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

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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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