TUTORIAL FOR MS OFFICE WORD 2013

MICHELLE HALSEY

- PICROSOFT WORD 2013 JOAN LAMBERT, JOYCE COX, 2013 EXPLAINS, STEP-BY-STEP, HOW TO CREATE DOCUMENTS WITH THE PROGRAM MICROSOFT OFFICE WORD 2013, COVERING SUCH TOPICS AS STYLES AND THEMES, TEXT EFFECTS AND GRAPHICS, SMARTART DIAGRAMS AND CHARTS, REFERENCES, FOOTNOTES, TABLES OF CONTENTS, INDEXES, BLOG POSTS, AND WEB PAGES, AND INCLUDES ACCESS TO AN ONLINE EDITION OF THE BOOK WITH DOWNLOADABLE PRACTICE FILES.

 PEFFICE 2013 FOR DUMMIES WALLACE WANG, 2013-02-13 OFFICE 2013 FOR DUMMIES IS THE KEY TO YOUR BRAND NEW OFFICE! PACKED WITH STRAIGHTFORWARD, FRIENDLY INSTRUCTION, THIS UPDATETO ONE OF THE BESTSELLING OFFICE
- NEW OFFICE! PACKED WITH STRAIGHTFORWARD, FRIENDLY INSTRUCTION, THIS UPDATETO ONE OF THE BESTSELLING OFFICE BOOKS OF ALL TIME GETS YOUTHOROUGHLY UP TO SPEED AND HELPS YOU LEARN HOW TO TAKE FULLADVANTAGE OF THE NEW FEATURES IN OFFICE 2013. After coverage of thefundamentals, you'll discover how to spice up your Word documents, edit Excel spreadsheets and create formulas, add pizazz to yourPowerPoint 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 todress 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 addingsome punch with color, sound, pictures, and videos Explores Outlook, including configuring e-mail, storingcontacts, organizing tasks, scheduling your time, and settingappointments Delves into designing Access databases, including editing, modifying, searching, sorting, and querying; also covers viewingand printing reports, and more The fun and friendly approach of Office 2013 For Dummiesmakes doing Office work easy and efficient!
- Wempen, 2013-06-12 The best of the best from our Excel, Word, Access, and PowerPoint Bibles! Learn the sought-after features of the core applications from the Office 2013 suite. This Office 2013 Bible features the best-of-the-best content from the Excel 2013 Bible, by Mr. Spreadsheet John Walkenbach; the Word 2013 Bible, by Office expert Lisa A. Bucki; the PowerPoint 2013 Bible, by MOS Master Instructor and PowerPoint expert Faithe Wempen; and the Access 2013 Bible from Microsoft Certified Application Developer Michael Alexander and Office and Access expert Dick Kusleika. This major resource also covers Outlook, Publisher, OneNote, SkyDrive, and other important features in the Office 2013 suite. If you want to quickly and

EFFECTIVELY USE OFFICE 2013, START IN THE EXPERTS' CORNER WITH THIS MUST-HAVE BOOK. GIVES YOU THE BEST-OF-THE-BEST CONTENT ON OFFICE 2013 FROM THE LEADING EXPERTS, AUTHORS, AND CONTRIBUTORS TO OUR EXCEL, WORD, POWERPOINT, AND ACCESS BIBLES INCLUDES CONTENT FROM JOHN WALKENBACH, AKA MR. SPREADSHEET; WORD AND OFFICE EXPERT LISA A. BUCKI; MOS MASTER INSTRUCTOR AND POWERPOINT EXPERT FAITHE WEMPEN; MICROSOFT CERTIFIED APPLICATION DEVELOPER MICHAEL ALEXANDER; AND OFFICE AND ACCESS EXPERT DICK KUSLEIKA TAKES YOU BEYOND CREATING SIMPLE TEXT DOCUMENTS, SPREADSHEETS, AND PRESENTATIONS TO HELP YOU USE MULTIPLE OFFICE APPLICATIONS AT ONCE TO ACCOMPLISH CRITICAL BUSINESS TASKS ALSO COVERS PUBLISHER, ONENOTE, SKYDRIVE, THE CLOUD, AND OTHER KEY FEATURES AND TOPICS FOR OFFICE 2013 GET THE BEST OF FOUR OFFICE 2013 BOOKS IN ONE WITH THIS POWER-PACKED REFERENCE!

