

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

By Faithe Wempen

Download now

Read Online

Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech)) By Faithe Wempen

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 content—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!!

Download Office 2016 For Seniors For Dummies (For Dummies (...pdf

Read Online Office 2016 For Seniors For Dummies (For Dummies ...pdf

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

By Faithe Wempen

Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech)) By Faithe Wempen

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 content—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!!

Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech)) By Faithe Wempen Bibliography

- Sales Rank: #48577 in Books
- Brand: imusti
- Published on: 2015-10-19
- Original language: English
- Number of items: 1
- Dimensions: 9.00" h x .80" w x 7.20" l, .0 pounds
- Binding: Paperback
- 360 pages

Download Office 2016 For Seniors For Dummies (For Dummies (...pdf

Read Online Office 2016 For Seniors For Dummies (For Dummies ...pdf

Download and Read Free Online Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech)) By Faithe Wempen

Editorial Review

From the Back Cover

Learn to:

- Use Word, Excel®, Outlook®, and PowerPoint®
- Use Word to write letters, reports, and newsletters
- Manage your finances with Excel
- Email friends and family to stay in touch

Quickly learn the fundamentals of Microsoft Office 2016

Whether you want to stay competitive at work or finally write that novel, this is the friendly resource you need to get started! Larger font and image sizes mean you can easily read the content. The text walks you through everything you need to know to use Word, Excel, PowerPoint, and Outlook in a variety of environments.

- **Check out your new office** — get an accessible introduction to all the Office 2016 applications
- **Write your heart out** — meet the most popular application in the Office suite, Microsoft Word, and use it to create letters, reports, envelopes, and countless other text-based documents
- **Take things to new heights** — get the skinny on Excel and use it to generate spreadsheets and charts that organize, calculate, and summarize data
- **Change your outlook** — find out how to send and receive email in Outlook and use it to track appointments and store your personal address book
- **Presentation is everything** — use PowerPoint to create winning presentations, complete with text and graphics, animations, cool effects, and even musical soundtracks

Open the book and find:

- The essential Office 2016 skills you need to know
- How to create Word documents with formatted text, pictures, and tables
- Tips for tracking loans and investments in Excel
- How you can use Outlook to manage your calendar and address book
- Pointers for creating effective PowerPoint presentations
- Simple ways to customize Office applications
- How Office 2016 can save you time and effort

About the Author

Faithe Wempen a Microsoft Office Master Instructor and the author of over 140 books on computer hardware and software, including Excel 2013 for Dummies eLearning Kit and PowerPoint 2013 Bible. She is also an adjunct instructor of Computer Information Technology at Purdue University and an A+ certified PC technician.

Users Review

From reader reviews:

William Fugate:

Book is to be different for every grade. Book for children till adult are different content. As you may know that book is very important for us. The book Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech)) had been making you to know about other expertise and of course you can take more information. It is quite advantages for you. The guide Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech)) is not only giving you more new information but also to become your friend when you truly feel bored. You can spend your personal spend time to read your e-book. Try to make relationship together with the book Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech)). You never really feel lose out for everything in the event you read some books.

Eileen Smith:

Do you among people who can't read gratifying if the sentence chained inside the straightway, hold on guys this kind of aren't like that. This Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech)) book is readable by you who hate those straight word style. You will find the information here are arrange for enjoyable reading through experience without leaving possibly decrease the knowledge that want to deliver to you. The writer of Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech)) content conveys objective easily to understand by most people. The printed and e-book are not different in the content but it just different such as it. So , do you continue to thinking Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech)) is not loveable to be your top listing reading book?

Clarence Williams:

Is it anyone who having spare time and then spend it whole day by means of watching television programs or just lying on the bed? Do you need something new? This Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech)) can be the response, oh how comes? A book you know. You are thus out of date, spending your free time by reading in this brand-new era is common not a nerd activity. So what these guides have than the others?

Richard Jimenez:

Do you like reading a guide? Confuse to looking for your favorite book? Or your book has been rare? Why so many question for the book? But any people feel that they enjoy with regard to reading. Some people likes examining, not only science book and also novel and Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech)) as well as others sources were given expertise for you. After you know how the truly great a book, you feel desire to read more and more. Science reserve was created for teacher as well as students especially. Those publications are helping them to include their knowledge. In some other case, beside science guide, any other book likes Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech)) to make your spare time far more colorful. Many types of book like here.

Download and Read Online Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech)) By Faithe Wempen #0KV763FYDWH

Read Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech)) By Faithe Wempen for online ebook

Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech)) By Faithe Wempen Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech)) By Faithe Wempen books to read online.

Online Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech)) By Faithe Wempen ebook PDF download

Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech)) By Faithe Wempen Doc

Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech)) By Faithe Wempen Mobipocket

Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech)) By Faithe Wempen EPub

0KV763FYDWH: Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech)) By Faithe Wempen