

# GO!

with Microsoft®  
**Office 2016**  
Getting Started



GASKIN VARGAS GEOGHAN GRAVIETT



# Go With Microsoft Office 2016 Getting Started

**Wolfgang Guggemos**



## **Go With Microsoft Office 2016 Getting Started:**

*GO! with Microsoft Office 2016 Getting Started* Shelley Gaskin, Alicia Vargas, Debra Geoghan, Nancy Graviett, 2016-03-09  
GO with Office 2016 Getting Started is an Introductory text that offers a chapter on core Office 2016 features and then one chapter for each of the four primary applications that introduces students to the basic features of each Using the scenario based instructional projects students learn the basics and then apply them through mastery problem solving and critical thinking projects 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 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 ve learned In addition these learning objectives are presented in project based scenarios that prompt students to prove mastery in the context of real world application NOTE This is the standalone book spiral bound if you want the book access card order the ISBN below 0134582152 9780134582153 GO with Microsoft Office 2016 Getting Started MyITLab with Pearson eText Access Card for GO 2016 with Technology In Action Package Package consists of 0134444957 9780134444956 MyITLab with Pearson eText Access Card for GO 2016 with Technology In Action 0134497066 9780134497068 GO with Microsoft Office 2016 Getting Started ALERT Before you purchase check with your instructor or review your course syllabus to ensure that you select the correct ISBN Several versions of Pearson s MyLab Mastering products exist for each title including customized versions for individual schools and registrations are not transferable In addition you may need a CourseID provided by your instructor to register for and use Pearson s MyLab Mastering products

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