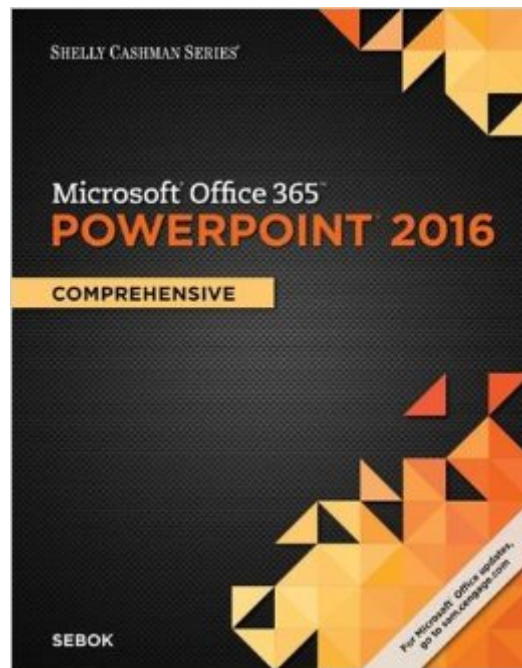# Shelly Cashman Series Microsoft Office 365 & PowerPoint 2016: Comprehensive

Synopsis

Discover all of the important new features that the latest version of Microsoft PowerPoint 2016 has to offer with the focused, complete approach found in MICROSOFT OFFICE 365 & POWERPOINT 2016: COMPREHENSIVE. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions. MICROSOFT OFFICE 365 & POWERPOINT 2016: COMPREHENSIVE continues the Series' strong history of innovation with an enhanced learning approach that addresses your needs, no matter what your learning style. A trademark, step-by-step, screen-by-screen approach encourages you to expand your understanding of both basic and more advanced Microsoft PowerPoint 2016 skills through experimentation, critical thought, and personalization. This edition delivers the most effective and complete educational materials specifically designed to engage, improve retention, and prepare you for success in using Microsoft PowerPoint 2016.

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