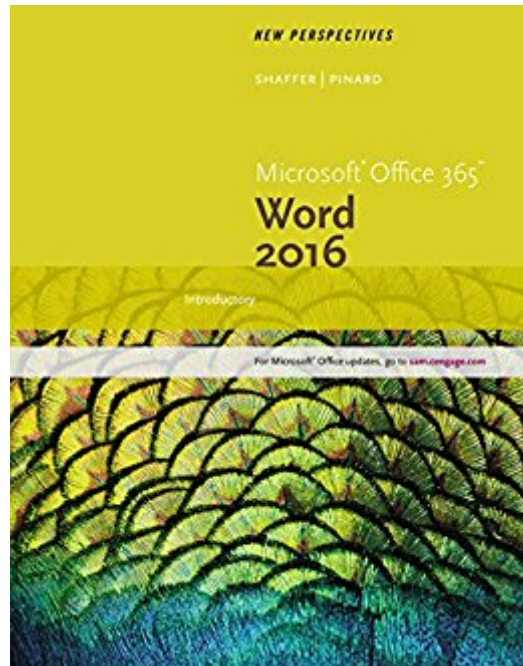


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# New Perspectives Microsoft Office 365 & Word 2016: Introductory



## Synopsis

Now readers can develop the Microsoft Word 2016 skills needed to be successful in college or the business world beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365 & WORD 2016: INTRODUCTORY. Updated with all-new case scenarios, this edition clearly applies the skills readers are learning to real-world situations, making the concepts even more relevant. All content and activities throughout NEW PERSPECTIVES MICROSOFT OFFICE 365 & WORD 2016 INTRODUCTORY help readers understand the importance of what theyâ™re learning. This edition focuses on strengthening learning outcomes and transferring skills to other applications and disciplines for further success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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