

New Perspectives Microsoft Office 365 & Excel 2016: Intermediate

To Download this book in many format Visit :

<https://wocoentala.org/source1/ea0b7b3a20a44b55fe41aef11d8e62dc>

Develop the Microsoft Excel 2016 skills you need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE. Updated with all-new case scenarios, this edition clearly applies the skills you are learning to real-world situations, making concepts even more relevant. New Productivity Apps provide a visual introduction to Microsoft OneNote, Sway, Office Mix and Edge with fun, hands-on activities for active learning. Companion Sways highlight videos and step-by-step instructions to help you learn how to use each app. NEW PERSPECTIVES MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE demonstrates the importance of what you're learning while strengthening your outcomes and helping you transfer your skills to other applications and disciplines for further success.

June Parsons purchased her first computer, an Apple II+, in 1981 and quickly became fluent in BASIC, dBASE II, Lotus 123, WordStar, and a variety of accounting programs. The next year she opened a successful small computer retail store with Dan Oja that also offered software instruction to children and adults. Dr. Parsons taught at the university level for more than 20 years. She holds a doctorate in Educational Technology and was certified by the ICCP in 1995. Dr. Parsons began writing and creating educational software for Course Technology in 1992. She contributed to the Windows for Business and Illustrated Series and developed the New Perspectives, e-Course, and Practical series. She works via the Internet with a team of highly skilled media specialists and desktop publishers located in various states and provinces.

An esteemed professional and respected author, Dan Oja, along with June Parsons, purchased an Apple II+ in 1981 and quickly became fluent in BASIC, dBASE II, Lotus 123, WordStar, and a variety of accounting programs. The next year, he and Dr. Parsons opened a successful small computer retail store that offered software instruction to children and adults. With Dr. Parsons, Mr. Oja began writing and creating educational software for Course Technology in 1992. Together, they contributed to the leading success of the Windows for Business and Illustrated Series. They also developed the New Perspectives, e-Course, and Practical series. Today, Mr. Oja's and Dr. Parson's team of highly skilled media specialists and desktop publishers located in various states and provinces work together via the Internet to deliver exceptional texts.

Mr. Patrick Carey received his M.S. in biostatistics from the University of Wisconsin where he worked as a researcher designing and analyzing clinical studies. He co-authored his first textbook on using Excel as a statistical tool. Today, Mr. Carey has authored or co-authored more than 20 leading academic and trade texts for the software industry.

Ms. Carol DesJardins spent 25 years in the private sector as a programmer, systems analyst and eventually Chief Information Officer. During that time, she honed her skills with Excel as an analysis tool. She transitioned her knowledge to the classroom and has taught several applications and programming courses. Ms. DesJardins co-authored her first textbook on Excel. In addition to writing, she continues to teach at St. Clair County Community College.

Other Books

New Perspectives Microsoft Office 365 & Excel 2016+ New,

???.??.