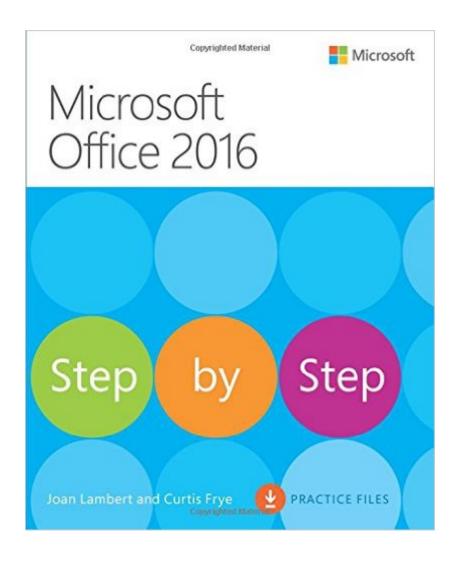# Microsoft Office 2016 Step By Step

Synopsis

Now in full color!   This is learning made easy. Get more done quickly with Office 2016. Jump in wherever you need answers - brisk lessons and colorful screenshots show you exactly what to do, step by step.   Covers Word, Excel, PowerPoint and Outlook   Includes Office 365 subscription information   Discover how to use cloud storage with OneDrive and your Office 365 subscription   Format Word documents for maximum visual impact   Build powerful, reliable Excel workbooks for analysis and reporting   Prepare highly effective PowerPoint presentations   Use Outlook to organize your email, calendar, and contacts   Includes downloadable practice files

Book Information

Series: Step by Step

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Average Customer Review: 4.6 out of 5 stars See all reviews (30 customer reviews)

Best Sellers Rank: #20,049 in Books (See Top 100 in Books)   #7 in Books > Computers & Technology > Software > Suites   #11 in Books > Computers & Technology > Software > Microsoft > Microsoft Office   #200 in Books > Textbooks > Computer Science

Customer Reviews

Covering all Office 2016 software in one book is ambitious. Each of these programs has individual books devoted to them alone. But "Microsoft Office 2016 Step-by-Step" actually does a very good job of teaching the essentials of each of these beyond the beginning level--including Office (an overview), Word, Powerpoint, Excel and Outlook in just over 500 pages. If you want to learn more than one of these apps--or see how these 2016 apps differ from a version you already use--this is a good way to learn the essentials. For many people, this book will give you all that you need.As someone who finds "step by step" instructions essential, I appreciate the clear and logical approach of this book. But it is also excellent to see that this book also includes screenshots--in color--along with the written directions. A perfect combination.This is advanced enough to make a good reference "for home or vgf office use". It's good for people who've used earlier versions of any of

these apps, but will also be clear enough for new users, too. Lambert does an excellent job of showing how to use Word, Powerpoint and Excel to create and edit files, and Outlook to organize email, contacts and appointments.In Office you'll learn an overview of how to display properties, display views, and navigate. In Word, you'll modify text (including styles, themes, formatting, list making), collaborate on documents (including comments/tracking changes), merge. There's much here for business use, of course--adding comments to documents, creating envelopes, inserting fields, making lists, refining data. The downloadable files let you practice all of these.Excel, of course, is all about working with data.

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