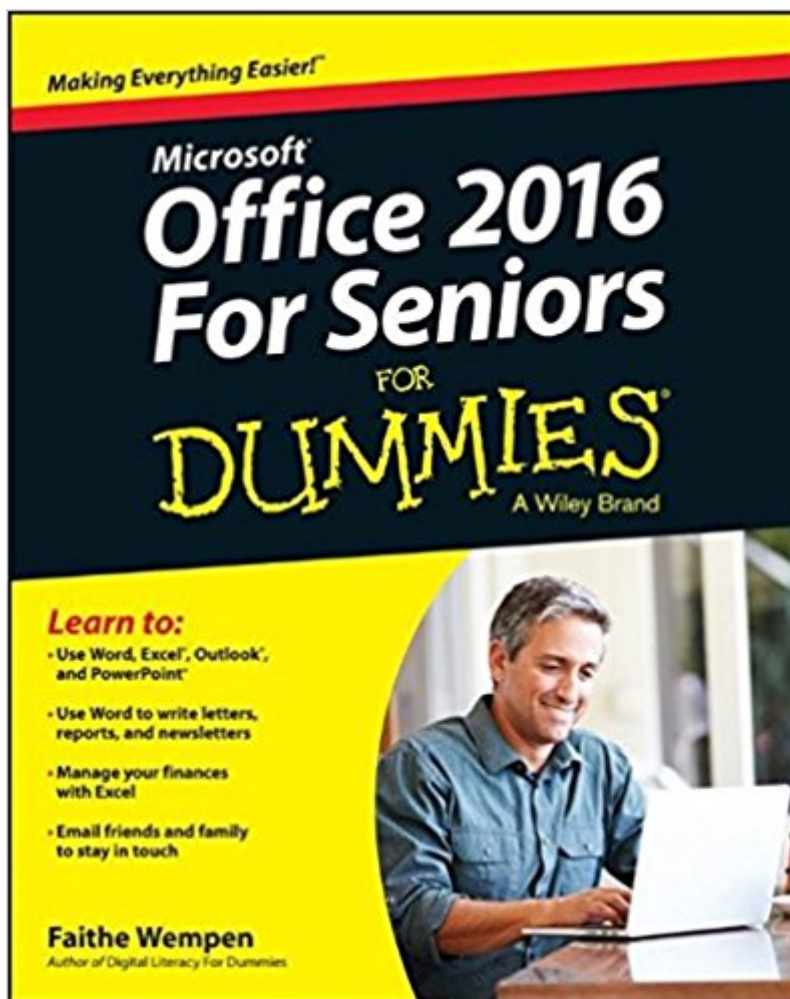The book was found

Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech))

Synopsis

Keep up with the latest Office technologies, and learn the fundamentals of Microsoft Office 2016! Office 2016 For Seniors For Dummies is the ideal resource for learning the fundamentals of the Microsoft Office suite. You'll explore the functionality of Word, Excel, PowerPoint, and Outlook, establishing basic knowledge that you can build upon as you continue to experiment with Office's applications. Larger font and image sizes mean you can easily read the contentâ "and text that gets back to basics walks you through everything you need to know to use these programs in a variety of environments. Whether you want to improve your Microsoft Office skills to stay competitive at work or to finally write that novel you've had simmering in your head for the last ten years, this is the resource you need to get started! Access clear-cut, easy-to-read steps that show you how to get the most out of Microsoft Word, Excel, PowerPoint, and Outlook Learn the fundamentals of Microsoft Office 2016 -starting with the basics Establish good work habits within the Microsoft Office suite to set yourself up for success Find the information you're looking for with short chapter openers that point you in the right direction Office 2016 For Seniors For Dummies is essential to keeping your mind sharp and your computer skills on the cutting edge!!

Book Information

Series: For Dummies (Computer/Tech)

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Shipping Weight: 1.1 pounds (View shipping rates and policies)

Average Customer Review: 4.1 out of 5 starsÂ Â See all reviewsÂ (18 customer reviews)

Best Sellers Rank: #53,249 in Books (See Top 100 in Books)   #65 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Office   #75 inÂ Books > Computers & Technology > Business Technology > Software > Enterprise Applications   #822 inÂ Books > Textbooks > Computer Science

Customer Reviews

I thought that moving to Windows 10 would be a leap, but with the aid of an excellent Dummies book I was in good shape. On the other hand, Going to Office 2016 from my "pre-ribbon" Office was

like climbing Everest. I guess I had fought the no-ribbon battle for so long I had refused to look at the advantages off the "new" (for me) format. It took this book, and the world having moved on, to help me tonot only accept the ribbon, but see it' advantages. I recommend this book to fellow hold-out (if any survive) as a fine way to gradually undertand the tructure and application of Office 2016.

This is a great book. Explains in very easy language and examples Office 2016. The screen shots with arrows to identify specifics arespot on. The exercises clear and skill building. I'd recommend to anyone interested in learning or becoming familiar with; work, excel,outlook, power point. Worth purchase.

I like the "seniors" approach. I learned a lot as I had recently purchased a new computer and was going from Windows XP with an old version of Office. Still I had questions for which I couldn't find answers in this book. I would still recommend it though.

this does not address making labels at all. I wanted that. Also it is not user-friendly. Not easy to follow as the one I got for Office 2000 was. I was forced to upgrade and now I am frustrated.

I have to learn this for work. I just got started, so I'll have to get back to you on this review. It's easy to understand on what I've gotten to so far...which is exactly what I need!

Instruction book as described.....Very informative.....Received quickly.....Good buy

Good practical instructions for seniors.

Big help for Office 2016!

Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech)) Windows 10 For Seniors For Dummies (For Dummies (Computer/Tech)) Windows 10 for Seniors for the Beginning Computer User: Get Started with Windows 10 (Computer Books for Seniors series) More Windows Vista for Seniors: Customizing and Managing Your Computer (Computer Books for Seniors series) Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) iPad for Seniors: Get Started Quickly with the User Friendly iPad (Computer Books for Seniors series) Windows 10 for

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