[P] [Word 2013 BIBLE LISA A. BUCKI, 2013-04-08 TOP-TO-BOTTOM COVERAGE OF THE TOP-SELLING MICROSOFT OFFICEAPPLICATION IF YOU WANT TO USE MICROSOFT WORD TO CREATE MORE THAN JUSTSIMPLE DOCUMENTS, START WITH THIS ULTIMATE WORD GUIDE. PACKED WITHTHE IN-DEPTH CONTENT THAT IS THE HALLMARK OF ALL WILEY BIBLES, THISBOOK COVERS IT ALL. YOU'LL FIRST FIND OUT WHAT'S NEW IN WORD 2013ON THE FEATURES LEVEL - FORMATTING, STYLES, TABLES, AND MORE -BEFORE YOU DIVE INTO THE BIG STUFF THAT CAN HELP YOU BECOME MOREEFFICIENT. FROM DOCUMENT DESIGN TO CREATING MASTER DOCUMENTS TOAPPLYING SECURITY TO COLLABORATING IN THE CLOUD, YOU'LL LEARN NOTJUST HOW TO DO TASKS, BUT THE BEST WAYS TO DO THEM, AND WHY. DETAILS EVERYTHING YOU NEED TO KNOW TO GET THE MOST OUT OF Word 2013 Walks you through new or refreshed basics, such as formatting, styles, charts, and tables Shows YOU HOW TO USE DATA SOURCES, CREATE ENVELOPES AND LABELS, AND MAKE FORMS TAKES YOUR WORD SKILLS UP A NOTCH WITH COVERAGE OF KEYBOARDCUSTOMIZATION, SECURITY, COLLABORATING ON THE CLOUD, COMPARINGDOCUMENTS, AND MUCH MORE START CREATING DOCUMENTS AT A NEW LEVEL AND WOW YOUR COLLEAGUES, WITH WORD 2013 BIBLE. Sider's Guide to Microsoft Word 2013 for PC Brian West, 2016-12-12 I'm an award winning college PROFESSOR AND I HAVE TAUGHT STUDENTS HOW TO USE MICROSOFT OFFICE (WORD, POWERPOINT AND EXCEL) FOR NEARLY 20 YEARS. ONE OF THE BIGGEST COMPLAINTS THAT I HEAR WITH THE CURRENT TEXTBOOKS ARE THE COST. OFTEN, MY STUDENTS COMPLAIN ABOUT HAVING TO SPEND \$80-\$120 JUST FOR THE MICROSOFT OFFICE TEXTBOOK. I HATE THAT, IT'S ABSOLUTELY RIDICULOUS. SO I DECIDED TO DO SOMETHING ABOUT IT. I CREATED A MICROSOFT OFFICE TEXTBOOK OF MY OWN WHICH CAN BE PURCHASED ON KINDLE FOR JUST \$9.99 AND IN PRINT, ON AMAZON, FOR JUST \$19.991 ALSO DECIDED TO

CREATE INDIVIDUAL BOOKS FOR WORD, POWERPOINT AND EXCEL, IN CASE SOMEBODY ONLY NEEDED TO LEARN ONE OR TWO OF THEM. EACH INDIVIDUAL BOOK IS SOLD AT AN EVEN LOWER PRICE, BUT STILL TEACH EVERYTHING THAT YOU NEED TO KNOW ABOUT THESE TOPICS. This book contains step-by-step instructions with illustrations to help you learn Microsoft Word from a college professor, using real-world examples and easy to understand terms. I have taught IT courses for nearly 20 years at the college level. I truly believe that there isn't anybody that I cannot teach as long as they want to learn. I have crafted these explanations and examples over my career in order to make learning as easy as possible. This book begins with the basics including how to create a new MS Word document, how to save a document and so forth. It covers all of the important tools such as The Ribbon and teaches you how to add and delete text, change the text and so forth. It covers some of the more advanced commands such as copy and pasting, adding tables and charts. This book includes a section for properly writing research papers including how to format the papers. The final section covers creating a strong resume and cover letter as well as doing online job searches. I firmly believe that this book can help prepare anybody for an office job using MS Word. This is the PC (personal computer) version of the book. Best of luck!!!- Prof West

