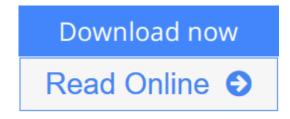


## New Perspectives Microsoft Office 365 & Access 2016: Intermediate

By Mark Shellman, Sasha Vodnik



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Develop the higher-level Microsoft Access 2016 skills you need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365 & ACCESS 2016: INTERMEDIATE. Updated with all-new case-based modules, this dynamic introduction applies the skills you are learning to real-world situations to ensure that you see the relevance of the concepts you are learning. New Productivity Apps visually introduce Microsoft OneNote, Sway, Office Mix and Edge with fun, hands-on activities. Companion Sways provide videos and step-by-step instructions to help you learn to use each app. NEW PERSPECTIVES MICROSOFT OFFICE 365 & ACCESS 2016: INTERMEDIATE clearly demonstrates the importance of the basic and more advanced skills you're mastering while helping you transfer those skills to other applications and disciplines for further success.



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About the Author

Dr. Mark Shellman, Ed.D., is an instructor and the Chair of the Information Technology Department at Gaston College in Dallas, North Carolina. A recent winner of the Instructor of the Year award at Gaston, Mark prides himself on being an excellent teacher and helping students succeed. Mark has been teaching information technology for over thirty years.

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