Office 2016 For Dummies, Book + Online Videos Bundle (For Dummies (Computer/Tech))

By Wallace Wang

Office 2016 For Dummies, Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Wallace Wang
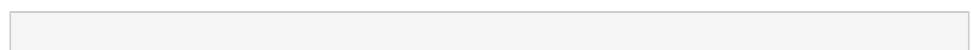
Unlock the power of Office 2016 and get comfortable with its new features!

Office 2016 For Dummies Book + Videos Bundle offers the instruction you need to create interesting and informative documents. From the exploration of new features to the review of fundamental functions, this bundle prepares you to use the five main Microsoft Office applications: Word, Excel, PowerPoint, Outlook, and Access. With two and a half hours of step-by-step video instruction and over 400 pages of content, this bundle is the ideal companion to help you leverage the latest Office applications!

Microsoft Office is the world's leading suite of productivity software. With 1.1 billion users around the world, which translates into over 90% market share in the Windows-based productivity software segment, Microsoft Office is an essential tool in the professional world. Taking advantage of the latest application features can help you bring a bit of excitement to your life—or at least to your workday.

- Explore the best new features of Microsoft Office 2016
- Improve your productivity by easily navigating your way around the Office suite—and deftly performing tasks in each of its applications
- Impress your boss with documents that look clean and polished by adding color, pictures, sound, and more
- Enjoy the different learning environments provided by the text and the videos accessed online

Office 2016 For Dummies Book + Videos Bundle is a must-read for anyone who uses the Microsoft Office suite—and who wants to spice things up at the office by breathing new life into their deliverables.

Office 2016 For Dummies, Book + Online Videos Bundle (For Dummies (Computer/Tech))

By Wallace Wang

Office 2016 For Dummies, Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Wallace Wang

Unlock the power of Office 2016 and get comfortable with its new features!

Office 2016 For Dummies Book + Videos Bundle offers the instruction you need to create interesting and informative documents. From the exploration of new features to the review of fundamental functions, this bundle prepares you to use the five main Microsoft Office applications: Word, Excel, PowerPoint, Outlook, and Access. With two and a half hours of step-by-step video instruction and over 400 pages of content, this bundle is the ideal companion to help you leverage the latest Office applications!

Microsoft Office is the world's leading suite of productivity software. With 1.1 billion users around the world, which translates into over 90% market share in the Windows-based productivity software segment, Microsoft Office is an essential tool in the professional world. Taking advantage of the latest application features can help you bring a bit of excitement to your life—or at least to your workday.

- Explore the best new features of Microsoft Office 2016
- Improve your productivity by easily navigating your way around the Office suite—and deftly performing tasks in each of its applications
- Impress your boss with documents that look clean and polished by adding color, pictures, sound, and more
- Enjoy the different learning environments provided by the text and the videos accessed online

Office 2016 For Dummies Book + Videos Bundle is a must-read for anyone who uses the Microsoft Office suite—and who wants to spice things up at the office by breathing new life into their deliverables.

Office 2016 For Dummies, Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Wallace Wang Bibliography

- Rank: #1492237 in Books
- Published on: 2015-11-09
- Original language: English
- Number of items: 1
- Dimensions: 9.30" h x .90" w x 7.50" l, .0 pounds
- Binding: Paperback
- 432 pages

⬇ [**Download** Office 2016 For Dummies, Book + Online Videos Bund ...pdf](#)

Download and Read Free Online Office 2016 For Dummies, Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Wallace Wang

---

Editorial Review

From the Back Cover

Inside:

- Bestselling Office 2016 For Dummies
- 140 how-to videos covering Microsoft Office 2016 tasks

Create polished documents, informative spreadsheets, and knockout presentations—now!

Microsoft Office is the industry standard for office productivity suites, and now it has new bells and whistles. This friendly guide walks you through the 2016 versions of Word, Excel, PowerPoint, Access, and Outlook, showing you what's new and how to make the most of every feature. Even if you're completely new to Office, you'll get up to speed in no time!

- **Get it write** — create and format Word documents, check spelling and grammar, and design attractive pages with tables and WordArt
- **The numbers game** — store data in an Excel® spreadsheet, use formulas and functions, analyze data, and display it in charts
- **Powerful presentations** — set up a PowerPoint® presentation with eye-catching graphics, add audio and video, and build a custom slide show
- **Get organized** — manage your email, calendars, contacts, and tasks with Outlook®
- **Master the database** — design databases with Access® to organize and store important information, learn to search and query them, and create reports

Features 140 step-by-step videos covering the most common Office 2016 tasks. Activate your access code today!

