



Microsoft Office 2016: A Skills Approach

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Microsoft® Office Skills on Demand!

Microsoft® Office 2016: A Skills Approach provides a unique approach to learning Office skills by isolating skills for customized learning. Created from the learning side from SIMnet, McGraw-Hill Education's online training and assessment program, this textbook has 1:1 content with SIMnet. As a result, students have access to specific, isolated skills which creates the customized learning and makes **Microsoft® Office 2016: A Skills Approach** the most flexible book on the market. Additionally, the approach uses consolidated instruction with fewer steps to explain each skill, resulting in easier learning for today's students!

Microsoft® Office 2016: A Skills Approach also offers projects to allow students to practice their skills and receive immediate feedback via autograding in the SIMgrader component. This integration with SIMnet helps meet the diverse needs of students and accommodate individual learning styles.

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