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Teach Yourself Visually Office offers you a straightforward, visual approach to making your work life more efficient and productive using the latest version of the Microsoft Office suite. Featuring visually rich tutorials and step-by-step instructions that will help you make the most of this power-packed suite of office productivity tools, it covers everything you need to compute, document, graph, chart, present, and organize your way to success in the workplace from the most basic to the ...

~~Teach Yourself VISUALLY Office 2016 by Elaine Marmel ...~~  
Teach Yourself Visually Office 2016 is better than a lot of how-to guides for any program in Office. The step-by-step directions are clear, and it's all in color. The drawback is that the book isn't deep enough in concepts. All in all, Teach Yourself Visually Office 2016 should be the first starting point for being familiar with Office 2016.

~~Teach Yourself Visually Office 2016 by Elaine Marmel~~  
Teach Yourself Visually Excel offers you a straightforward visual approach to working with the newest version of the world's leading spreadsheet program. Packed with visually rich tutorials and step-by-step instructions that will help you take your Excel skills to new heights, this friendly and approachable guide will have you creating, editing, and manipulating Excel spreadsheets in no time!

~~Teach Yourself VISUALLY Excel 2016 (Teach Yourself ...~~  
I should point out that TEACH YOURSELF VISUALLY OFFICE 2016 is aimed at the beginner. It tries to explain even the simplest procedures (e.g., "Create a New File", found in the opening overview section titled "Office Features"). There are screenshots too. Explaining every icon, button, tile, and procedure.

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Teach Yourself VISUALLY Office 2016. by Elaine Marmel. Released October 2015. Publisher (s): Visual. ISBN: 9781119074779. Explore a preview version of Teach Yourself VISUALLY Office 2016 right now. OiReilly members get unlimited access to live online training experiences, plus books, videos, and digital content from 200+ publishers. Start your free trial.

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So far, every question I've had in using Windows Word, in Office 2016, has been easily solved by using Teach Yourself Visually Office 2016. The visuals are clearly presented, step by step, and include other related solutions that may be encountered with your problem. I would definitely recommend this book. 6 people found this helpful

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Quickly and efficiently learn the latest version of Office Are you a visual learner who wants to spend more time working in Microsoft Office than trying to figure out how the programs actually work? Teach Yourself Visually Office offers you a straightforward, visual approach to making your work life more efficient and productive using the latest version of the Microsoft Office suite. Featuring visually rich tutorials and step-by-step instructions that will help you make the most of this power-packed suite of office productivity tools, it covers everything you need to compute, document, graph, chart, present, and organize your way to success in the workplace!from the most basic to the most advanced. The Microsoft Office suite can be intimidating to the uninitiated, but it doesn't have to be. Through a series of easy-to-follow, full-color two-page tutorials, you'll quickly get up and running on working in Word, excelling at Excel, powering through PowerPoint, keeping in touch on Outlook, managing data in Access, and propelling your way through Publisher like a pro! Highly visual tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you grasp the basic functions of Microsoft Office!and beyond Walks you through Microsoft Office's new features Demonstrates how to use the Microsoft Office suite to make your work life more streamlined and effective Whether you're looking to discover what's new in the latest release of Microsoft Office or don't know Access from Word, this visual guide makes learning easy!

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See your way to Excel spreadsheet stardom with this visual guide If you're always hearing about the cool things Excel can do, here's your chance to see how to do them!Teach Yourself Visually Excel offers you a straightforward visual approach to working with the newest version of the world's leading spreadsheet program. Packed with visually rich tutorials and step-by-step instructions that will help you take your Excel skills to new heights, this friendly and approachable guide will have you creating, editing, and manipulating Excel spreadsheets in no time! Excel can seem daunting, but with Teach Yourself Visually Excel, you'll quickly and painlessly learn how to perform dozens of tasks, including creating spreadsheets and charts, filtering and sorting data, working with PivotTables, and so much more. Covering the latest additions and changes to the newest version of Excel, a series of easy-to-follow, full-color tutorials helps you to excel at working with Excel! Tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you grasp the basic functions of Excel!and beyond Walks you through Excel s new features Clearly demonstrates how to organize, present, analyze, and chart data with Excel Whether you've never used Excel or just need to brush up on its new features, Teach Yourself Visually Excel will be the dog-eared resource you'll turn to again and again.

Visually learn the latest version of Word Are you a visual learner who prefers to see how Word works instead of hear a long-winded explanation?Teach Yourself Visually Word offers you a straightforward 'show me, don't tell me' approach to working with the newest version of the top-selling application in the Microsoft Office suite. Packed with visually rich tutorials and step-by-step instructions that will help you come to grips with all of Word's capabilities, this accessible resource will quickly and easily get you up and running on using the world's most widely used word processing program. With Teach Yourself Visually Word, you'll learn how to perform dozens of tasks, including how to set up and format documents and text in Word; work with diagrams, charts, and pictures; use Mail Merge; post documents online; and much more. Covering the newest additions and changes to the latest version of Word, a series of easy-to-follow, full-color tutorials helps you to quickly get up and running with Word like a warrior! Tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you grasp the basic functions of Word!and beyond Walks you through Word's new features Demonstrates how to set up, format, and edit Word documents If you're new to the world of Word and want a highly visual roadmap to help you put it to use for you, Teach Yourself Visually Word has you covered.