MICROSOFT OFFICE PROFESSIONAL 2013 STEP BY STEP BETH MELTON, MARK DODGE, ECHO SWINFORD, ANDREW COUCH, 2013-05-15 THE SMART WAY TO LEARN MICROSOFT OFFICE PROFESSIONAL 2013—ONE STEP AT A TIME! EXPERIENCE LEARNING MADE EASY—AND QUICKLY TEACH YOURSELF HOW TO GET MORE DONE WITH MICROSOFT WORD, POWERPOINT, EXCEL, OUTLOOK, ONENOTE, ACCESS, AND PUBLISHER. WITH STEP BY STEP, YOU SET THE PACE—BUILDING AND PRACTICING THE SKILLS YOU NEED, JUST WHEN YOU NEED THEM! DETERMINE THE BEST OFFICE TOOL FOR SPECIFIC TASKS USE OFFICE EFFICIENTLY ON TOUCH-ENABLED DEVICES CREATE ATTRACTIVE DOCUMENTS, PUBLICATIONS, AND PRESENTATIONS MANAGE YOUR E-MAIL, CALENDAR, MEETINGS, AND COMMUNICATIONS PUT YOUR BUSINESS DATA TO WORK WITH EXCEL AND ACCESS ORGANIZE AND SHARE YOUR NOTES AND IDEAS WITH ONENOTE

Picrosoft Office Professional 2013 Mark Dodge, Andrew Couch, Echo Swinford, Eric Legault, Ben M. Schorr, 2013 Presents a guide to Office Professional 2013, describing such tasks as creating documents, spreadsheets, and slide presentations; managing email; and organizing notes, covering the Microsoft programs Word, Excel, Access, OneNote, Publisher, Outlook, and PowerPoint.

- Mord 2013 Absolute Beginner's Guide Sherry Kinkoph Gunter, 2013-07-05 Make the most of Word 2013-without becoming a technical expert! This book is the fastest way to learn Word and use it quickly to prepare powerfully effective documents! Even if you've never used Word before, you'll learn how to do what you want, one clear and easy step at a time. Word has never, ever been this simple! Who knew how simple Word 2013 could be? This is the easiest, most practical beginner's guide to using Microsoft's incredibly powerful new Word 2013 word processing program...simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn: 'Navigate Word 2013's updated interface and make the most of the Ribbon, Quick Access toolbar, and other handy tools 'Quickly develop any document, from reports to re? sum? s, brochures to calendars-even web pages 'Control margins, indents, alignment, columns, and spacing 'Improve document appearance with themes and style sets 'Organize and present data attractively with Word tables and charts 'Build professional-quality visuals with SmartArt and WordArt 'Use images from multiple sources, including screen captures and Bing Image Search 'Master long documents, tables of contents, cross-references, and footnotes 'Collaborate with others using Word's tracking and revision tools 'Easily create personalized mailings and email 'And much more...
- ☑ MOS 2013 STUDY GUIDE FOR MICROSOFT WORD EXPERT JOHN PIERCE, 2013-09-15 DEMONSTRATE YOUR EXPERTISE
 WITH MICROSOFT OFFICE! DESIGNED TO HELP YOU PRACTICE AND PREPARE FOR THE 2013 WORD EXPERT MICROSOFT OFFICE
 SPECIALIST (MOS) EXAMS, THIS ALL-IN-ONE STUDY GUIDE FEATURES: FULL, OBJECTIVE-BY-OBJECTIVE EXAM COVERAGE EASYTO-FOLLOW PROCEDURES AND ILLUSTRATIONS TO REVIEW ESSENTIAL SKILLS HANDS-ON PRACTICE TASKS TO APPLY WHAT
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- ☑ QUIDE TO MICROSOFT OFFICE 2013, 2013 PROJECTS INCLUDE PREPARING BUSINESS LETTERS BROCHURES NEWSLETTERS BLOGS PDF DOCUMENTS INVOICES PIVOT TABLES INVENTORY DATABASES AND BUSINESS PRESENTATIONS; REVIEW QUESTIONS AND EXERCISES REINFORCE NEW CONCEPTS OFFER PRACTICE IN CRITICAL-THINKING AND PRESENT OPPORTUNITIES TO CONDUCT INTEGRATED AND COLLABORATIVE RESEARCH; BONUS COVERAGE OF INTERNET EXPLORER SKYDRIVE OUTLOOK POWERPOINT PUBLISHER AND ONENOTE DEVELOPS SKILLS IN WEB RESEARCH EMAILING CREATING MULTIMEDIA PRESENTATIONS SHARING DOCUMENTS PREPARING MARKETING DOCUMENTS AND USING A DIGITAL NOTEBOOK.
- Pffice 2013 Digital Classroom Walter Holland, AGI Creative Team, 2013-09-05 This complete training

