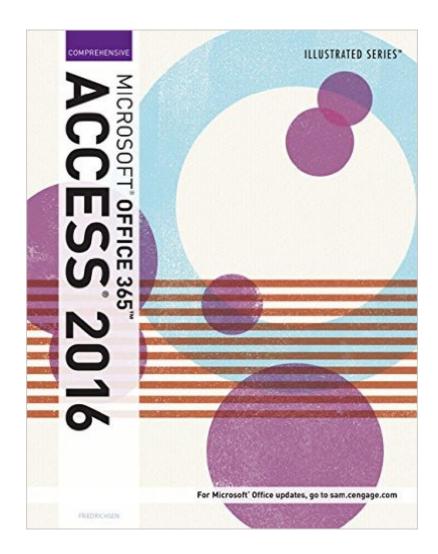
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# Illustrated Microsoft Office 365 & Access 2016: Comprehensive





### Synopsis

Whether you're a computer rookie or pro, you can thoroughly master Microsoft Access 2016 with ILLUSTRATED MICROSOFT OFFICE 365 & ACCESS 2016: COMPREHENSIVE. Skills are accessible and easy to follow thanks to the Illustrated Series' hallmark two-page layout, which allows you to work through an entire task without turning the page. Praised for its concise, focused, user-friendly format, this book guides efficient study with Learning Outcomes that clearly outline the skills covered in each lesson. Larger full-color images reflect exactly what you should see on your own computer screen. Each module begins with a brief overview of the principles of the lesson and introduces a case study for further application to ensure you gain a complete understanding of Microsoft Access 2016. In addition, new Productivity Apps visually introduce Microsoft OneNote, Sway, Office Mix and Edge using hands-on activities.

#### **Book Information**

Series: Illustrated Paperback: 416 pages Publisher: Course Technology; 1 edition (May 23, 2016) Language: English ISBN-10: 1305878000 ISBN-13: 978-1305878006 Product Dimensions: 8.4 x 0.5 x 10.7 inches Shipping Weight: 1.7 pounds (View shipping rates and policies) Average Customer Review: Be the first to review this item Best Sellers Rank: #607,230 in Books (See Top 100 in Books) #139 in Books > Computers & Technology > Databases & Big Data > Access #437 in Books > Computers & Technology > Software > Microsoft > Microsoft Office #652 in Books > Textbooks > Computer Science > Database Storage & Design

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