarios, this edition clearly applies the thorough 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 & EXCEL 2016: COMPREHENSIVE demonstrates the importance of all of the Microsoft Excel 2016 skills you're learning while strengthening your outcomes and helping you transfer your thorough understanding of Microsoft Excel to other applications and disciplines for further success.

Book Information

Series: New Perspectives

Paperback: 784 pages

Publisher: Course Technology; 1 edition (July 6, 2016)

Language: English

ISBN-10: 1305880404

ISBN-13: 978-1305880405

Product Dimensions: 1 x 8.5 x 11 inches

Shipping Weight: 3.5 pounds (View shipping rates and policies)

Average Customer Review: 2.9 out of 5 stars   7 customer reviews

Best Sellers Rank: #23,410 in Books (See Top 100 in Books)   #18 inÃ Â Books > Computers & Technology > Software > Microsoft > Microsoft Excel   #24 inÃ Â Books > Computers & Technology > Software > Microsoft > Microsoft Office   #24 inÃ Â Books > Computers & Technology > Programming > Graphics & Multimedia

Customer Reviews

Get ahead with New Perspectives Microsoft Office 365 & Excel 2016: Comprehensive   View larger   View larger   View larger   View larger   Business case scenarios apply concepts to real-world.   Practical case scenarios throughout each module help you apply the complete Microsoft Excel 2016 concepts and skills you are learning.   Productivity apps for work & school.   Easy-to-use apps visually 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.   Test your comprehension & prepare for tests.   Visual overviews provide a graphic preview of each moduleÃƒÂ¢Ã â ¬Ã â„¢s content. Two-page spreads at the start of each module session visually examine the tasks and elements covered in the module. You can use these as study guides before taking quizzes or tests.   Proskills boxes connect Excel 2016 concepts & career success   These helpful 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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June Parsons purchased her first computer, 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 she opened a successful small computer retail store with Dan Oja that also offered software instruction to children and adults. Dr. Parsons taught at the university level for more than 20 years. She holds a doctorate in Educational Technology and was certified by the ICCP in 1995. Dr. Parsons began writing and creating educational software for Course Technology in 1992. She contributed to the Windows for Business and Illustrated Series and developed the New Perspectives, e-Course, and Practical series. She works via the Internet with a team of highly skilled media specialists and

desktop publishers located in various states and provinces.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.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.

Book needed for school. It does the job.

Cheaply made. Not worth the price.

good job

Convenient and easy access for staying on top of my class assignments.

I purchased this book in order to advance my knowledge with excel. I want to learn more advanced topics using excel.The text is easy to follow and starts off with the basics (which I expected and I am perfectly comfortable with). The textbook often refers to spreadsheets needed to perform the exercises described in the book. The publisher DID NOT include access to these spreadsheets with the purchase of their textbook.A serious downside for this purchase has been the customer service from the publisher. I have asked the publisher for help toward obtaining the excel documents three

times now (2 emails and one phone call). The phone call lasted 33 minutes and I was on hold for approx. 28 of the 33 minutes.Their website is NOT easy to navigate for help and my first written request for help was punted back to me telling me to contact another department without providing clear direction for how to contact the other department. I FINELY found a phone number to call. I already described the length of the call above. While they were nice on the phone I doubted the sincerity in their promise in getting me the information I required in order to enhance my training using their textbook.I STILL DO NOT have the excel spreadsheets required for the textbook and I am NOT optimistic that the publisher will follow through on their promise to me in providing those documents. I have not heard back from them regarding my request for help and/or the status of my request (if, in fact, they are truly trying to help).

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