PACKAGE MAKES LEARNING THE NEW OFFICE 2013 EVEN EASIER! FEATURING BOTH A VIDEO TRAINING DVD AND A FULL-COLOR BOOK, THIS TRAINING PACKAGE IS LIKE HAVING YOUR OWN PERSONAL INSTRUCTOR GUIDING YOU THROUGH EACH LESSON OF LEARNING OFFICE 2013, ALL WHILE YOU WORK AT YOUR OWN PACE. THE SELF-PACED LESSONS ALLOW YOU TO DISCOVER THE NEW FEATURES AND CAPABILITIES OF THE NEW OFFICE SUITE. EACH LESSON INCLUDES STEP-BY-STEP INSTRUCTIONS AND LESSON FILES, AND PROVIDES VALUABLE VIDEO TUTORIALS THAT COMPLEMENT WHAT YOU'RE LEARNING AND CLEARLY DEMONSTRATE HOW TO DO TASKS. THIS ESSENTIAL TRAINING PACKAGE TAKES YOU WELL BEYOND THE BASICS IN A SERIES OF SHORT, EASY-TO-ABSORB LESSONS. TAKES YOU FROM THE BASICS THROUGH INTERMEDIATE LEVEL TOPICS AND HELPS YOU FIND THE INFORMATION YOU NEED IN A CLEAR, APPROACHABLE MANNER WALKS YOU THROUGH NUMEROUS LESSONS, EACH CONSISTING OF EASY-TO-FOLLOW, STEP-BY-STEP INSTRUCTIONS IN FULL COLOR THAT MAKE EACH TASK LESS INTIMIDATING COVERS EXCITING NEW FEATURES OF OFFICE 2013 APPLICATIONS: WORD, EXCEL, POWERPOINT, OUTLOOK, AND PUBLISHER FEATURES A COMPANION DVD THAT INCLUDES LESSON FILES AND VIDEO TUTORIALS FOR A COMPLETE TRAINING EXPERIENCE SHARES ADDITIONAL RESOURCES AVAILABLE ON COMPANION WEBSITE: WWW.DIGITALCLASSROOMBOOKS.COM THIS ALL-IN-ONE, VALUE-PACKED COMBO TEACHES YOU ALL YOU NEED TO KNOW TO GET CONFIDENTLY UP AND RUNNING WITH THE NEW OFFICE 2013 SUITE!

- EEGINNING GUIDE TO MICROSOFT WORD 2013 ELIZABETH NOFS, 2014-06-01 LEARN BASIC TO ADVANCED SKILLS IN MICROSOFT WORD 2013 WHILE YOU PREPARE FOR CERTIFICATION. YOU'LL DISCOVER HOW TO CREATE AND FORMAT DOCUMENTS, HOW TO USE TABLES, HOW TO COMPLETE A MAIL MERGE, AND MORE! MICROSOFT OFFICE SPECIALIST (MOS) CERTIFICATION IS THE GLOBALLY RECOGNIZED STANDARD FOR VALIDATING EXPERTISE WITH THE MICROSOFT OFFICE SUITE. IF YOU WISH TO PREPARE FOR MICROSOFT CERTIFICATION EXAM 77-418: MICROSOFT OFFICE WORD 2013 OR MICROSOFT CERTIFICATION EXAM 77-425 PART 1 AND 77-426 PART 2: MICROSOFT OFFICE WORD 2013 EXPERT, THIS COURSE WILL HELP YOU BUILD THE SKILLS AND KNOWLEDGE YOU NEED.
- Picrosoft Office 2013 Steve Schwartz, 2013-04-11 Visual QuickStart Guides, designed in an attractive tutorial and reference format, are the quickest, easiest, and most thorough way to learn applications, tasks, and technologies. The Visual QuickStart Guides are a smart choice and guide the learner in a friendly and respectful tone. Visually presented with copious screenshots, the focused discussions by topic and tasks make learning a breeze and quickly take you to exactly what you want to learn. Microsoft Office 2013: Visual

