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Teach Yourself Visually Office offers you a straightforward, visual approach to making your work life more efficient and productive using the latest version of the Microsoft Office suite. Featuring visually rich tutorials and step-by-step instructions that will help you make the most of this power-packed suite of office productivity tools, it covers everything you need to compute, document, graph, chart, present, and organize your way to success in the workplace from the most basic to the ...

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Teach Yourself Visually Office 2016 is better than a lot of how-to guides for any program in Office. The step-by-step directions are clear, and it's all in color. The drawback is that the book isn't deep enough in concepts. All in all, Teach Yourself Visually Office 2016 should be the first starting point for being familiar with Office 2016.

~~Teach Yourself Visually Office 2016 by Elaine Marmel~~

Teach Yourself Visually Excel offers you a straightforward visual approach to working with the newest version of the world's leading spreadsheet program. Packed with visually rich tutorials

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and step-by-step instructions that will help you take your Excel skills to new heights, this friendly and approachable guide will have you creating, editing, and manipulating Excel spreadsheets in no time!

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I should point out that TEACH YOURSELF VISUALLY OFFICE 2016 is aimed at the beginner. It tries to explain even the simplest procedures (e.g., "Create a New File", found in the opening overview section titled "Office Features"). There are screenshots too. Explaining every icon, button, tile, and procedure.

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So far, every question I've had in using Windows Word, in Office 2016, has been easily solved by using Teach Yourself Visually Office 2016. The visuals are clearly presented, step by step, and include other related solutions that may be encountered with your problem. I would definitely recommend this book. 6 people found this helpful

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