

## Office 365 For Dummies 2nd Edition

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After the expert sales pitch for the concept, Office 365 for Dummies, Second Edition carefully explains how a business can move into Office 365 and cloud computing without too much stress and anguish. Again, the emphasis is on persuading the reader of the benefits of such a move, and again, the authors do a careful and thorough job.

~~Book Review: Office 365 for Dummies, Second Edition~~

More about This Book Author: Ken Withee ISBN: 978-1-119-26531-3 or 9781119265313

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The author of the bestselling Office All-in-One For Dummies shares his advice on how to navigate the nuts and bolts of getting things done with Office 365. Look inside for step-by-step instructions on Excel, Outlook, Word, PowerPoint, Access, and OneNote along with a dive into the cloud services that come with Office 365. Access Office 365

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About the Author. Ken Withee is a Microsoft Certified Technology Specialist and president of Portal Integrators LLC, specialists in Microsoft SharePoint, SharePoint Online, and Office 365. Jennifer Reed is a program manager at Microsoft and founder of Cloud611, which specializes in Content Management Systems (CMS), SharePoint, and Office 365.

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Office 365 For Dummies offers a basic overview of cloud computing and goes on to cover Microsoft cloud solutions and the Office 365 product in a language you can understand. This includes an introduction to each component which leads into topics around using each feature in each application.

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She is author of Office 365 for Dummies, Migrating to Office 365 for Dummies, and Office 365 for Higher Education. She holds a bachelor's degree in Economics. Jenn is a PMI-certified project management professional, a Certified Scrum Master, and a Microsoft Certified Professional in Office 365 administration.

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Office 365 for Dummies is your resource to understand the features and tools of Office 365 better. You will be able to collaborate with others in real time on documents, integrate social networks into your work, increase productivity, experience business growth, and access your files from anywhere - allowing you to create virtual office!

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