QUICKSTART GUIDE, WRITTEN BY BEST-SELLING AUTHOR STEVE SCHWARTZ, HAS BEEN EXTENSIVELY REWRITTEN TO PROVIDE EXPANDED COVERAGE OF THE CORE OFFICE APPLICATIONS: WORD, EXCEL, POWERPOINT, AND OUTLOOK, PROVIDES IN-DEPTH INSTRUCTIONS ON MANY OF THE NEW FEATURES AND CHANGES INTRODUCED IN OFFICE 2013, AND OFFERS A THOROUGH INTRODUCTION TO THE OFFICE WEB APPS. COVERAGE OF EACH APPLICATION IS JAM-PACKED WITH INFORMATION AND TIPS THAT NOT ONLY EXPLAIN HOW TO PERFORM A TASK, BUT WHY YOU NEED THIS PROCEDURE AND WHEN IT'S BEST TO USE IT. INCLUDES EBOOK IN ADDITION TO CONCISE, STEP-BY-STEP EXPLANATIONS OF CORE TOOLS AND TASKS, WITH PLENTY OF HELPFUL SCREEN SHOTS TO KEEP YOU ON TRACK AS YOU WORK, MICROSOFT OFFICE 2013 FOR WINDOWS: VISUAL QUICKSTART GUIDE INCLUDES THE EBOOK. YOU CAN DOWNLOAD DIGITAL VERSIONS OF THIS BOOK TO LOAD ON THE MOBILE DEVICE OF YOUR CHOICE SO THAT YOU CAN CONTINUE LEARNING WHENEVER AND WHEREVER YOU ARE. WE PROVIDE YOU WITH EPUB. PDF. AND MOBI EBOOK FORMATS TO ENSURE THAT YOU GET THE EXPERIENCE THAT BEST SUITS YOUR VIEWING NEEDS. FINE O'LEARY SERIES: MICROSOFT OFFICE WORD 2013 LINDA O'LEARY, TIMOTHY O'LEARY, 2013-08-06 TIMOTHY AND LINDA O'LEARY MICROSOFT OFFICE 2013: A CASE APPROACH MAKING OFFICE RELEVANT TIMOTHY AND LINDA O'LEARY AND THE COMPUTER INFORMATION TECHNOLOGY TEAM AT MCGRAW-HILL HIGHER EDUCATION OFFER YOUR STUDENTS A FULLY INTEGRATED LEARNING PROGRAM WITH TIME-TESTED QUALITY AND RELIABILITY. OFFICE 2013: A CASE APPROACH OFFERS A RUNNING CASE STUDY THROUGHOUT THE TEXT TO HELP STUDENTS UNDERSTAND THE MATERIAL IN A CONSISTENT, RELEVANT ENVIRONMENT. THROUGH THE THEME ? MAKING OFFICE RELEVANT,? THIS TEXT HELPS STUDENTS UNDERSTAND WHY THEY NEED THIS COURSE AND SKILLS. UPDATED FOR OFFICE 2013, STUDENT SUCCESS IS ASSURED THROUGH CLEAR STEP-BY-STEP INSTRUCTION, PLENTIFUL SCREEN CAPTURES, AND CONCEPTUAL EXPLANATIONS. EACH LAB, DESIGNED TO BE COVERED IN 1 HOUR OF CLASS TIME, COMBINES CONCEPTUAL COVERAGE WITH DETAILED SOFTWARE-SPECIFIC INSTRUCTIONS. THE LABS OPENS WITH A RUNNING CASE STUDY THAT HIGHLIGHTS REAL-WORLD APPLICATIONS OF EACH SOFTWARE PROGRAM AND LEADS STUDENTS FROM PROBLEM TO SOLUTION. THE O'LEARY SERIES HELPS STUDENTS LEARN SPECIFIC APPLICATIONS SKILLS ALONG WITH SKILLS THAT CROSS ALL OFFICE APPLICATIONS, WHICH IS ESPECIALLY IMPORTANT IN MASTERING THIS VERSION OF OFFICE. THE O'LEARY SERIES CORRELATES WITH SIMNET ONLINE, McGraw-HILL? S ONLINE TRAINING AND ASSESSMENT PROGRAM FOR MICROSOFT OFFICE SKILLS AND BASIC COMPUTER CONCEPTS. PROJECTS, HOWEVER, ARE 1:1 WITHIN THE SIMGRADER COMPONENT AND ALLOW STUDENTS TO PRACTICE THEIR SKILLS LIVE IN THE OFFICE APPLICATION TO RECEIVE IMMEDIATE FEEDBACK VIA AUTOGRADING. THIS INTEGRATION WITH SIMNET HELPS MEET THE DIVERSE NEEDS OF STUDENTS AND

