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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.

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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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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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