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# Online Microsoft Office 2016 Step

**Sandra Gaiser**

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the introduction of the iPad Pro the digital landscape changed as there is now a genuine Apple tablet contender for the workplace that can be used to replace laptops Not only does its size a 12.9 inch 327.6 mm Retina Display screen measured diagonally mean that it is more suited to viewing work documents such as spreadsheets and presentations it can also be used with the Smart Keyboard and Apple Pencil for increased functionality iPad at Work in easy steps details the productivity options for the iPad so that it can be used instead of a laptop or a desktop in the workplace at school or in higher education While covering the iPad Pro and the Smart Keyboard and Apple Pencil the main focus of the book is on productivity apps that can be used on any iPad Apps for word processing spreadsheets and presentations are covered in detail in the book specifically the Apple apps Pages Numbers and Keynote and the Microsoft Office apps Word Excel and PowerPoint The book also looks at sharing documents and collaborating on projects File Management on the iPad Email Management and a range of organization apps including those for note taking calendars address books and reminders Printing and scanning is also covered so that you can use your iPad for your entire productivity workflow iPad at Work in easy steps shows how anyone in the workplace or classroom can use the iPad for all aspects of their working life including creating and sharing documents managing documents performing organization tasks and printing documents Table of Contents iPads for Productivity Smart Keyboard and Apple Pencil Productivity Apps File Management Word Processing Spreadsheets Presentations Organization Apps Sharing and Collaboration Email Management Printing and Scanning

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