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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.

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