

# Exploring Microsoft Office 2013 Ebook

A Guide to Microsoft Office 2013Office 2013 Digital ClassroomOffice 2013 BibleUnboxing Microsoft Office 2013Office 2013 For DummiesYour OfficeThe O'Leary Series: Microsoft Office 2013Using Office 2013Microsoft Office 2013The O'Leary Series: Microsoft Office Word 2013, IntroductoryMicrosoft Office Professional 2013 Step by StepOffice 2013 All-In-One Absolute Beginner's GuideUsing Office 2013Microsoft Office 2013 Try It!Office 2013 On DemandMicrosoft Office Home and Student Edition 2013 All-in-One For DummiesLearning Microsoft Office 2013The O'Leary Series: Microsoft Office 2013Microsoft Office 2013 Essentials (Speedy Study Guides)Microsoft Office Professional 2013 Plain & Simple Jan Marrelli Walter Holland Lisa A. Bucki Alfa Hartoko, S.T. Wallace Wang Amy S. Kinser Linda O'Leary Kevin Wilson Steve Schwartz Linda I. O'Leary Beth Melton Patrice-Anne Rutledge Kevin Wilson June Jamrich Parsons Steve Johnson Peter Weverka Emergent Learning Linda I. O'Leary Speedy Publishing Katherine Murray

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office 2013 for dummies is the key to your brand new office packed with straightforward friendly instruction this update to one of the bestselling office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in office 2013 after coverage of the fundamentals you ll discover how to spice up your word documents edit excel spreadsheets and create formulas add pizazz to your powerpoint presentation and much more helps you harness the power of all five office 2013 applications word excel powerpoint outlook and access discusses typing and formatting text in word and easy ways to dress up your documents with color graphics and more demonstrates navigating and editing an excel spreadsheet creating formulas and charting and analyzing excel data walks you through creating a powerpoint presentation and adding some punch with color sound pictures and videos explores outlook including configuring e mail storing contacts organizing tasks scheduling your time and setting appointments delves into designing access databases including editing modifying searching sorting and querying also covers viewing and printing reports and more the fun and friendly approach of office 2013 for dummies makes doing office work easy and efficient

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even on mobile devices no matter what career path you're on the your office series will give you the foundation to succeed

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