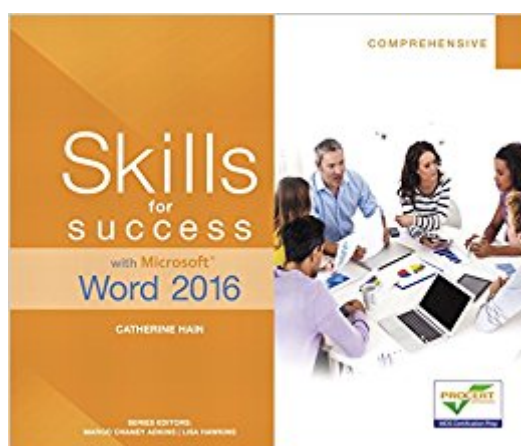**The book was found**

Skills For Success With Microsoft Word 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 softwareÃ¢â ¬â œinstead of reading big blocks of text, they'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 usingÃ¢â ¬â œdesktop or tabletÃ¢â ¬â œor their current skill level, students will learn what they need to get started quickly. Ã 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. Ã Â

Book Information

Series: Skills for Success for Office 2016 Series

Paperback: 512 pages

Publisher: Pearson; 1 edition (March 28, 2016)

Language: English

ISBN-10: 0134479491

ISBN-13: 978-0134479491

Product Dimensions: 8.5 x 0.8 x 9.8 inches

Shipping Weight: 1.6 pounds (View shipping rates and policies)

Average Customer Review: 1.0 out of 5 stars   1 customer review

Best Sellers Rank: #150,337 in Books (See Top 100 in Books)   #38 inÃ Â Books > Computers & Technology > Software > Microsoft > Microsoft Word   #47 inÃ Â Books > Computers & Technology > Software > Word Processing   #50 inÃ Â Books > Business & Money > Processes & Infrastructure > Office Automation

Customer Reviews

Ã Â Margo Chaney Adkins is an Assistant Professor of Information Technology at Carroll Community College in Westminster, Maryland. She holds a bachelorÃ¢â ¬â„¢s degree in Information Systems and masterÃ¢â ¬â„¢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. Ã 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 bachelorÃ¢ ¬â„¢s degree in Management and Marketing and a masterÃ¢ ¬â„¢s degree in Business Administration. Ã Â 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. Ã Â 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. Ã Â

NEW product did NOT come with MyITLab access code. Very disappointed. Supposed to be NEW. Now shrink wrapped and missing access code. Misleading and very upsetting

Warriors Word Scramble: Word Scramble Games - Word Search, Word Puzzles And Word Scrambles (Word Games, Brain Games, Word Search, Word Search Games, Word ... Scramble, Word Scrabble, Unscramble Word) Skills for Success with Microsoft Word 2016 Comprehensive (Skills for Success for Office 2016 Series) Microsoft Office Productivity Pack: Microsoft Excel, Microsoft Word, and Microsoft PowerPoint Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) 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) 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 Exploring Microsoft Office Excel 2016 Comprehensive (Exploring for Office 2016 Series) Exploring Microsoft Office Access 2016 Comprehensive (Exploring for Office 2016 Series) An Introduction to Word Processing: Using Microsoft Word 2000 or Microsoft Office 2000 Skills for Success with Excel 2016 Comprehensive (Skills for Success for Office 2016 Series) Exploring Microsoft Word 2016 Comprehensive (Exploring for Office 2016 Series) GO! with Microsoft Word 2016 Comprehensive (GO! for Office 2016 Series) Enhanced Microsoft Office 2013: Introductory

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