



My Office 2016 for Mac (Includes Content Update Program) (Paperback)

By Paul McFedries

Pearson Education (US), United States, 2015. Paperback. Book Condition: New. 228 x 164 mm. Language: English . Brand New Book. Book + Content Update Program The long-awaited Microsoft Office 2016 for Mac delivers the Mac s most advanced versions of Word, Excel, PowerPoint, and Outlook, plus Microsoft s powerful new OneDrive cloud storage capabilities. Get the most out of Microsoft Office 2016 for Mac -- the fast, easy way! Friendly, quick, and 100 practical, My Office for Mac 2016 is the must-have companion for every Microsoft Office 2016 for Mac user. Written by Paul McFedries, a leading expert in explaining new Microsoft and Apple technologies, this friendly, intuitive guide will walk you through every task you ll want to perform. Every task is presented step-by-step, using carefully annotated, full-color screenshots, all numbered so you ll never get lost or confused. Everything s clearly organized in modular, self-contained chapters that ll help you get great results with Office 2016 in no time. From formatting to data visualization, calendars and email to collaboration with Windows users, McFedries covers all you ll need to know. Throughout, he offers helpful tips, lists, workarounds for Office s limitations, and quick solutions to the problems you...



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