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New Word and PowerPoint Modules Introduce the Latest Feature  The Word 2016 edition provides new hands-on module projects and important introductions to the key features new to this edition, including Smart Lookup button and Insights task pane. The new PowerPoint module highlights the most important features in this latest version. Work with new projects and exercises that emphasize the topics that are most relevant in your life. This edition further explains how to insert and format shapes in the new PPT version.

New Excel Module Emphasizes Practical Uses for New Features  An updated, useful project teaches you how to create a personal budget. It also addresses chart types and functions that are new to Excel 2016.


New Productivity Apps for Work and School  These helpful, easy-to-use apps visually guide you through using Microsoft OneNote, Sway, Office Mix and Edge using fun, hands-on activities. Companion Sways provide videos and step-by-step instructions to help you learn to master each app.
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