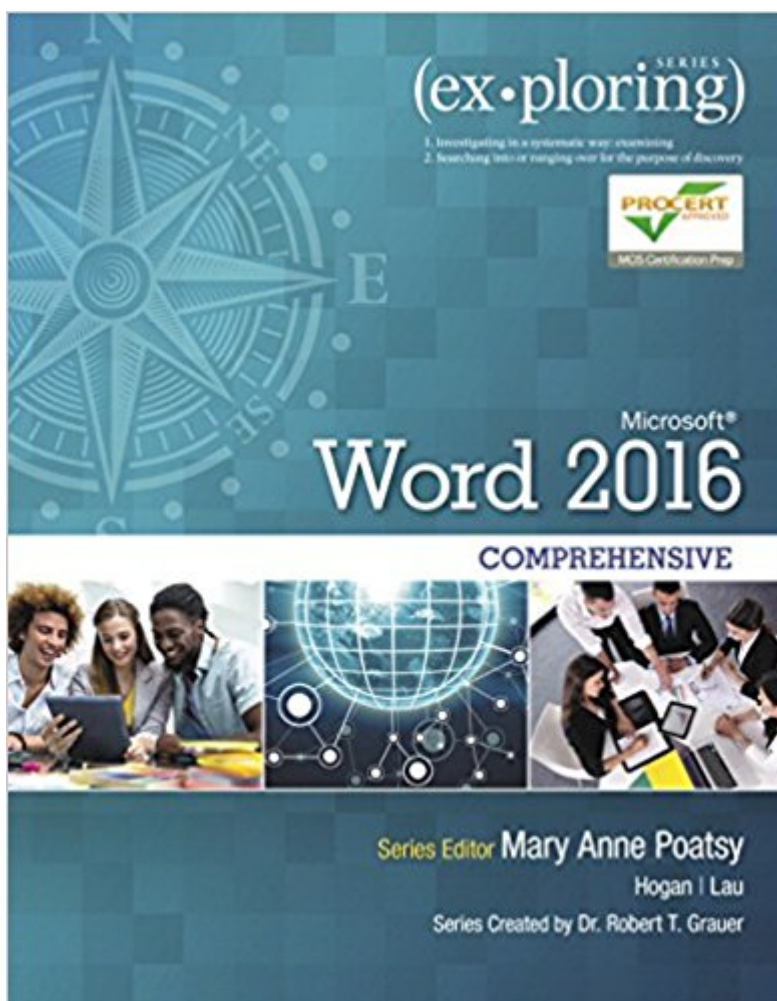


The book was found

# Exploring Microsoft Word 2016 Comprehensive (Exploring For Office 2016 Series)



## Synopsis

The book offers full, comprehensive coverage of Microsoft Word. Beyond point-and-click The goal of the Exploring series is to move students beyond the point-and-click, to understanding the why and how behind each skill. And because so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, anytime. Students go to college now with a different set of skills than they did years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know. Also available with MyITLab MyITLab® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, which engages students and improves results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, helping students learn more quickly and effectively. Digital badges lets students showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. MyITLab builds the critical skills needed for college and career success. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

## Book Information

Series: Exploring for Office 2016 Series

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Average Customer Review: 2.9 out of 5 stars 5 customer reviews

Best Sellers Rank: #346,064 in Books (See Top 100 in Books) #104 in Books > Computers & Technology > Software > Microsoft > Microsoft Word #107 in Books > Business & Money > Processes & Infrastructure > Office Automation #113 in Books > Computers & Technology > Software > Word Processing

## Customer Reviews

**Mary Anne Poatsy, Series Editor** Mary Anne is a senior faculty member at Montgomery County Community College, teaching various computer application and concepts courses in face-to-face and online environments. She holds a B.A. in Psychology and Education from Mount Holyoke College and an M.B.A. in Finance from Northwestern University's Kellogg Graduate School of Management. Mary Anne has more than 12 years of educational experience. She is currently adjunct faculty at Gwynedd-Mercy College and Montgomery County Community College. She has also taught at Bucks County Community College and Muhlenberg College, as well as conducted personal training. Before teaching, she was Vice President at Shearson Lehman in the Municipal Bond Investment Banking Department.

**Lynn Hogan** Lynn Hogan teaches at the University of North Alabama, providing instruction in the area of computer applications. With over 30 years of educational experience at the community college and university level, Lynn has taught applications, programming, and concepts courses in both online and classroom environments. She received an M.B.A. from the University of North Alabama and a Ph.D. from the University of Alabama. Lynn is a co-author of Practical Computing and has served on the authoring team of Your Office as well as the Exploring Office 2010 series. She resides in Alabama with her husband and two daughters.

**Dr. Linda K. Lau** Since 1994, Dr. Linda K. Lau is a Management Information Systems (MIS) faculty at the College of Business and Economics, Longwood University, located in Farmville, Virginia. She received the Outstanding Academic Advisor Award in 2006. Besides teaching and advising, Linda has authored and co-authored numerous journal and conference articles and textbooks, edited two books, and sat on several editorial boards. Her current research interest focuses on cyber security and forensics, and she is the associate editor for the Journal of Digital Forensics, Security and Law (JDFSL). Linda earned her Ph.D. from Rensselaer Polytechnic Institute in 1993, and her MBA and Bachelor of Science from Illinois State University in 1987 and 1986, respectively. In her younger days, Linda worked as a flight attendant for Singapore International Airlines for six years before coming to America to pursue her academic dream. She also worked as a financial consultant with Salomon Smith Barney from 1999 to 2000 before returning to the academic world. Linda resides in Richmond with her family.

**Amy Rutledge** Amy Rutledge is a Special Instructor of Management Information Systems at Oakland University in Rochester, Michigan. She coordinates academic programs in Microsoft Office applications and introductory management information systems courses for the School of Business Administration. Before joining Oakland University as an instructor, Amy spent several years working for a music distribution company and automotive manufacturer in various corporate roles including IT project management. She holds a B.S. in

Business Administration specializing in Management Information Systems, and a B.A. in French Modern Language and Literature. She holds an M.B.A from Oakland University. She resides in Michigan with her husband, Dan and daughters Emma and Jane.   Â  Dr. Robert T. Grauer, Creator of the Exploring Series Bob Grauer isÂ Professor EmeritusÂ in the Department of Computer Information Systems at the University of Miami, where he is a multiple winner of the Outstanding Teaching Award in the School of Business, most recently in 2009. He has written numerous COBOL texts and is the vision behind the Exploring Office series, with more than three million books in print. His work has been translated into three foreign languages and is used in all aspects of higher education at both national and international levels. Bob Grauer has consulted for several major corporations including IBM and American Express. He received his Ph.D. in Operations Research in 1972 from the Polytechnic Institute of Brooklyn.   Â 

Very thick volume compared to previous Vol 1 editions of the Exploring Series, and much thicker than the Brief edition that is no longer published with new Microsoft Office releases.

good book, A little advanced for me.

Works well for teaching a semester-length course. The text has many examples of concepts, and the ancillary materials are helpful.

I was disappointed totally

A superficial discourse on Word

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