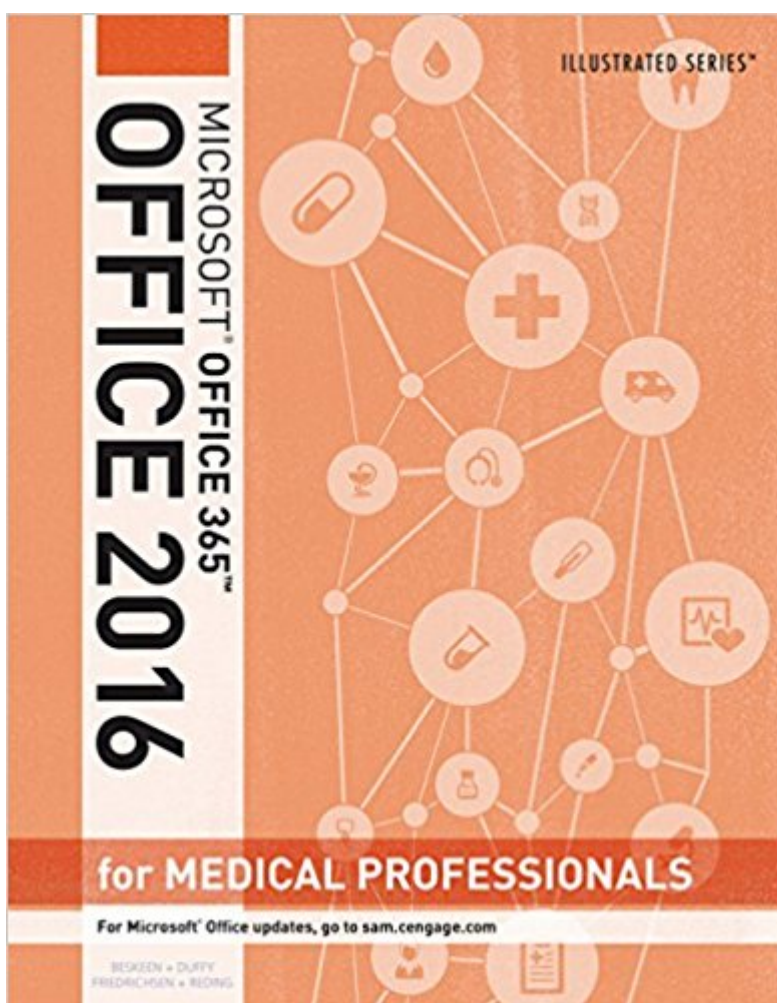


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# Illustrated Microsoft Office 365 & Office 2016 For Medical Professionals, Loose-leaf Version



## Synopsis

Master the Microsoft Office 2016 skills necessary for success in any medical office or health-related career with the new, reader-friendly ILLUSTRATED MICROSOFT OFFICE 2016 FOR MEDICAL PROFESSIONALS. This dynamic, visually focused book introduces the most important skills within Microsoft Office 2016 using step-by-step instructions and vibrant, clear visuals. You examine actual medical examples and complete timely projects. Intriguing case studies related to today's medical industry prepare you to meet contemporary medical office challenges. Whether you are a beginner or experienced user, you will find ILLUSTRATED MICROSOFT OFFICE 365 & 2016 FOR MEDICAL PROFESSIONALS filled with relevant information that's essential now and ideal for long-term reference in any office administration, medical assisting, or health care career.

## Book Information

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Loose Leaf

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## Customer Reviews

David W. Beskeen has authored or co-authored numerous computer books since 1992, including more than 25 titles for Course Technology. He has guided readers in mastering PowerPoint, Word, Excel, Internet Explorer, Outlook, Windows, Livemotion, and other leading proprietary software packages. An expert in applied technology, Mr. Beskeen has a variety of teaching and consulting experience in today's computer technology. Jennifer Duffy is a freelance author who lives and works in New Hampshire. She has been writing leading texts for Course Technology for more than ten years and has authored previous editions of MICROSOFT WORD ILLUSTRATED for the popular

Office series. Ms. Duffy has worked successfully in the business world as a writer, editor, and public relations liaison. She combines her strong business knowledge and expertise in Word with exceptional writing skills that ensure the clarity of this and each of her other books. Lisa Friedrichsen is a Professor at Johnson County Community College in Overland Park, Kansas, where she teaches database and web development classes. As an author, she has written several prominent Access, Office, and Web related textbooks. Ms. Friedrichsen combines her ability to teach with extensive industry experience to create clear, practical presentations. Ms. Friedrichsen's undergraduate degree is in Engineering from Iowa State University and she has an MBA from Drake University. She worked for a decade at IBM Corporation before becoming a consultant, author, and college professor. Ms. Elizabeth Eisner Reding has authored numerous books for Delmar and Course Technology on a variety of software programs, including Adobe Photoshop, Microsoft Office, and Microsoft Publisher. Living in New Mexico with her husband, Ms. Reding spends her free time grilling, water gardening, road and mountain biking, and collecting Southwestern art.

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