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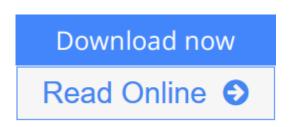
By Kevin Wilson

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Learn Office 365 the easy way. Clear concise and to the point...

Learn how to use and navigate Office 2016, the latest update to Microsoft's Office 365 Suite.
In this guide you'll explore...

- 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.

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.

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