**Synopsis**

Discover the latest advancements that Microsoft Outlook 2016 has to offer with MICROSOFT OFFICE 365 & OUTLOOK 2016: INTRODUCTORY -- the new edition in today’s generation of acclaimed Shelly Cashman Series books. For more than three decades, the Shelly Cashman Series has effectively introduced advanced computer skills to millions of students like you. MICROSOFT OFFICE 365 & OUTLOOK 2016: INTRODUCTORY continues the Series’ strong history of innovation with a proven learning approach enhanced to address your needs, no matter what your learning style. A trademark step-by-step, screen-by-screen approach encourages you to expand your understanding of Microsoft Outlook 2016 through experimentation, critical thought, and personalization. This new edition and accompanying resources deliver effective educational materials specifically designed to effectively introduce basic and new features, improve retention, and prepare you for future success with the latest Microsoft Outlook 2016.

**Book Information**

Loose Leaf

Publisher: Course Technology; 1 edition (February 11, 2016)

Language: English

ISBN-10: 1337251259


Product Dimensions: 8.4 x 1.3 x 10.8 inches

Shipping Weight: 14.4 ounces (View shipping rates and policies)

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