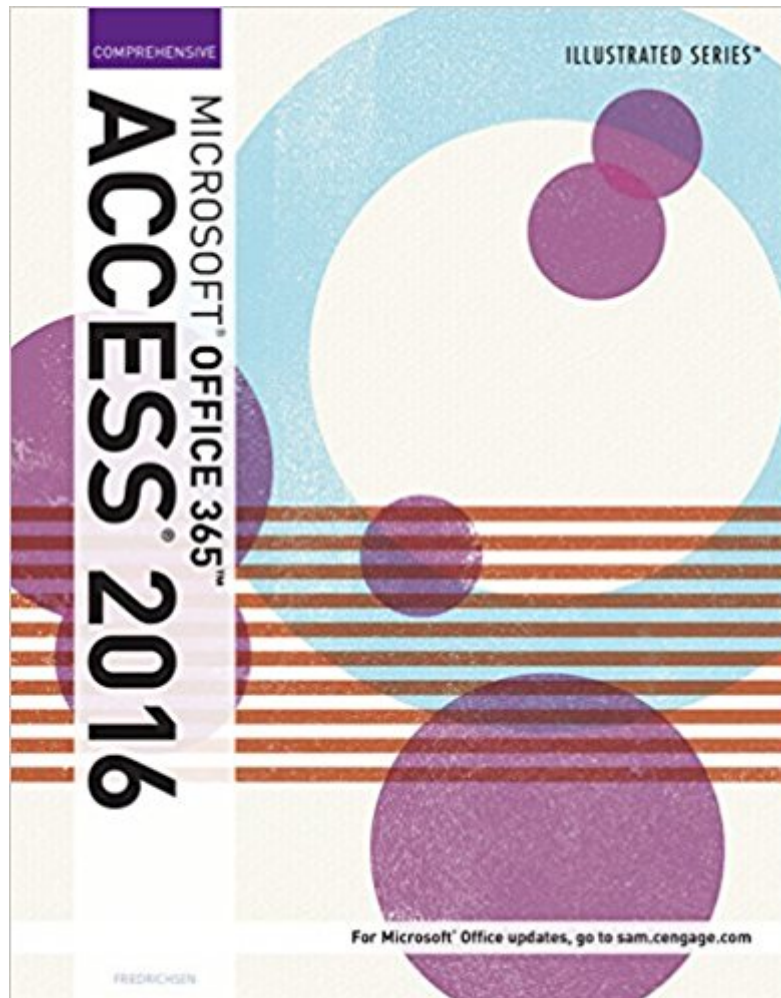




**Ebook Directory**  
the best source of ebook

The book was found

# 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

Series: Illustrated

Paperback: 416 pages

Publisher: Course Technology; 1 edition (May 23, 2016)

Language: English

ISBN-10: 1305878000

ISBN-13: 978-1305878006

Product Dimensions: 0.8 x 8.5 x 10.8 inches

Shipping Weight: 1.7 pounds (View shipping rates and policies)

Average Customer Review: Be the first to review this item

Best Sellers Rank: #99,834 in Books (See Top 100 in Books) #25 in [Books > Computers & Technology > Databases & Big Data > Access](#) #116 in [Books > Computers & Technology > Software > Microsoft > Microsoft Office](#) #130 in [Books > Textbooks > Computer Science > Database Storage & Design](#)

## 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

college professor.

[Download to continue reading...](#)

Bundle: New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card Microsoft Office 365 Home and Business | iPhone Microsoft Office 365 , Excel, Word, PowerPoint, OneNote, Outlook, Access, Project, Visio.: Desktop And iPhone Using Full Course Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) Bundle: New Perspectives Microsoft Office 365 & Excel 2016: Comprehensive, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Illustrated Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version (Illustrated Series) Exploring Microsoft Office Access 2016 Comprehensive (Exploring for Office 2016 Series) Microsoft Office Productivity Pack: Microsoft Excel, Microsoft Word, and Microsoft PowerPoint Illustrated Microsoft Office 365 & Access 2016: Comprehensive Illustrated Microsoft Office 365 & Office 2016: Fundamentals Illustrated Microsoft Office 365 & Office 2016 Projects, Loose-leaf Version Illustrated Microsoft Office 365 & Office 2016: Fundamentals, Loose-leaf Version Illustrated Microsoft Office 365 & Office 2016 for Medical Professionals, Loose-leaf Version Shelly Cashman Series Microsoft Office 365 & Access 2016: Comprehensive New Perspectives Microsoft Office 365 & Access 2016: Comprehensive Exploring Microsoft Office Excel 2016 Comprehensive (Exploring for Office 2016 Series) Illustrated Microsoft Office 365 & Excel 2016: Comprehensive GO! with Microsoft Access 2016 Comprehensive (GO! for Office 2016 Series) Skills for Success with Microsoft Access 2016 Comprehensive (Skills for Success for Office 2016 Series)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)