

Skills for Success with Microsoft Office 2016 Volume 1 (Skills for Success for Office 2016 Series)

Margo Adkins, Catherine Hain, Lisa Hawkins, Stephanie Murre Wolf



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Skills for Success teaches students the way they prefer to learn software–instead of reading big blocks of text, they'd rather see and do. Using the hallmark visual layout, students complete an entire skill in just two pages. Step-by-step instructions are aligned with full size screens image to guide students as they progress through each new skill. No matter what device they are using–desktop or tablet–or their current skill level, students will learn what they need to get started quickly.

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