



# Teach Yourself VISUALLY Office 2016 (Teach Yourself VISUALLY (Tech))

By Elaine Marmel

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## Teach Yourself VISUALLY Office 2016 (Teach Yourself VISUALLY (Tech)) By Elaine Marmel

### Quickly and efficiently learn the latest version of Office

Are you a visual learner who wants to spend more time working in Microsoft Office than trying to figure out how the programs actually work? *Teach Yourself Visually Office* offers you a straightforward, visual approach to making your work life more efficient and productive using the latest version of the Microsoft Office suite. Featuring visually rich tutorials and step-by-step instructions that will help you make the most of this power-packed suite of office productivity tools, it covers everything you need to compute, document, graph, chart, present, and organize your way to success in the workplace—from the most basic to the most advanced.

The Microsoft Office suite can be intimidating to the uninitiated, but it doesn't have to be. Through a series of easy-to-follow, full-color two-page tutorials, you'll quickly get up and running on working in Word, excelling at Excel, powering through PowerPoint, keeping in touch on Outlook, managing data in Access, and propelling your way through Publisher like a pro!

- Highly visual tutorials and step-by-step screenshots make lessons easy to follow and understand
- Helps you grasp the basic functions of Microsoft Office—and beyond
- Walks you through Microsoft Office's new features
- Demonstrates how to use the Microsoft Office suite to make your work life more streamlined and effective

Whether you're looking to discover what's new in the latest release of Microsoft Office or don't know Access from Word, this visual guide makes learning easy!

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### Editorial Review

From the Back Cover

Are you a visual learner? Do you prefer instructions that *show* you how to do something — and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, step-by-step screen shots that show you how to tackle more than 225 Office 2016 tasks. Each task-based spread covers a single technique, sure to help you get up and running on Office 2016 in no time.

#### You'll learn to:

- Email with Outlook®
- Add and format text in Word
- Build spreadsheets in Excel®
- Create presentations in PowerPoint®
- Take and share notes with OneNote®

Designed for visual learners

- Two-page lessons break big topics into bite-sized modules
- Succinct explanations walk you through step by step
- Full-color screen shots demonstrate each task
- Helpful sidebars offer practical tips and tricks

### Users Review

#### From reader reviews:

##### Sheilah Harvey:

This Teach Yourself VISUALLY Office 2016 (Teach Yourself VISUALLY (Tech)) book is just not ordinary book, you have it then the world is in your hands. The benefit you get by reading this book is definitely information inside this publication incredible fresh, you will get facts which is getting deeper you actually read a lot of information you will get. This kind of Teach Yourself VISUALLY Office 2016 (Teach Yourself VISUALLY (Tech)) without we know teach the one who reading it become critical in contemplating and analyzing. Don't always be worry Teach Yourself VISUALLY Office 2016 (Teach Yourself VISUALLY (Tech)) can bring once you are and not make your handbag space or bookshelves' come to be full because you can have it inside your lovely laptop even phone. This Teach Yourself VISUALLY Office 2016 (Teach Yourself VISUALLY (Tech)) having very good arrangement in word and also layout, so you will not sense uninterested in reading.

##### Lawanda Beverly:

Your reading 6th sense will not betray you actually, why because this Teach Yourself VISUALLY Office 2016 (Teach Yourself VISUALLY (Tech)) book written by well-known writer we are excited for well how

to make book that can be understand by anyone who read the book. Written in good manner for you, still dripping wet every ideas and writing skill only for eliminate your own personal hunger then you still doubt Teach Yourself VISUALLY Office 2016 (Teach Yourself VISUALLY (Tech)) as good book not only by the cover but also by content. This is one e-book that can break don't assess book by its handle, so do you still needing a different sixth sense to pick this!? Oh come on your reading sixth sense already told you so why you have to listening to an additional sixth sense.

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