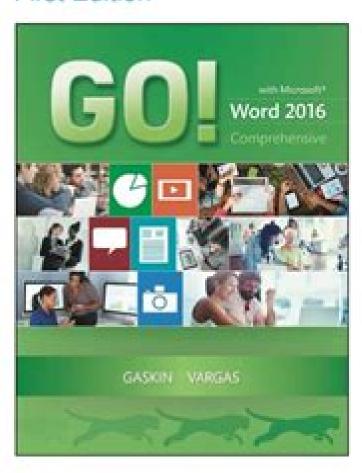
GO! with Microsoft Word 2016 Comprehensive

First Edition



Chapter 1

Creating Documents with Microsoft Word 2016



Go With Microsoft Word 2016 Comprehensive

Disha Experts

Go With Microsoft Word 2016 Comprehensive:

GO! with Microsoft Word 2016 Comprehensive Shelley Gaskin, Alicia Vargas, 2016-03-18 Teach the course YOU want in LESS TIME In today s fast moving mobile environment the GO with Office 2016 series focuses on the job skills needed to succeed in the workforce With job related projects that put Microsoft Office R into context students learn the how and why at the moment they need to know all in the appropriate Microsoft procedural syntax For Office 2016 the hallmark guided practice to skill mastery pathway is better than ever Students have many opportunities to work live in Microsoft office to apply the skills they we learned In addition instructional projects are now available as grader projects in MyITLab so students can work live in Office while receiving auto graded feedback These high fidelity simulations match the text and provide an effective pathway for learning practicing and assessing their abilities After completing the instructional projects students can apply their skills with a variety of progressively challenging projects that require them to solve problems think critically and create on their own New GO Collaborate with Google projects allow students to apply their skills to a new environment that is already popular in many workplaces Integrated Microsoft Office Specialist MOS objectives make GO your one resource for learning Office gaining critical productivity skills and prepare for MOS certification Also available with MyITLab MyITLab R is an online homework tutorial and assessment program designed for Information Technology IT courses to engage students and improve results HTML5 Simulation exercises and Live in Application Grader projects come with the convenience of auto grading and instant feedback so students learn more quickly and effectively and build the critical skills needed for college and career success Digital badges allow students to showcase their Microsoft Office or Computer Concepts competencies keeping them motivated and focused on their future careers Note You are purchasing a standalone product MyITLab does not come packaged with this content Students if interested in purchasing this title with MyITLab ask your instructor for the correct package ISBN and Course ID Instructors contact your Pearson representative for more information Word 2016: The Complete Guide Stewart Melart, 2015-11-12 The advent of Word 2016 has seen a raft of new features being introduced designed to promote easier reading and writing Readers are better equipped to maintain their focus on their content Users can quickly and easily create their documents editing it where necessary and sharing their work with friends and or colleagues Robust storage has become an imperative necessity for users Microsoft has been responsive to the needs of its users and has provided additional storage capacity for users You can easily save your files or information on One Drive for Business or Share Point Word 2016 also facilitates conversing with friends and family you and your colleagues can collaborate and co author documents simultaneously Whenever a change is required several members of a team can make the necessary changes to the document at the same time Microsoft Office 2016: The Complete Guide Stewart Melart, 2015-11-12 PC users need not be bothered in the least as the 2016 versions of Word PowerPoint Access and Excel are here to give you the best experience ever In addition to all the cool new features that are packed into this software you can

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