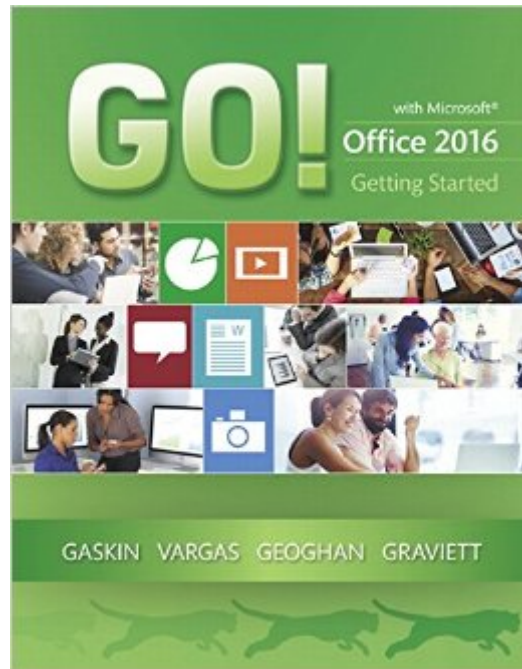


The book was found

# GO! With Microsoft Office 2016 Getting Started (GO! For Office 2016 Series)



## Synopsis

GO! with Office 2016 Getting Started is an introductory text that offers a chapter on core Office 2016 features, and then one chapter for each of the four primary applications that introduces students to the basic features of each. Using the scenario-based instructional projects students learn the basics and then apply them through mastery, problem-solving, and critical thinking projects. In today's fast-moving, mobile environment, the GO! with Office 2016 series focuses on the job skills needed to succeed in the workforce. With job-related projects that put Microsoft Office® into context, students learn the how and why at the moment they need to know, all in the appropriate Microsoft procedural syntax. For Office 2016, the hallmark guided-practice to skill-mastery pathway is better than ever. Students have many opportunities to work live in Microsoft office to apply the skills they've learned. In addition, these learning objectives are presented in project-based scenarios that prompt students to prove mastery in the context of real-world application. MyITLab for this text provides students and instructors with access to the eText, chapter quizzes, testbanks, and other instructor resources.

## Book Information

Series: GO! for Office 2016 Series

Paperback: 384 pages

Publisher: Pearson; 1 edition (March 20, 2016)

Language: English

ISBN-10: 0134497066

ISBN-13: 978-0134497068

Product Dimensions: 8.4 x 0.8 x 10.7 inches

Shipping Weight: 12.6 ounces (View shipping rates and policies)

Average Customer Review: Be the first to review this item

Best Sellers Rank: #403,685 in Books (See Top 100 in Books) #84 in Books > Business & Money > Processes & Infrastructure > Office Automation #318 in Books > Computers & Technology > Software > Microsoft > Microsoft Office #5617 in Books > Textbooks > Computer Science

[Download to continue reading...](#)

Office 2016 For Beginners- The PERFECT Guide on Microsoft Office: Including Microsoft Excel Microsoft PowerPoint Microsoft Word Microsoft Access and more! GO! with Microsoft Office 2016 Getting Started (GO! for Office 2016 Series) Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Getting Started Knitting Socks (Getting Started series) Your Office:

Getting Started with Project Management (Your Office for Office 2013) Getting Started in Chart Patterns (Getting Started In.....) Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) Programming Microsoft Office 365 (includes Current Book Service): Covers Microsoft Graph, Office 365 applications, SharePoint Add-ins, Office 365 Groups, and more (Developer Reference) Bundle: Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and ... MindTap Reader Multi-Term Printed Access Card Skills for Success with Microsoft Office 2016 Volume 1 (Skills for Success for Office 2016 Series) Exploring Microsoft Office Excel 2016 Comprehensive (Exploring for Office 2016 Series) Exploring Microsoft Office Access 2016 Comprehensive (Exploring for Office 2016 Series) Enhanced Microsoft Office 2013: Introductory (Microsoft Office 2013 Enhanced Editions) Bundle: Illustrated Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version Shelly Cashman Series Discovering Computers & Microsoft Office 365 & Office 2016: A Fundamental Combined Approach Shelly Cashman Series Microsoft Office 365 & Office 2016: Advanced, Loose-leaf Version Shelly Cashman Series Microsoft Office 365 & Office 2016: Advanced Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory

[Dmca](#)