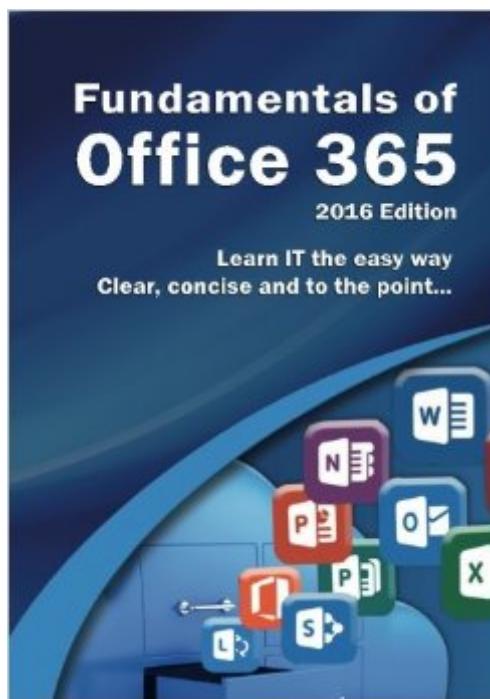


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# Fundamentals Of Office 365: 2016 Edition (Computer Fundamentals)



## **Synopsis**

Learn Office 365 the easy way. Clear concise and to the point...Â Learn how to use and navigate Office 2016, the latest update to Microsoft's Office 365 Suite.Â In this guide you'll explore...Â Upgrading to Office 2016 Notable new features of Office 2016 Getting started with Office Online using Sway, Docs, OneDrive, Mail & Calendar Using Office Mobile on tablets and phones Constructing professional looking documents with Word 2016 Adding and using graphics, photographs and clipart Changing fonts, creating tables, graphs and formatting text Creating presentations for your lessons, lectures, speeches or business presentations using PowerPoint 2016 Adding animations and effects to PowerPoint slides Using Excel 2016 to create spreadsheets that analyse, present and manipulate data. Creating Excel charts, graphs, functions and formulas The basics of Microsoft Access databases Keeping in touch with friends, family and colleagues using Microsoft Outlook 2016 Maintaining calendars and keeping appointments with Outlook. Taking notes with OneNote and more... Clear instruction, and easy-to-follow tutorials with illustrated photographs, graphics and screen prints, guide you through the procedures every step of the way.Â If you want to get up and running quickly and easily with the new Office 2016 suite and Office 365, this is the guide you need.

## **Book Information**

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## **Customer Reviews**

As the title suggests, a over view of the fundamentals. My wife just started using office 365 and this book was able to answer most of her questions. Being a kindle book she is able to access it

wherever she is that she had a question. Defiantly a good source for those that have questions, simple, easy to understand, and handy.

Although the book starts so good because it shows to the reader the value proposition of the new solution Office 365, the rest of the book lacks any useful knowledge for the reader. The book tries to cover the basics of Word, Excel, PowerPoint and Outlook in a really basic way. The most basic reader won't find any useful information because it is too basic and introductory. If the book is about the general Office 365 from the end user perspective, it should include the general description of every program (since word to Access), it should give recommendations about the cloud, but unfortunately none of those things are covered. The book did not even include a good end to recommend the user the next steps or books to study in order to take advantage of the new Office. Office has a lot to offer, but this book will not help you to understand that.

The book covers the new features in the 365 Office Suite. It looks at each of the applications Word, Excel, Outlook, One Note, Publisher, Access and Skype. It shows the changes in the application ribbons and provides steps to complete tasks. It is a good overall reference.

if you have little experience with office software of any make, then you probably need this book. Don't get me wrong. if you have modest needs for word processing, spreadsheets, email, etc., and you don't have the time or patience to keep upgrading over time, then Office 365 with its online package is a good deal and if you don't have much experience or the time or inclination to learn software, this book is for you. Anything else, you need to look elsewhere.

Simple & easy to follow. Great for non - tech minded people (like myself) or people struggling with office 365 :-)

Although there are a lot of similarities between Office 365, 2016 edition and earlier versions of Office 2007 and later, it is a very good single reference for the must current version of Office.

I'm not smart enough to get a lot of benefit from it I purchased it to print blank DVD labels and it works fine after I figured it out but otherwise Its to hard I even purchased a book but didn't help me much but it works great for the DVD Labels

Eh - I often buy these sorts of books to help me understand the the more advanced features of a software program or in this case, a suite of software. I am generally used to a book that is 300 pages or so and that go into details. However, this book is a whole 118 pages. I thumbed through it and realize, this is not really Fundamentals rather than Basics of Office 365. Disappointed but I am sure I will learn something...

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