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*Ann Shaffer, Katherine T. Pinard*

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Develop the more advanced Microsoft Word 2016 skills you need to be successful in college and beyond with the in-depth coverage and emphasis on critical-thinking and problem-solving found in **NEW PERSPECTIVES MICROSOFT OFFICE 365 & WORD 2016: INTERMEDIATE**. Updated with all-new case scenarios, this edition clearly applies the basic and advanced skills you are learning to real-world situations, making the concepts even more relevant. New Productivity Apps provide a visual introduction to Microsoft OneNote, Sway, Office Mix and Edge with fun, hands-on activities. Companion Sways provide videos and step-by-step instructions to help you learn to use each app. **NEW PERSPECTIVES MICROSOFT OFFICE 365 & WORD 2016: INTERMEDIATE** demonstrates the importance of what you're learning while helping you transfer your Microsoft Word 2016 skills and knowledge to other applications and disciplines for further success.

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