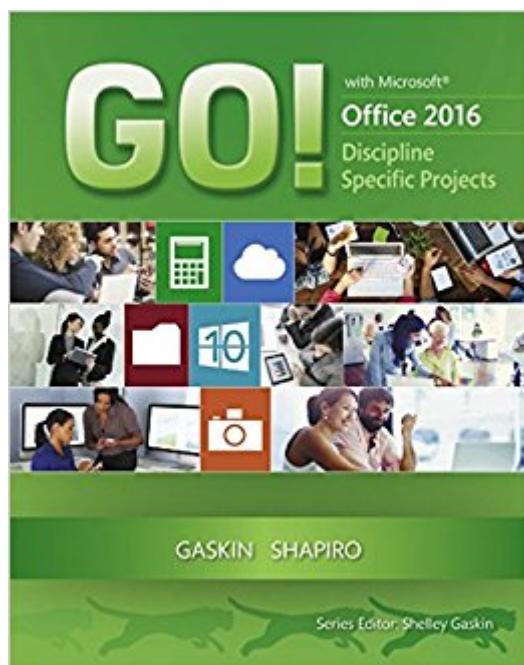**The book was found**

GO! With Microsoft Office 2016 Discipline Specific Projects (GO! For Office 2016 Series)

Synopsis

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. GO! with Microsoft Office 2016 Discipline Specific:Â This text allows instructors to tailor learning to specific careers, includingÂ Culinary Arts,Healthcare, andÂ Administration of Justice. Each discipline is covered through scenario-based Â instructional projects using Word, followed by problem-solving and critical thinking projects using Excel, Â PPT, and Access for each discipline. The book assumes some knowledge of Office Applications.Â Appendixes cover Proper Business Letter Format; Basic Paper Formatting Using MLA with Word; and How to Track Changes in Word 2016.Â Â Â 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 OfficeÂ® into context, students learn the how and why at the moment they need to know, all in the appropriate Microsoft procedural syntax. Â 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. Â MyITLab for this text provides students and instructors with access to the eText, chapter quizzes, testbanks, and other instructor resources.

Book Information

File Size: 12575 KB

Print Length: 176 pages

Simultaneous Device Usage: Up to 2 simultaneous devices, per publisher limits

Publisher: Pearson; 1 edition (October 13, 2016)

Publication Date: October 13, 2016

Language: English

ASIN: B01M6BNQLJ

Text-to-Speech: Not enabled

X-Ray: Not Enabled

Word Wise: Not Enabled

Lending: Not Enabled

Enhanced Typesetting: Not Enabled

Best Sellers Rank: #216,575 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #23

Customer Reviews

Even if you have the book there is usually a code from the book to input for school. There is an extra cost while signing up. Without the code you will need to pay. I returned it and just bought the online version. Would not recommend a used office book.

GO! with Microsoft Office 2016 Discipline Specific Projects (GO! for Office 2016 Series) Microsoft Office Productivity Pack: Microsoft Excel, Microsoft Word, and Microsoft PowerPoint Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) NAVY SEAL DISCIPLINE; The Ultimate Guide to Self-Discipline & Control like a US NAVY SEAL: Gain Incredible Self Confidence, Motivation & Discipline.: Self-Discipline: ... Guide (NAVY SEAL WARRIOR GUIDES Book 1) Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) GO! with Microsoft Office 2016 Integrated Projects (GO! for Office 2016 Series) 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 Enhanced Microsoft Office 2013: Introductory (Microsoft Office 2013 Enhanced Editions) Enhanced Microsoft Office 2013: Introductory, Spiral-bound Version (Microsoft Office 2013 Enhanced Editions) Illustrated Microsoft Office 365 & Office 2016 Projects, Loose-leaf Version Exploring Microsoft Office Excel 2016 Comprehensive (Exploring for Office 2016 Series) Exploring Microsoft Office Access 2016 Comprehensive (Exploring for Office 2016 Series) GO! with Microsoft Office 2016 Getting Started (GO! for Office 2016 Series) Exploring Microsoft Office 2016 Volume 1 (Exploring for Office 2016 Series) Self-Discipline: Self-Discipline of a Spartan Trough: Confidence, Self-Control and Motivation (Motivation, Spartan, Develop Discipline, Willpower) 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 Shelly Cashman Series Microsoft Office 365 & Office 2016: Advanced Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory

Contact Us

DMCA

Privacy

FAQ & Help