ACCOMMODATE INDIVIDUAL LEARNING STYLES. ADDITIONAL TEXTBOOK RESOURCES CAN BE FOUND ON THE TEXT? S ONLINE LEARNING CENTER: WWW.MHHE.COM/OLEARYOFFICE 2013. FOR MORE INFORMATION ON O? LEARY; MICROSOFT OFFICE 2013: A CASE APPROACH AND SIMNET ONLINE FOR OFFICE 2013, PLEASE VISIT WWW.SIMNETKEEPITSIMPLE.COM OR CONTACT YOUR MCGRAW-HILL REPRESENTATIVE.

- MOS 2013 STUDY GUIDE FOR MICROSOFT WORD JOAN LAMBERT, 2013-07-15 DEMONSTRATE YOUR EXPERTISE WITH MICROSOFT OFFICE! DESIGNED TO HELP YOU PRACTICE AND PREPARE FOR THE 2013 WORD MICROSOFT OFFICE SPECIALIST (MOS) EXAM, THIS ALL-IN-ONE STUDY GUIDE FEATURES: FULL, OBJECTIVE-BY-OBJECTIVE EXAM COVERAGE EASY-TO-FOLLOW PROCEDURES AND ILLUSTRATIONS TO REVIEW ESSENTIAL SKILLS HANDS-ON PRACTICE TASKS TO APPLY WHAT YOU'VE LEARNED INCLUDES DOWNLOADABLE PRACTICE FILES
- Picrosoft Word 2013 Expert Michelle Halsey, 2017-03 Learn how to use the advanced features of Microsoft Word® 2013 and learn in-depth features of Microsoft Word® 2013. Microsoft Word® 2013 now has the ability to edit PDF files without the need to convert. With Word 2013 you are also provided a new landing screen, which makes launching, and creating documents easier than ever. A new set of templates and design tools are included with Word 2013. Users are also given an improved interface with an array of powerful tools to help you share your documents through Skydrive! Learn how to:Topics Covered Include:*

 Customize Word* Create reusable content* Develop and use templates* Use sections* Use cross References*

 Create mail merges* Use master documents and subdocuments* Record and use macros* Develop forms
- ☑ MICROSOFT OFFICE SPECIALIST EXCEL 2016 JOY TAVANO, 2017 LEARN-BY-DOING: MICROSOFT OFFICE SPECIALIST EXCEL 2016 USES A GRAPHICAL, SCREENSHOT-BASED APPROACH TO INTRODUCE STUDENTS TO THE POWERFUL TOOLS AND FEATURES OF MICROSOFT EXCEL 2016. THROUGH STEP-BY-STEP INSTRUCTIONS AND CLEAR VISUAL GUIDES, STUDENTS LEARN HOW TO FORMAT DATA, WORK WITH NUMBERS AND FORMULAS, AND CREATE CHARTS AND GRAPHS AS THEY ACQUIRE AND PRACTICE THE SKILLS ASSESSED IN THE MICROSOFT OFFICE SPECIALIST 2016 CERTIFICATION EXAM.
- ELEARNING MICROSOFT OFFICE 2013 EMERGENT LEARNING, SUZANNE WEIXEL, FAITHE WEMPEN, CATHERINE SKINTIK, 2013-06-25 This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Learning Microsoft Office 2013 features a student-friendly, step-by-step format with clear, full-screen shots to engage readers and help them work

INDEPENDENTLY. THIS BOOK IS APPROPRIATE FOR INTRODUCTORY COMPUTING COURSES ON MICROSOFT OFFICE APPLICATIONS OR COURSES ON COMPUTER CONCEPTS THAT INCLUDE COVERAGE OF OFFICE 2013. THIS BOOK IS ALSO SUITABLE FOR INDIVIDUALS INTERESTED IN LEARNING TO USE MICROSOFT OFFICE 2013 EFFECTIVELY IN THEIR HOME LIFE AND CAREER.

