

Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version

By Steven M. Freund, Mary Z. Last, Philip J. Pratt, Misty E. Vermaat, Susan L. Sebok


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Discover how to maximize the advantages that the latest version of Microsoft Office offers with the focused approach found in MICROSOFT OFFICE 365 & OFFICE 2016: INTRODUCTORY. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions of students like you. MICROSOFT OFFICE 365 & OFFICE 2016: INTRODUCTORY continues the Series' strong history of innovation with an enhanced learning approach to address your needs, no matter what your learning style. A trademark step-by-step, screen-by-screen approach encourages you to expand your understanding of Microsoft Office 2016 through experimentation, critical thought, and personalization. This new edition delivers the most effective educational materials specifically designed to engage, improve retention, and prepare you for success.

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Editorial Review

About the Author

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.

Mary Z. Last has taught computer information systems since 1984. She retired from the University of Mary Hardin-Baylor, Belton, Texas, where she was an Associate Professor and the Director of the Center for Effectiveness in Learning and Teaching. Ms. Last is actively involved in the Computing Educator's Oral History Project that encourages young women to pursue careers in math and science. She has been a contributing author to the Shelly Cashman Series since 1992. She also authors many instructor resources for database texts.

Philip J. Pratt is Professor Emeritus of Mathematics and Computer Science at Grand Valley State University, where he taught for 33 years. His teaching interests include database management, systems analysis, complex analysis, and discrete mathematics. He has authored more than 75 textbooks and has co-authored three levels of Microsoft Office Access 2013 books for this popular Shelly Cashman Series and A Guide to SQL.

Misty E. Vermaat has more than 25 years of experience in the field of computer and information technology. In addition to consulting in the field, she was an Associate Professor at Purdue University Calumet, teaching or developing Microsoft Office, computer concepts, database management, systems analysis and design, and programming courses. Since 1990, Ms. Vermaat has led the development of the Shelly Cashman Series and has written or co-authored numerous Series textbooks, including many editions of DISCOVERING COMPUTERS, DISCOVERING COMPUTERS FUNDAMENTALS, and Microsoft Word books.

Susan L. Sebok is a retired professor at South Suburban College in South Holland, Illinois. She is also a licensed attorney. Ms. Sebok has co-authored several successful textbooks for the leading Shelly Cashman Series, including multiple versions of Microsoft PowerPoint and DISCOVERING COMPUTERS.

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