

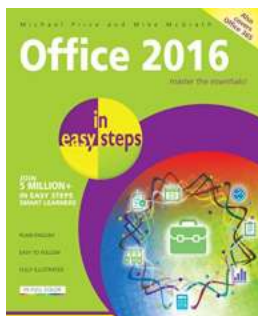
Mastering Office 2016 in Easy Steps: Boost Your Productivity with Michael Price's Expert Advice

Are you tired of spending hours trying to navigate through the endless features of Microsoft Office 2016? Do you often find yourself wasting time on basic tasks that should be done in no time? If the answer is yes, then you've come to the right place.

Office 2016 is a powerful suite of applications that can greatly enhance your productivity, but only if you know how to use it efficiently. That's where Michael Price's acclaimed book, "Office 2016 In Easy Steps," comes in handy. In this article, we will explore the tips, tricks, and techniques outlined in Price's book, empowering you to master Office 2016 and supercharge your work processes.

The Importance of Office 2016

Office 2016 has become the standard software package for businesses, organizations, and even individuals around the world. Its comprehensive suite of applications, including Word, Excel, PowerPoint, Outlook, and more, covers all the essential tools needed for various tasks.



Office 2016 in easy steps by Michael Price (Kindle Edition)

★★★★☆ 4.5 out of 5



From creating professional documents and analyzing data to designing engaging presentations and managing your emails, Office 2016 is your go-to solution. However, due to its extensive range of features and functionalities, many users struggle to unlock its full potential.

Meet Michael Price

Michael Price, a renowned technology writer and expert, recognized the difficulties faced by Office 2016 users and decided to bridge the gap between them and the software. With his book, "Office 2016 In Easy Steps," Price aims to simplify the learning process and help users become proficient in Office 2016.

Price's expertise shines through in his clear explanations, step-by-step instructions, and hands-on examples. Whether you are a beginner or an experienced user looking to enhance your skills, "Office 2016 In Easy Steps" offers something for everyone.

Unleash the Power of Office 2016

With "Office 2016 In Easy Steps" as your trusty guide, you'll be amazed at how quickly you can harness the full potential of Office 2016. The book covers every major application in the suite and delves into the most important features and methods that will skyrocket your productivity.

1. Excel: Master Data Analysis

Excel is an incredibly powerful tool for managing and analyzing data, but most users only scratch the surface of its capabilities. Price's book demonstrates how to organize, sort, and filter data, create advanced formulas, and use powerful

visualizations to make informed decisions based on your data. These skills will make you the go-to Excel expert in your workplace.

2. Word: Create Professional Documents

Word is the go-to application for creating documents, but do you know how to unlock its full potential? Price's book reveals the tips and tricks that will help you format your documents like a pro, work with styles and themes, collaborate with others seamlessly, and automate repetitive tasks that drain your time and energy.

3. PowerPoint: Captivate Your Audience

Building captivating presentations is an art, and Price's book unveils the secrets that will make your PowerPoint slides stand out from the crowd. Learn how to create stunning visual effects, use multimedia effectively, and deliver presentations with confidence, whether in a boardroom or a virtual meeting.

4. Outlook: Manage Your Emails Efficiently

Email overload is a common problem in today's fast-paced world, but Price's book offers strategies to tame your inbox and regain control. Discover how to effectively organize your emails, automate repetitive tasks, and use advanced features like rules and filters to streamline your communication.

Why Should You Invest in "Office 2016 In Easy Steps"?

Investing in "Office 2016 In Easy Steps" is an investment in your productivity, efficiency, and career growth. By mastering the ins and outs of Office 2016 with Price's expert guidance, you become a valuable asset in any professional setting.

Imagine the time you will save by learning to navigate Office 2016 effortlessly. No longer will you be overwhelmed by its vast array of functions. Instead, you'll have

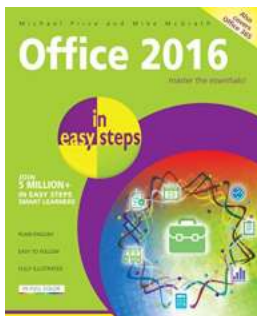
the confidence to tackle any task with ease, impressing your colleagues and superiors with your newfound proficiency.