- PFICE 2013: THE MISSING MANUAL NANCY CONNER, MATTHEW MACDONALD, 2013-05-22 MICROSOFT OFFICE IS THE MOST WIDELY USED PRODUCTIVITY SOFTWARE IN THE WORLD, BUT MOST PEOPLE JUST KNOW THE BASICS. THIS HELPFUL GUIDE GETS YOU STARTED WITH THE PROGRAMS IN OFFICE 2013, AND PROVIDES LOTS OF POWER-USER TIPS AND TRICKS WHEN YOU'RE READY FOR MORE. YOU'LL LEARN ABOUT OFFICE'S NEW TEMPLATES AND THEMES, TOUCHSCREEN FEATURES, AND OTHER ADVANCES, INCLUDING EXCEL'S QUICK ANALYSIS TOOL. THE IMPORTANT STUFF YOU NEED TO KNOW: CREATE PROFESSIONAL-LOOKING DOCUMENTS. USE WORD TO CRAFT REPORTS, NEWSLETTERS, AND BROCHURES FOR THE WEB AND DESKTOP. STAY ORGANIZED. SET UP OUTLOOK TO TRACK YOUR EMAIL, CONTACTS, APPOINTMENTS, AND TASKS. WORK FASTER WITH EXCEL. DETERMINE THE BEST WAY TO PRESENT YOUR DATA WITH THE NEW QUICK ANALYSIS TOOL. MAKE INSPIRING PRESENTATIONS. BUILD POWERPOINT SLIDESHOWS WITH VIDEO AND AUDIO CLIPS, CHARTS AND GRAPHS, AND ANIMATIONS. SHARE YOUR ACCESS DATABASE. DESIGN A CUSTOM DATABASE AND LET OTHER PEOPLE VIEW IT IN THEIR WEB BROWSERS. GET TO KNOW THE WHOLE SUITE. USE OTHER HANDY OFFICE TOOLS: PUBLISHER, ONENOTE, AND A FULL RANGE OF OFFICE WEB APPS. CREATE AND SHARE DOCUMENTS IN THE CLOUD. UPLOAD AND WORK WITH YOUR OFFICE FILES IN MICROSOFT'S SKYDRIVE.
- ESING OFFICE 2013 KEVIN WILSON, 2013-12-23 LEARN OFFICE THE EASY WAY, NO JARGON. CLEAR, CONCISE AND TO THE POINT. USING OFFICE 2013 IS THE ESSENTIAL STEP BY STEP GUIDE TO GETTING THE MOST OUT OF MICROSOFT OFFICE TRADITIONAL APPLICATION (NOT SHAREPOINT), PROVIDING A RESOURCE FOR BOTH THE BEGINNER AND THE ENTHUSIAST. THIS BOOK EXPLORES CONSTRUCTING PROFESSIONAL LOOKING DOCUMENTS; ADDING AND USING GRAPHICS AND CLIPART; FONTS, TABLES, GRAPHS AND FORMATTING; CREATING STUNNING POWERPOINT PRESENTATIONS FOR YOUR LESSONS, LECTURES, SPEECHES OR BUSINESS PRESENTATIONS; POWERPOINT ANIMATIONS AND EFFECTS; SETTING UP YOUR PROJECTOR AND LAPTOP READY TO PRESENT; USING EXCEL TO CREATE SPREADSHEETS TO ANALYSE DATA; EXCEL FUNCTIONS AND FORMULAS; EXCEL CHARTS AND GRAPHS; AND MORE... TECHNIQUES ARE ILLUSTRATED IN STEP-BY-STEP USING PHOTOGRAPHY AND SCREEN PRINTS THROUGHOUT, TOGETHER WITH CONCISE, EASY TO FOLLOW TEXT FROM AN ESTABLISHED EXPERT IN THE FIELD, PROVIDE A COMPREHENSIVE GUIDE TO OFFICE APPLICATIONS. WHETHER YOU ARE NEW TO MICROSOFT OFFICE, AN EXPERIENCED USER OR STUDYING A COMPUTER SKILLS COURSE THIS BOOK WILL PROVIDE YOU WITH A FIRM GRASP OF THE UNDERPINNING FOUNDATIONS

AND EQUIP YOU WITH THE SKILLS NEEDED TO USE OFFICE. WHAT YOU'LL LEARNHOW TO GET STARTED USING MICROSOFT OFFICE 2013 How to use Word 2013 How to use PowerPoint 2013 How to give presentations using PowerPoint and Office How to use Excel 2013 Who this book is for This book is for existing Office users new to Office 2013 as well as those new to Office altogether. Table of Contents 1. Microsoft Office 2013 2. Word 2013 3. PowerPoint 2013 4. Giving Presentations 5. Excel 2013

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