Learn to:

- Express yourself with Word and crunch numbers with Excel
- Organize your days with Outlook and make the most of your databases with Access
- Expertly present your point with PowerPoint

Open the package and find:

- A copy of *Microsoft Office 2016 For Dummies*, the book that's helped millions of Office users
- An access code to 140 videos sharing step-by-step training on core Office 2016 functions
- Expert tips and how-tos on making Office easier to use
- Pointers on using PowerPoint themes, adding graphics, and inserting hyperlinks
- Steps for managing email and keeping your Outlook calendar up to date
- What you can do with formulas and data using Excel
- The most accessible guidance around on Access

About the Author
Wally Wang is the author of the best-selling Steal This Computer Book (No Starch Press) now in its second

edition, Visual Basic For Dummies, Microsoft Office For Dummies and Programming For Dummies. When not writing computer books, he writes a monthly column, covering encryption, computer security, viruses, and password stealing, for Boardwatch magazine (http: //www.boardwatch.com). He also co-authored the forthcoming Breaking Into Acting For Dummies with Hollywood Producer, Larry Garrison, scheduled for publication in the next month. Wally has been performing stand-up comedy since 1990, appearing on A&E's Evening at the Improv as well as performing regularly in comedy clubs in Las Vegas since 1997.

Users Review

From reader reviews:

Rina Reese:

Throughout other case, little people like to read book Office 2016 For Dummies, Book + Online Videos Bundle (For Dummies (Computer/Tech)). You can choose the best book if you want reading a book. Provided that we know about how is important any book Office 2016 For Dummies, Book + Online Videos Bundle (For Dummies (Computer/Tech)). You can add information and of course you can around the world by way of a book. Absolutely right, because from book you can recognize everything! From your country until eventually foreign or abroad you will end up known. About simple matter until wonderful thing it is possible to know that. In this era, we can open a book or maybe searching by internet gadget. It is called e-book. You can use it when you feel uninterested to go to the library. Let's examine.

Shea Cross:

Book is to be different for each and every grade. Book for children till adult are different content. We all know that that book is very important for all of us. The book Office 2016 For Dummies, Book + Online Videos Bundle (For Dummies (Computer/Tech)) seemed to be making you to know about other know-how and of course you can take more information. It doesn't matter what advantages for you. The publication Office 2016 For Dummies, Book + Online Videos Bundle (For Dummies (Computer/Tech)) is not only giving you far more new information but also to become your friend when you truly feel bored. You can spend your own personal spend time to read your publication. Try to make relationship with the book Office 2016 For Dummies, Book + Online Videos Bundle (For Dummies (Computer/Tech)). You never sense lose out for everything in case you read some books.

Ollie Waymire:

Spent a free the perfect time to be fun activity to perform! A lot of people spent their leisure time with their family, or their very own friends. Usually they undertaking activity like watching television, likely to beach, or picnic within the park. They actually doing same every week. Do you feel it? Do you need to something different to fill your free time/ holiday? May be reading a book is usually option to fill your free of charge time/ holiday. The first thing you will ask may be what kinds of reserve that you should read. If you want to try look for book, may be the publication untitled Office 2016 For Dummies, Book + Online Videos Bundle (For Dummies (Computer/Tech)) can be great book to read. May be it is usually best activity to you.

Johnny Cahill:

The book Office 2016 For Dummies, Book + Online Videos Bundle (For Dummies (Computer/Tech)) has a lot of information on it. So when you check out this book you can get a lot of help. The book was compiled by the very famous author. Tom makes some research ahead of write this book. This kind of book very easy to read you will get the point easily after reading this article book.

Download and Read Online Office 2016 For Dummies, Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Wallace Wang #LP69MWHRCIQ

Read Office 2016 For Dummies, Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Wallace Wang for online ebook

Office 2016 For Dummies, Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Wallace Wang Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Office 2016 For Dummies, Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Wallace Wang books to read online.

Online Office 2016 For Dummies, Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Wallace Wang ebook PDF download

Office 2016 For Dummies, Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Wallace Wang Doc

Office 2016 For Dummies, Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Wallace Wang Mobipocket

Office 2016 For Dummies, Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Wallace Wang EPub