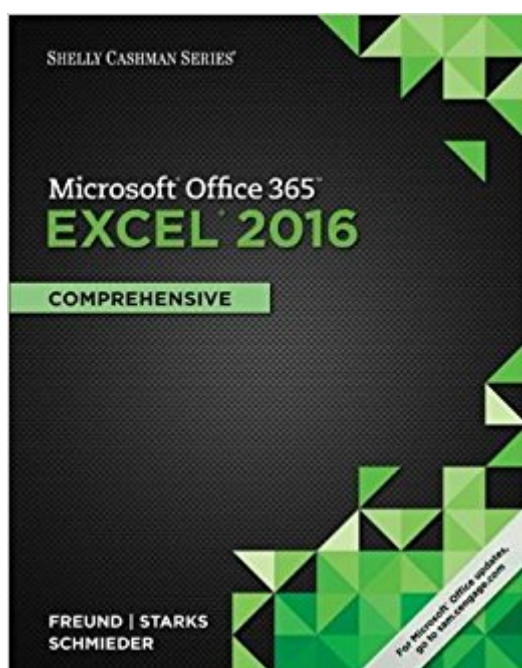The book was found

Shelly Cashman Series Microsoft Office 365 & Excel 2016: Comprehensive

Synopsis

Discover all of the advancements that Microsoft Office and Excel 2016 have to offer with MICROSOFT OFFICE 365 & EXCEL 2016: COMPREHENSIVE -- the new edition in the acclaimed Shelly Cashman Series. For more than three decades, the Shelly Cashman Series has effectively introduced advanced computer skills to millions of students like you. MICROSOFT OFFICE 365 & EXCEL 2016: COMPREHENSIVE provides an enhanced learning approach to help you master all aspects of Excel 2016, no matter what your learning style. A trademark, step-by-step, screen-by-screen approach encourages you to expand your understanding of Microsoft Excel 2016 through experimentation, critical thought, and personalization. This new edition delivers effective educational materials specifically designed to introduce more advanced features, improve retention, and prepare you for success in using MS Office and Excel 2016.

Book Information

Series: Shelly Cashman

Paperback: 687 pages

Publisher: Course Technology; 1 edition (July 12, 2016)

Language: English

ISBN-10: 1305870727

ISBN-13: 978-1305870727

Product Dimensions: 8.4 x 1.2 x 10.8 inches

Shipping Weight: 3.2 pounds (View shipping rates and policies)

Average Customer Review: 2.9 out of 5 stars   4 customer reviews

Best Sellers Rank: #12,928 in Books (See Top 100 in Books)   #2 in Books > Business & Money > Processes & Infrastructure > Office Equipment & Supplies   #4 in Books > Business & Money > Processes & Infrastructure > Office Automation   #5 in Books > Computers & Technology > Software > Microsoft > Microsoft Excel

Customer Reviews

Get Ahead with Shelly Cashman Series Microsoft Office 365 & Excel 2016: Comprehensive

View larger   View larger   View larger   View larger   Step-by-step screen-by-screen approach introduces key skills   The visual approach presents explanatory and navigational information as you need to know it, helping you retain and apply both basic and more advanced skills in your personal and professional life.   End-of-module activities reinforce Excel skills   Activities provide a variety of opportunities for you to apply and expand your understanding of

Microsoft Excel 2016 skills.   Advanced use of the quick analysis gallery   Analyzing data is now easier than ever in Microsoft Excel 2016, as you learn how to best use this contextual tool and its single-click access.   Real tools for real life   Learn from step-by-step project instructions that divide complex tasks into smaller, easy-to-understand steps.

SAM Helps You Master Microsoft Office & Computer Concepts   View larger   View larger   View larger   View larger   Go from Office user to Office expert.   SAM Ã¢Â Â"Skills Assessment Manager Ã¢Â Â" is the top online training resource for Microsoft Office suites. No matter what your skill level, SAM helps you learn with confidence so you have a better chance to make better grades.   Navigate easily from day one.   SAM has all your course content in one easy location, offering an intuitive homepage which ensures you always get where you need to go.   See how Office is used in the real world.   SAM training and assessments simulate the real MS Office environment, which will prepare you for workplace success.   Set yourself up for better grades.   Automatic feedback on assignments and a personalized study plan help you stay on track for improved grades.

