



Illustrated Microsoft Office 365 & Access 2016: Introductory

By Lisa Friedrichsen



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Whether you're a computer rookie or hot shot, you can master Microsoft Office and Access 2016 applications quickly and efficiently with ILLUSTRATED MICROSOFT OFFICE 365 & ACCESS 2016: INTRODUCTORY. Skills are accessible and easy to follow thanks to the Illustrated Series' hallmark two-page layout, which allows you to work through an entire task without turning the page. Praised for its concise, focused, user-friendly format, this book guides efficient study with Learning Outcomes that outline the skills covered in each lesson. Larger full-color images reflect exactly what you should see on your own computer screen. Each module begins with a brief overview of the principles of the lesson and introduces a case study for further application. In addition, new Productivity Apps visually introduce Microsoft OneNote, Sway, Office Mix and Edge using hands-on activities.

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Editorial Review

About the Author

Lisa Friedrichsen is a Professor at Johnson County Community College in Overland Park, Kansas, where she teaches database and web development classes. As an author, she has written several prominent Access, Office, and Web related textbooks. Ms. Friedrichsen combines her ability to teach with extensive industry experience to create clear, practical presentations. Ms. Friedrichsen's undergraduate degree is in Engineering from Iowa State University and she has an MBA from Drake University. She worked for a decade at IBM Corporation before becoming a consultant, author, and college professor.

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