



Skills for Success with Microsoft Word 2016 Comprehensive (Skills for Success for Office 2016 Series)

Catherine Hain, Margo Chaney Adkins, Lisa Hawkins

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Designed for a new generation of learners

Skills for Success teaches students the way they prefer to learn software—instead of reading big blocks of text, they'd rather see and do. Using the hallmark visual layout, students complete an entire skill in just two pages. Step-by-step instructions are aligned with full size screens image to guide students as they progress through each new skill. No matter what device they are using—desktop or tablet—or their current skill level, students will learn what they need to get started quickly.

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