



## Shelly Cashman Series Microsoft Office 365 & Excel 2016: Comprehensive

By Steven M. Freund, Joy L. Starks, Eric Schmieder



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### **Editorial Review**

#### About the Author

Steven M. Freund attended the University of Central Florida and serves as a leader instructor of various Microsoft Office, computer concepts, programming, and Internet technology courses throughout Central Florida. An integral author for the successful Shelly Cashman Series since 2001, he has presented at the annual customer conference, the Shelly Cashman Series Institute, as well as other customer events. Mr. Freund has co-authored multiple editions of DISCOVERING COMPUTERS, Mozilla Firefox, Windows Internet Explorer, Windows, Office, and Dreamweaver books. He has also written numerous successful instructor supplements.

Joy L. Starks is a Professor of Computer and Information Technology at Indiana University Purdue University Indianapolis. She has written chapters in several of the Shelly Cashman Series Office books and authored the Photoshop, Java Programming, and Microsoft Publisher series of books. In addition to speaking engagements, she hosts the nationally-renowned Tech Camp for Teachers on the IUPUI campus each summer.

For over 15 years, Mr. Schmieder has served as a computer technology instructor in adjunct and full-time capacities in curriculum instruction, corporate training, continuing education, economic and workforce development, professional development, small business, and webmaster certificate programs throughout North Carolina. His classroom instruction has served students at NC State University and many schools in the NC Community College System. He is a member of the NC Computer Instructors Association (NCCIA), NC Community College Faculty Association (NCCCFA), Textbook and Academic Authors Association (TAA), and US Distance Learning Association (USDLA). He holds certifications as a Microsoft Certified Trainer and Microsoft Office Master Specialist and is a regular presenter at local and national conferences.

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