**Synopsis**

Discover all of the advancements that Microsoft Office and Excel 2016 have to offer with MICROSOFT OFFICE 365 & EXCEL 2016: COMPREHENSIVE -- the new edition in the acclaimed Shelly Cashman Series. For more than three decades, the Shelly Cashman Series has effectively introduced advanced computer skills to millions of students like you. MICROSOFT OFFICE 365 & EXCEL 2016: COMPREHENSIVE provides an enhanced learning approach to help you master all aspects of Excel 2016, no matter what your learning style. A trademark, step-by-step, screen-by-screen approach encourages you to expand your understanding of Microsoft Excel 2016 through experimentation, critical thought, and personalization. This new edition delivers effective educational materials specifically designed to introduce more advanced features, improve retention, and prepare you for success in using MS Office and Excel 2016.

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