



**Ebook Directory**  
the best source of ebook

The book was found

# Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory



## Synopsis

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

## Book Information

Series: Shelly Cashman

Paperback: 1080 pages

Publisher: Course Technology; 1 edition (February 16, 2016)

Language: English

ISBN-10: 1305870018

ISBN-13: 978-1305870017

Product Dimensions: 8.5 x 1.4 x 10.8 inches

Shipping Weight: 3.8 pounds (View shipping rates and policies)

Average Customer Review: 4.1 out of 5 stars 29 customer reviews

Best Sellers Rank: #3,124 in Books (See Top 100 in Books) #2 in Books > Computers & Technology > Business Technology > Software > Enterprise Applications #2 in Books > Computers & Technology > Software > Microsoft > Microsoft Office #2 in Books > Computers & Technology > Software > Suites

## Customer Reviews

Get Ahead with Shelly Cashman Series Microsoft Office 365 and Office 2016: Introductory

[View larger](#)

[View larger](#)

[View larger](#)

[View larger](#)

[Word and PowerPoint](#)

Modules Introduce the Latest Features The Word 2016 edition provides new hands-on module projects and important introductions to the key features new to this edition, including Smart Lookup button and Insights task pane. The new PowerPoint module highlights the most important features in this latest version. Work with new projects and exercises that emphasize the topics that are most

relevant in your life. This edition further explains how to insert and format shapes in the new PPT version.      **Excel Module Emphasizes Practical Uses for New Features**    An updated, useful project teaches you how to create a personal budget. It also addresses chart types and functions that are new to Excel 2016.      **Access Module Provides Valuable Hands-On Practice**    You work with a new database project that models the real world of a human resources outsourcing company. You learn to use new query, report and form examples from Access 2016.      **Productivity Apps for Work and School**    These helpful, easy-to-use apps visually guide you through using Microsoft OneNote, Sway, Office Mix and Edge using fun, hands-on activities. Companion Sways provide videos and step-by-step instructions to help you learn to master each app.

Everything in One Place with MindTap      [View larger](#)      [View larger](#)      [View larger](#)  
      [View larger](#)      **Tap into engagement**    MindTap empowers you to produce your best work consistently. MindTap shows where you stand at all times both individually and compared to the highest performers in class.    **Source:** Cengage Learning live student intercepts of 700 students at 33 colleges.      **MindTap is designed to help you master the material**    Interactive videos, animations, and activities create a learning path designed by your instructor to guide you through the course and focus on what's important.    **Source:** Cengage Learning social media survey, 2015.      **MindTap is Mobile**    The new MindTap Mobile App provides the mobility and flexibility for you to make any time study time.    **Source:** elearninginfographics website. 2015.      **MindTap helps you stay organized and efficient**    MindTap gives you the study tools to master the material.    **Source:** Mobile Cengage Learning survey, 2015.

**SAM Helps You Master Microsoft Office and Computer Concepts**      [View larger](#)      [View larger](#)  
      [View larger](#)      [View larger](#)      **Go from Office user to Office expert**    **SAM Skills Assessment Manager** is the top online training resource for Microsoft Office suites. No matter what your skill level, SAM helps you learn with confidence so you have a better chance to make better grades.      **Navigate easily from day one**    SAM has all your course content in one easy location, offering an intuitive homepage which ensures you always get where you need to go.      **See how Office is used in the real world**    SAM training and assessments simulate the real MS Office environment, which will prepare you for more workplace success.      **Set yourself up for better grades**    Automatic feedback on assignments and a personalized study plan help you stay on track for improved grades.

Be Unstoppable with MindTap!

