



# **Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series)**

*Amy S. Kinser, Kristyn Jacobson, Eric Kinser, Diane Kosharek, Brant Paige Moriarity*

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*This book covers introductory Word, Excel, Access, and PowerPoint, with additional sections on integrating those applications, as well as a Windows 8 workshop. Ideal for business courses.*

## Real world problem solving for business and beyond

The *Your Office* series prepares students to use both technical and soft skills in the real world. Hands-on technical content is woven into realistic business scenarios and focuses on using Microsoft Office® as a decision-making tool. The series features a unique running business scenario that connects all of the cases together and exposes students to using Office to solve problems relating to business areas like finance and accounting, production and operations, sales and marketing.

Each chapter introduces a realistic business case for students to complete via hands-on steps that are easily identified in blue shaded boxes. Each blue box teaches a skill and comes complete with video and interactive support. Chapters are grouped into Business Units, which collectively illustrate a specific set of business concepts to achieve AACSB-related outcomes. Each Business Unit ends with a Capstone section, testing students' ability to apply concepts and skills beyond a single chapter.

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