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Discover the power of Microsoft Teams with this intuitive and timely new guide Microsoft Teams is unlocking the potential of remote work and virtual meetings at a time when they couldn't be more necessary. Its feature-rich interface and ease-of-use promise to bring your team togetheras long as you can harness its full suite of capabilities. In Teach Yourself VISUALLY Microsoft Teams, Microsoft experts and authors Matt Wade and Sven Seidenberg turn their years of engineering and IT experience loose on the virtual collaboration software now used by over one hundred million people across the globe. Using the book's huge collection of vibrant and full-sized images and walkthroughs, you'll see exactly what you need to do in order to: Realize the key benefits of Teams by using its messaging and video-conferencing capabilities to stay connected with your colleagues Manage multiple teams and channels to use Teams across your organization Extend the functionality of Teams by using additional apps and add-ons Learn valuable tips, best practices, and work-arounds to make the most of and avoid the landmines in Teams Rapidly becoming the central hub for working in Microsoft 365, Microsoft Teams promises to transform the way you work and communicate. And you'll master it faster and easier by using this ultimate guide to get the most out of Microsoft's latest and greatest software!

Master one of the most popular word processors ever with this essential, visual reference Teach Yourself VISUALLY: Word 2019 provides readers with a thorough and visual exploration of the 2019 edition of Microsoft Word. Written by the celebrated author of over 100 books on computing, Guy Hart-Davis, Teach Yourself VISUALLY: Word 2019 allows you to quickly get up to speed with one of the most popular word processors on the planet. The book covers all the topics you'll need to comprehensively master Word 2019, and includes: Full-color, step-by-step instructions showing you how to perform all the essential tasks of Microsoft Word 2019 How to set up and format documents, edit them, and add images and charts How to post documents online for sharing and reviewing and take advantage of all the newest features of Word Newly updated to include the latest features of Microsoft Word, like how to collaborate on documents in real time, draw and write with the digital pen, new accessibility options and the new Resume Assistant, Teach Yourself VISUALLY: Word 2019 belongs on the shelf of anyone who wants to improve their effectiveness with this essential word processor.

Start learning the latest in Office Office Simplified is the quick, easy, full-color guide to the new features and tools of the latest version of Office. With a clear, highly visual, introductory style of instruction, this book gives you step-by-step directions alongside illustrative screen shots to help you learn Microsoft's bestselling productivity software. You'll take a tour through all Office applications, and learn how the new tools can make your workday easier. The simplified approach eliminates unnecessary information, focusing instead on the essentials you need to know to get things done. Organized for easy navigation, this helpful guide is designed to be used both as a start-to-finish tutorial and as a handy desk reference when you run into unfamiliar territory. Whether you're upgrading from a previous version or using the Office suite of applications for the first time, this book has you covered every step of the way. You'll find the answers you need, new tools you can use, and the step-by-step guidance that helps you get it right on the first try. Get acquainted with the Office workflow Walk through Word, Excel, PowerPoint, Outlook, and Publisher Follow along with practical examples to tackle dozens of tasks Compose documents, create spreadsheets, organize your email, and more This book provides the ideal rundown of Microsoft Office's full feature set and capabilities. Even experienced users may learn something they never realized they were missing. If you need to get things done with minimal interruption to your workflow, Office Simplified will get you up to speed quickly and easily.

The fast and easy way to get things done with Office Perplexed by PowerPoint? Looking to excel at Excel? From Access to Word!and every application in between!this all-encompassing guide provides plain-English guidance on mastering the entire Microsoft Office suite. Through easy-to-follow instruction, you'll quickly get up and running with Excel, Word, PowerPoint, Outlook, Access, Publisher, Charts and Graphics, OneNote, and more!and make your work and home life easier, more productive, and more streamlined. Microsoft Office is the leading productivity tool in the world. From word processing to business communication to data crunching, it requires a lot of knowledge to operate it!let alone master it. Luckily, Office 2016 All-in-One For Dummies is here to deliver the breadth of information you need to complete basic tasks and drill down into Office's advanced features. Create customized documents and add graphic elements, proofing, and citations in Word Build a worksheet, create formulas, and perform basic data analysis in Excel Create a notebook and organize your thoughts in Notes Manage messages, tasks, contacts, and calendars in Outlook Clocking in at over 800 pages, Office 2016 All-in-One For Dummies will be the singular Microsoft Office resource you'll turn to again and again.

The uncomplicated PowerPoint guide designed specifically for visual learners Are you a visual learner who wants to spend more time working on your presentations than trying to figure out how to create them? Teach Yourself Visually PowerPoint offers you an effortless approach to creating winning presentations with the latest version of PowerPoint. This accessible resource features visually rich tutorials and step-by-step instructions that will help you understand all of PowerPoint's capabilities!from the most basic to the most advanced. With Teach Yourself Visually PowerPoint, you'll learn how to create slides, dress them up using templates and graphics, add sound and animation, present in a business or Internet setting, and so much more. Covering the latest additions and changes in the new version of PowerPoint, a series of easy-to-follow, full-color tutorials helps you to quickly get up and running using PowerPoint like a pro! Highly visual tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you learn the basic functions of PowerPoint!and beyond Walks you through PowerPoint's latest features Demonstrates how to create memorable and captivating presentations using PowerPoint Do you prefer instructions that show you how to do something!and skip the long-winded explanations? If so, Teach Yourself Visually PowerPoint is for you.