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# **Shelly Cashman Series Microsoft Office 365 & Office 2016: Advanced, Loose-leaf Version**



## Synopsis

Discover how to fully utilize the most advanced new features within the latest version of Microsoft Office with the focused approach found in Shelly Cashman Series MICROSOFT OFFICE 365 & OFFICE 2016: ADVANCED. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions of students like you. Shelly Cashman Series MICROSOFT OFFICE 365 & OFFICE 2016: ADVANCED continues the Series' strong history of innovation with an enhanced learning approach designed to address your needs, no matter what your learning style. A trademark step-by-step, screen-by-screen approach helps expand your understanding of the most sophisticated features within Microsoft Office 2016 through experimentation, critical thought, and personalization. This new edition delivers some of today's most effective educational materials specifically designed to capture your attention, improve retention, and prepare you for success in working with Microsoft Office 2016.

## Book Information

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