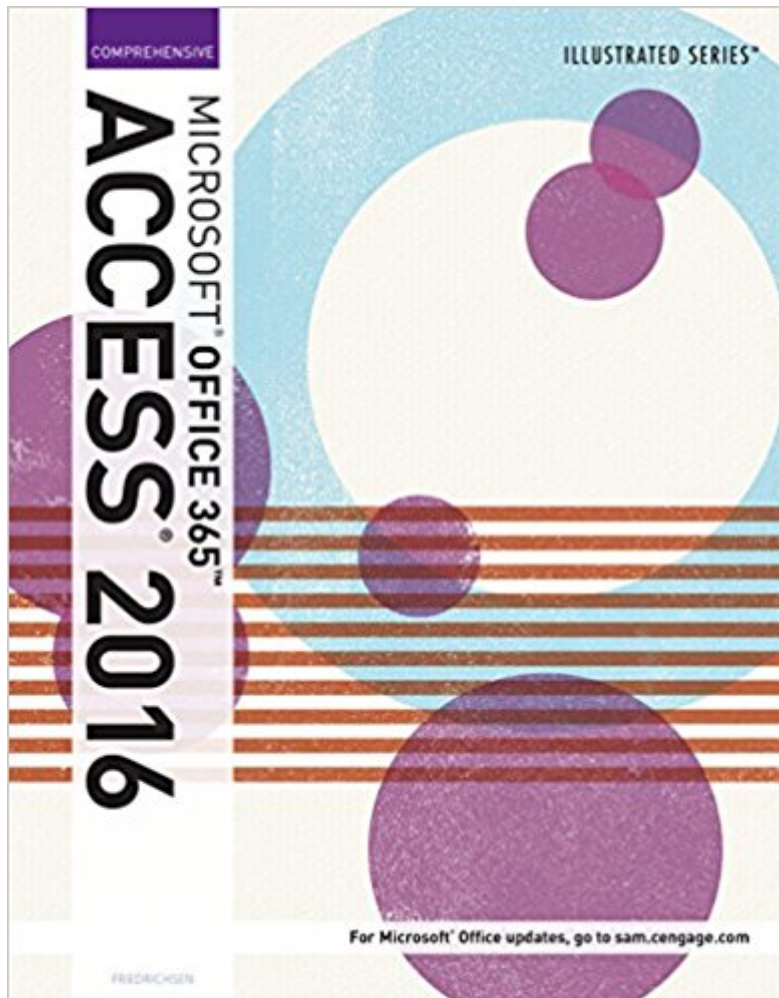




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Illustrated Microsoft Office 365 & Access 2016: Comprehensive



Synopsis

Whether you're a computer rookie or pro, you can thoroughly master Microsoft Access 2016 with ILLUSTRATED MICROSOFT OFFICE 365 & ACCESS 2016: COMPREHENSIVE. Skills are accessible and easy to follow thanks to the Illustrated Series' hallmark two-page layout, which allows you to work through an entire task without turning the page. Praised for its concise, focused, user-friendly format, this book guides efficient study with Learning Outcomes that clearly outline the skills covered in each lesson. Larger full-color images reflect exactly what you should see on your own computer screen. Each module begins with a brief overview of the principles of the lesson and introduces a case study for further application to ensure you gain a complete understanding of Microsoft Access 2016. In addition, new Productivity Apps visually introduce Microsoft OneNote, Sway, Office Mix and Edge using hands-on activities.

Book Information

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Customer Reviews

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

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