Get Ahead with New Perspectives Microsoft Office 365 and Office 2016: Introductory  
Scenarios Apply Concepts to Real-World. These practical case scenarios throughout each module and end-of-module exercises, including Review Assignments and Case Problems, help students apply both skills and concepts to real-world situations. 
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. Companion Sways provide videos and step-by-step instructions to help you learn to master each app. 
New Features for Microsoft Windows 10 and Office 2016. You increase your skills in using the new Microsoft Edge browser, and Cortana -- the electronic personal assistant provided with Windows 10. Coverage Highlights the Latest New Office 2016 Features. You learn to fully utilize the ‘Tell me’ Help feature; the updated Spelling and Grammar checker; the Office Mix add-in for PowerPoint; and the new Excel chart types, including histogram, waterfall, and sunburst charts. 
Proskills Boxes Connect Office 2016 Concepts to Careers. These helpful features emphasize the relevance of the Office skills you are learning by providing guidance on how to use the software most effectively in professional situations. 

SAM Helps You Master Microsoft Office and Computer Concepts  
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Skills Assessment Manager is the top online training resource for Microsoft Office suites. No matter what your skill level, SAM helps you learn with confidence so you have a better chance to make better grades. Navigate easily from day one. SAM has all your course content in one easy location, offering an intuitive homepage which ensures you always get where you need to go. See how Office is used in the real world. SAM training and assessments simulate the real MS Office environment, which will prepare you for more workplace success. Set yourself up for better grades. Automatic feedback on assignments and a personalized study plan help you stay on track for improved grades.

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