Whether you are a student, a professional, a business owner, or someone who wants to enhance their digital skills, "Office 2016 In Easy Steps" is your key to success.

In

Office 2016 is a powerful suite of applications that can transform your work processes, but only if you know how to use it effectively. Michael Price's "Office 2016 In Easy Steps" breaks down the complexities of the software and empowers users to unleash its full potential.

So, don't settle for being an average Office 2016 user. Be exceptional. With Price as your mentor, you'll become a master of Microsoft Office 2016 and take your productivity to new heights.



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Whether you're upgrading to Office 2016 from a previous version or using it for the very first time, Office 2016 in easy steps will guide you through the key features so that you can be productive straight away! Task orientated, and in bite-size chunks, it shows how to:

Create reports, newspapers, cards and booklets

Calculate and manage your financial matters

Perfect your presentations and slide shows

Email, keep in touch and stay organized

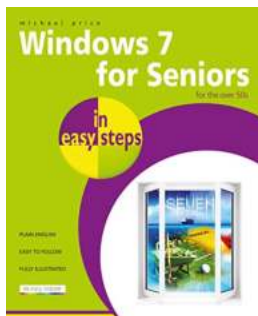
Access your personal notes anywhere, on any device

Collaborate with others to work on documents

Office 2016 in easy steps fully demonstrates the five core Office apps - Word, Excel, PowerPoint, Outlook, and OneNote. It introduces the reader to other great Office apps too - Access, Publisher, Sway, Visio, and Project. There is also coverage of OneDrive cloud storage, Office Online web apps, and Office apps for Android devices.

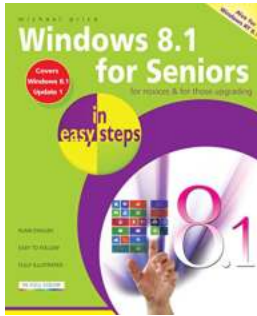
Office 2016 in easy steps works with touch, stylus, mouse or keyboard across Windows devices, including tablets. Sign in with your Microsoft ID and use the software across different platforms.

Aimed at both new and experienced users, Office 2016 in easy steps covers the essential functions of Office 2016. Packed with tips and shortcuts, this guide will help you learn fast so you can focus on the job in hand!



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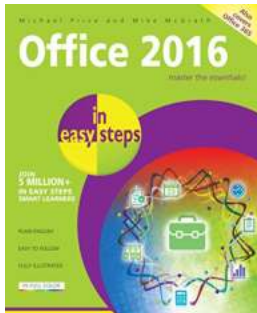
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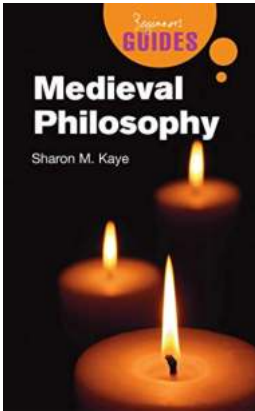
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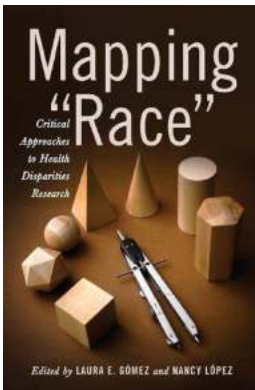
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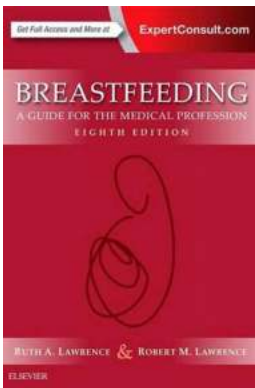
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