



Office 2016 in Easy Steps

By Michael Price, Mike McGrath

In Easy Steps Limited, United Kingdom, 2016. Paperback. Book Condition: New. 227 x 186 mm. Language: English . Brand New Book. Office 2016 in Easy Steps guides you through Microsoft's latest version of Office, so you can soon master its new features. It concentrates on the most useful and productive elements of Office 2016, covering the basics of Word, Excel, Outlook and PowerPoint. Aimed at both new and experienced users, this guide covers the essential functions of Microsoft Office, in easy steps.



READ ONLINE
[1.08 MB]

Reviews

Absolutely one of the better ebook We have ever study. it had been writtern quite completely and valuable. Once you begin to read the book, it is extremly difficult to leave it before concluding.

-- Carol Lehner II

It is an amazing ebook i actually have at any time study. We have read and so i am certain that i will likely to read through yet again once again later on. Your way of life period will likely be change when you complete looking at this pdf.

-- Cristina Rowe