Steven M. Freund attended the University of Central Florida and serves as a leader instructor of various Microsoft Office, computer concepts, programming, and Internet technology courses throughout Central Florida. An integral author for the successful Shelly Cashman Series since 2001, he has presented at the annual customer conference, the Shelly Cashman Series Institute, as well as other customer events. Mr. Freund has co-authored multiple editions of DISCOVERING COMPUTERS, Mozilla Firefox, Windows Internet Explorer, Windows, Office, and Dreamweaver books. He has also written numerous successful instructor supplements.Joy L. Starks is a Professor of Computer and Information Technology at Indiana University Purdue University Indianapolis. She has written chapters in several of the Shelly Cashman Series Office books and authored the Photoshop, Java Programming, and Microsoft Publisher series of books. In addition to speaking engagements, she hosts the nationally-renowned Tech Camp for Teachers on the IUPUI campus each summer.For over 15 years, Mr. Schmieder has served as a computer technology instructor in adjunct and full-time capacities in curriculum instruction, corporate training, continuing education, economic and workforce development, professional development, small business, and webmaster certificate programs throughout North Carolina. His classroom instruction has served students at NC State University and many schools in the NC Community College System. He is a member of the NC Computer Instructors Association (NCCIA), NC Community College Faculty Association

(NCCCFA), Textbook and Academic Authors Association (TAA), and US Distance Learning Association (USDLA). He holds certifications as a Microsoft Certified Trainer and Microsoft Office Master Specialist and is a regular presenter at local and national conferences.

This is one of the most confusingly organized books I've ever read. Rather than clearly numbering pages (i.e. Page 1, 2, 3...), it is numbered in exercise numbers so pages go EX 1, 2, 3, etc. Therefore when you refer back to a page for something, it would be something like page EX 104. Then each exercise was also numbered in steps. I don't quite understand the benefit of doing it this way. But it definitely took some time to figure out.However I do have to admit the examples themselves were extremely detailed, step by step, and easy to follow. It literally teaches you Excel from A to Z, with so many screenshots for you to follow. I enjoy this book because there's very little "lecturing" in the book. You simply open it up to the first chapter and follow along (type this, open that, click on this, etc) and by the end of each chapter you will have created a complete spreadsheet. It took me an average of 3-4 hours per chapter to complete. You start off chapter 1 creating a basic spreadsheet (entering info, resizing, printing) and by chapter 2 you are already on to typing formulas. Pretty good! This book is huge and worth the price.

Will not contact me back! No information. Going to charge me again. I have already returned the book.

So confused book

Amazing! Love n the amazingly fair book prices!

Shelly Cashman Series Microsoft Office 365 & Excel 2016: Comprehensive Shelly Cashman Series Microsoft Office 365 & Excel 2016: Intermediate Shelly Cashman Series Microsoft Office 365 & Excel 2016: Intermediate, Loose-leaf Version Shelly Cashman Series Microsoft Office 365 & Office 2016: Advanced Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory Shelly Cashman Series Microsoft Office 365 & Access 2016: Comprehensive Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Microsoft Office 365 Home and Business | iPhone Microsoft Office 365 , Excel, Word, PowerPoint, OneNote, Outlook, Access, Project, Visio.: Desktop And iPhone Using Full Course Bundle: New Perspectives Microsoft Office 365 & Excel 2016: Comprehensive, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and

Projects with 1 MindTap Reader Multi-Term Printed Access Card Microsoft Office Productivity Pack: Microsoft Excel, Microsoft Word, and Microsoft PowerPoint Exploring Microsoft Office Excel 2016 Comprehensive (Exploring for Office 2016 Series) Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Microsoft Publisher 2013: Comprehensive (Shelly Cashman Series) Excel: Complete Beginnerâ ™s Guide to Mastering Excel and Increasing Productivity (Excel, Microsoft Office Book 1) Bundle: New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) Microsoft Publisher 2013: Complete (Shelly Cashman Series) Microsoft Access 2013: Complete (Shelly Cashman Series) New Perspectives Microsoft Office 365 & Excel 2016: Comprehensive New Perspectives Microsoft Office 365 & Excel 2016: Comprehensive, Loose-leaf Version