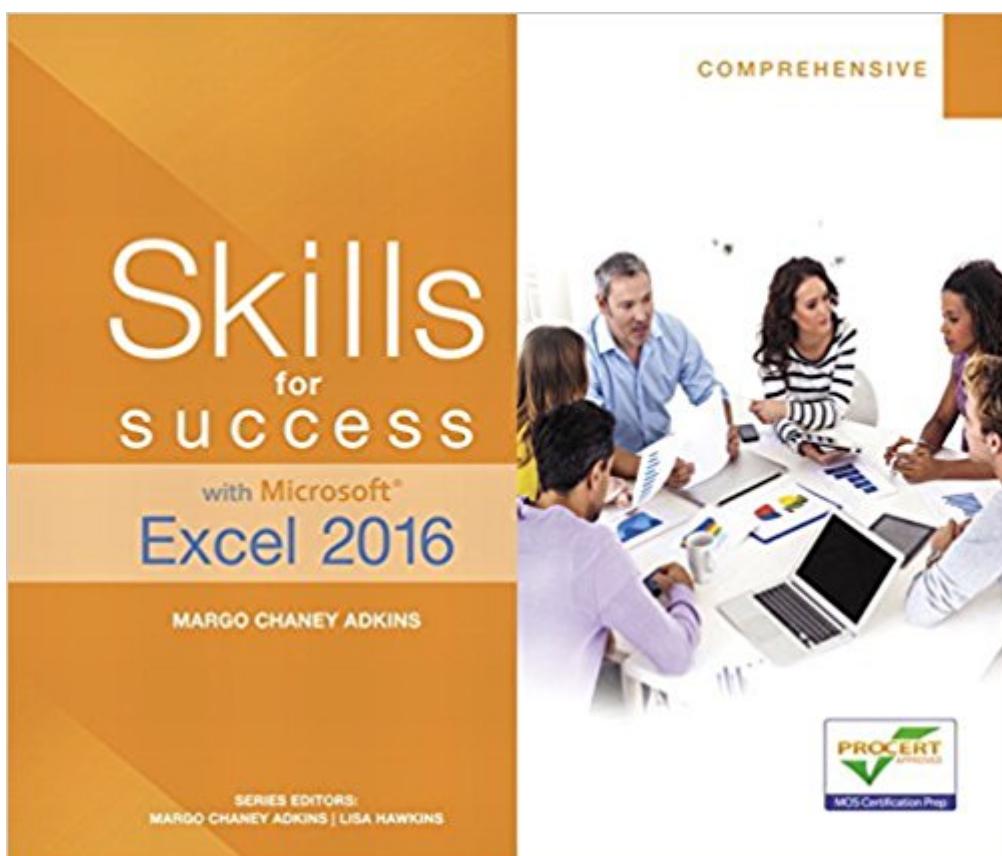


The book was found

# Skills For Success With Microsoft Excel 2016 Comprehensive (Skills For Success For Office 2016 Series)



## **Synopsis**

Designed for a new generation of learners Skills for Success teaches students the way they prefer to learn softwareâ “instead of reading big blocks of text, they&#39;d rather see and do. Using the hallmark visual layout, students complete an entire skill in just two pages. Step-by-step instructions are aligned with full size screens image to guide students as they progress through each new skill. No matter what device they are usingâ “desktop or tabletâ “or their current skill level, students will learn what they need to get started quickly. Â Note: You are purchasing a standalone product; MyMathLab does not come packaged with this content. Students, if interested in purchasing this title with MyMathLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. Â

## **Book Information**

Series: Skills for Success for Office 2016 Series

Paperback: 496 pages

Publisher: Pearson; 1 edition (May 12, 2016)

Language: English

ISBN-10: 0134479505

ISBN-13: 978-0134479507

Product Dimensions: 8.4 x 0.9 x 10.3 inches

Shipping Weight: 1.8 pounds (View shipping rates and policies)

Average Customer Review: 5.0 out of 5 stars 2 customer reviews

Best Sellers Rank: #60,527 in Books (See Top 100 in Books) #25 inÂ Books > Business & Money > Processes & Infrastructure > Office Automation #51 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Excel #71 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Office

## **Customer Reviews**

Â Margo Chaney Adkins is an Assistant Professor of Information Technology at Carroll Community College in Westminster, Maryland. She holds a bachelorâ ™s degree in Information Systems and masterâ ™s degree in Post-Secondary Education from Salisbury University. She teaches computer application and office technology courses, both online and in the classroom. She enjoys athletic activities, gardening, and traveling with her husband. Â Catherine Hain is an instructor at Central New Mexico Community College in Albuquerque, New Mexico. She teaches computer applications classes in the Business and Information Technology School, both in the classroom and through the

distance learning office. Catherine holds a bachelorâ ™s degree in Management and Marketing and a masterâ ™s degree in Business Administration. Lisa Hawkins is a Professor of Computer and Information Sciences at Frederick Community College in Maryland. She earned a PhD in Information Technology from Capella University. Lisa has also worked as a database administrator, E-commerce manager, and systems administrator. She enjoys adventure sports, gardening, and making glass beads. Stephanie Murre Wolf is a Technology and Computer Applications instructor at Moraine Park Technical College in Wisconsin. She is a graduate of Alverno College and enjoys teaching, writing curriculum, and authoring textbooks. In addition to classroom instruction, Stephanie actively performs corporate training in technology. She is married and has two sons; together, the family enjoys the outdoors. Â

This book is very easy to follow step by step as you learn Excel. I'm glad my instructor choose this book for our class.

Whit or without MyITLab?

[Download to continue reading...](#)

Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Skills for Success with Microsoft Excel 2016 Comprehensive (Skills for Success for Office 2016 Series) Microsoft Office Productivity Pack: Microsoft Excel, Microsoft Word, and Microsoft PowerPoint Excel: Complete Beginnerâ ™s Guide to Mastering Excel and Increasing Productivity (Excel, Microsoft Office Book 1) Exploring Microsoft Office Excel 2016 Comprehensive (Exploring for Office 2016 Series) Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Skills for Success with Excel 2016 Comprehensive (Skills for Success for Office 2016 Series) Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) Skills for Success with Microsoft Word 2016 Comprehensive (Skills for Success for Office 2016 Series) Skills for Success with Microsoft Access 2016 Comprehensive (Skills for Success for Office 2016 Series) Skills for Success with Microsoft PowerPoint 2016 Comprehensive (Skills for Success 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 Enhanced Microsoft Excel 2013: Comprehensive (Microsoft Office 2013 Enhanced Editions) New Perspectives on Microsoft Excel 2013, Comprehensive Enhanced Edition (Microsoft Office 2013 Enhanced Editions) GO! with Microsoft Excel 2016 Comprehensive (GO! for Office 2016 Series) 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  
Exploring Microsoft Office Access 2016 Comprehensive (Exploring for Office 2016 Series) Shelly  
Cashman Series Microsoft Office 365 & Excel 2016: Comprehensive Spreadsheets: Using Microsoft  
Excel 97 or Microsoft Office 97 (Software Guides) Enhanced Microsoft Excel 2013: Illustrated  
Complete (Microsoft Office 2013 Enhanced Editions)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)