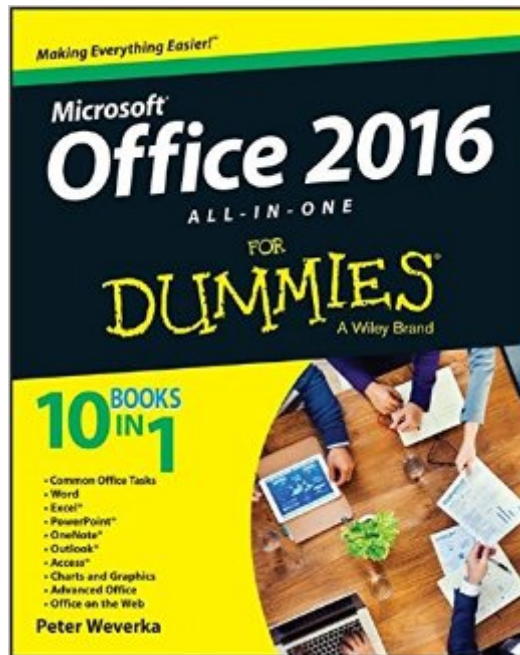# Office 2016 All-In-One For Dummies (Office All-in-One For Dummies)

Synopsis

The fast and easy way to get things done with Office Perplexed by PowerPoint? Looking to excel at Excel? From Access to Wordâ ”and every application in betweenâ ”this all-encompassing guide provides plain-English guidance on mastering the entire Microsoft Office suite. Through easy-to-follow instruction, you'll quickly get up and running with Excel, Word, PowerPoint, Outlook, Access, Publisher, Charts and Graphics, OneNote, and moreâ ”and make your work and home life easier, more productive, and more streamlined. Microsoft Office is the leading productivity tool in the world. From word processing to business communication to data crunching, it requires a lot of knowledge to operate itâ ”let alone master it. Luckily, Office 2016 All-in-One For Dummies is here to deliver the breadth of information you need to complete basic tasks and drill down into Office's advanced features. Create customized documents and add graphic elements, proofing, and citations in Word Build a worksheet, create formulas, and perform basic data analysis in Excel Create a notebook and organize your thoughts in Notes Manage messages, tasks, contacts, and calendars in Outlook Clocking in at over 800 pages, Office 2016 All-in-One For Dummies will be the singular Microsoft Office resource you'll turn to again and again.

Book Information

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Best Sellers Rank: #6,021 in Books (See Top 100 in Books)   #2 inÂ Books > Computers & Technology > Business Technology > Software > Enterprise Applications   #2 inÂ Books > Computers & Technology > Software > Suites   #3 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Office

Customer Reviews

This book is comprehensive. It covers all the Office 2016 programs in depth. Peter Weverka, the author, has drawn heavily on modern teaching methods (Tell them what you're going to tell them ---

Tell them --- Tell them what you told them). It might sound simplistic, but it works.I highly recommend this book to anyone who has the Office 2016 applications -- Word, Excel, PowerPoint, OneNote, Outlook, Access, and Publisher. This book also devotes entire chapters to charts, SmartArt diagrams, the drawing tools, and graphics. There is also a "mini-book" about how to handle files with OneDrive, Microsoft's cloud tool for sharing and collaborating with others.In short, an excellent book!

I'm a Big Dummies fan. I'm also a few versions behind. Overall good book but more STEP by Step would be helpful. Alot has changed since 2000. I think if I knew nothing about confusers I might be a bit lost.

Very good source has enough of each part of Office 2016 to solve all normal issues. Great learning tool.

Our office bought 2 copies of this for improving our use of the Microsoft products we have. The Access portion is pretty useless, there is nothing on troubleshooting existing/inherited databases and too much spent on "what is a database". Throughout the book it is just too basic and no help with anything you might have to work on that was set up by someone else (which is pretty typical for our offices). I would not recommend this book.

I have used the Dummies books for decades. They are most appropriate for ME. I can generally find anything I need to utilized the item or programs for which they are designed and written.

Received the book in good condition and was able to use it regarding some questions I had about the Outlook program. This book will be very helpful.

As a Senior, I was worried about learning Microsoft Office 2016, but "Office 2016 for Dummies" removed any anxiety.

Bought as a gift for my mother and she uses it often. Probably should have bought one for myself.

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