[View larger](#)

[View larger](#)

[View larger](#)

[View larger](#)

Make it count

The more time spent in MindTap, the better the results

Using MindTap throughout your course matters

Students using apps perform better on

assignments

Misty E. Vermaat has more than 25 years of experience in the field of computer and information technology. In addition to consulting in the field, she was an Associate Professor at Purdue University Calumet, teaching or developing Microsoft Office, computer concepts, database management, systems analysis and design, and programming courses. Since 1990, Ms. Vermaat has led the development of the Shelly Cashman Series and has written or co-authored numerous Series textbooks, including many editions of DISCOVERING COMPUTERS, DISCOVERING COMPUTERS FUNDAMENTALS, and Microsoft Word books. Steven M. Freund attended the University of Central Florida and serves as a leader instructor of various Microsoft Office, computer concepts, programming, and Internet technology courses throughout Central Florida. An integral author for the successful Shelly Cashman Series since 2001, he has presented at the annual customer conference, the Shelly Cashman Series Institute, as well as other customer events. Mr. Freund has co-authored multiple editions of DISCOVERING COMPUTERS, Mozilla Firefox, Windows Internet Explorer, Windows, Office, and Dreamweaver books. He has also written numerous successful instructor supplements. Corinne Hoisington is a professor at Central Virginia Community College in Lynchburg, Virginia. With more than 25 years of teaching experience, Professor Hoisington has been honored with the Microsoft Most Valuable Professional in Computer Programming award. A dynamic speaker, she regularly presents on new technology and education trends to instructors across North America. She is the author of several best-selling Shelly Cashman Series texts on Windows, Visual Basic, and Adobe Dreamweaver, as well as Android app development. For over 15 years, Mr. Schmieder has served as a computer technology instructor in adjunct and full-time capacities in curriculum instruction, corporate training, continuing education, economic and workforce development, professional development, small business, and webmaster certificate programs throughout North Carolina. His classroom instruction has served students at NC State University and many schools in the NC Community College System. He is a member of the NC Computer Instructors Association (NCCIA), NC Community College Faculty Association (NCCCFA), Textbook and Academic Authors Association (TAA), and US Distance Learning Association (USDLA). He holds certifications as a Microsoft Certified Trainer and Microsoft Office

Master Specialist and is a regular presenter at local and national conferences. Mary Z. Last has taught computer information systems since 1984. She retired from the University of Mary Hardin-Baylor, Belton, Texas, where she served as Associate Professor and the Director of the Center for Effectiveness in Learning and Teaching. Ms. Last is actively involved in the Computing Educator's Oral History Project that encourages young women to pursue careers in math and science. She has been a contributing author to the Shelly Cashman Series since 1992. She also authors many instructor resources for database texts.

got a B in the online class, easy to understand book

Worked perfectly for school.

Exactly as advertised. better than going to my school's corrupt bookstore.

Cost way too much for a spiral book! But it was well written.

I really should have kept this book because any and everything you needed to know about Microsoft is so meticulously detailed and explained in this glorious book. I should have freaking kept it.

I just needed this for a class frfr. Easy work, Can search things fast. It's dope. I recommend it to y'all.

It was a Book i ordered for my Son College Class it was in very good condition and the best deal.

rented the book for school does its job.

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

Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory Shelly Cashman Series  
Microsoft Office 365 & Office 2016: Advanced Shelly Cashman Series Microsoft Office 365 & Excel  
2016: Comprehensive Shelly Cashman Series Microsoft Office 365 & Access 2016: Comprehensive  
Shelly Cashman Series Microsoft Office 365 & Excel 2016: Intermediate Shelly Cashman Series  
Microsoft Office 365 & Excel 2016: Intermediate, Loose-leaf Version Bundle: New Perspectives  
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  
Microsoft Office 365 Home and Business | iPhone Microsoft Office 365 , Excel, Word, PowerPoint,

OneNote, Outlook, Access, Project, Visio.: Desktop And iPhone Using Full Course Microsoft Publisher 2013: Comprehensive (Shelly Cashman Series) Microsoft Publisher 2013: Complete (Shelly Cashman Series) Microsoft Access 2013: Complete (Shelly Cashman Series) Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Illustrated Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version (Illustrated Series) Microsoft Office Productivity Pack: Microsoft Excel, Microsoft Word, and Microsoft PowerPoint New Perspectives Microsoft Office 365 & Office 2016: Introductory, Spiral bound Version New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version Bundle: New Perspectives Microsoft Office 365 & Excel 2016: Comprehensive, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card Enhanced Microsoft Office 2013: Introductory (Microsoft Office 2013 Enhanced Editions) Enhanced Microsoft Office 2013: Introductory, Spiral-bound Version (Microsoft Office 2013 Enhanced Editions) Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)