Microsoft Office 2013 For Windows

Elaine Marmel

Using Office 2013 Kevin Wilson,2014-02-28 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.

Microsoft Office 2010 David W. Beskeen,Carol Cram,Jennifer Duffy,Lisa Friedrichsen,Elizabeth Eisner Reding,2012-04-26 Loved by instructors for its visual and flexible way to build computer skills, the Illustrated Series is ideal for teaching Microsoft Office 2010 to both computer rookies and hotshots. Each two-page spread focuses on a single skill, making information easy to follow and absorb. Large, full-color illustrations represent how the students' screen should look. Concise text introduces the basic principles of the lesson and integrates a case study for further application.

Microsoft Office 2013/365 and Beyond Theodor Richardson,Charles Thies,2015-02-24 Microsoft Office 2013/365 and Beyond is divided into five sections with 16 chapters that progressively introduce you to computer concepts from the moment you hit the power button all the way through to using a variety of productivity software applications available in Microsoft Office 2013 and Microsoft Office for Mac 2011. The focus of this text is to provide readers with the skills needed to discuss essential computer concepts, navigate and conduct basic tasks using an operating system, and develop files using basic productivity applications. The companion disc includes all of the files needed to complete the chapter exercises within the text. You will also find video tutorials, a repository of high-resolution images from the chapters, and samples of completed projects for comparison. Features: * Designed to address the Windows operating system and the 2013 Microsoft Office application suite * Integrates the use of both MacOS and OpenOffice into the text to describe the respective concepts in Windows and Microsoft Office (MS Outlook, Word, PowerPoint & Excel) * Includes a dynamic 4-color design with supplementary video tutorials to enhance the learning process * Discusses common computer applications, including Adobe Reader (for reading PDF files) and Microsoft OneNote for Windows (for managing files). Additional productivity tools like OpenOffice.org are presented * Includes a comprehensive DVD with sample tutorial videos, project files from the text, figures, Excel functions and formulas, and MS Office shortcuts * Numerous instructor supplements and companion Web site available upon adoption

Microsoft 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.

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Office 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.

Your Office Amy Kinser,Eric Kinser,Diane Lending,Brant Moriarity,Timothy O'Keefe,Charles Pope,Anci Shah,2014 This book covers introductory Word, Excel, Access, and PowerPoint, with additional sections on integrating those applications, as well as a Windows 8 workshop. Ideal for business courses. Make Microsoft Office, Your Office The Your Office series prepares you to use both technical and soft skills in the real world. Our modern approach weaves the technical content into realistic business scenarios and focuses on using Office as a decision-making tool. Students learn best by doing, so you will be active from page 1. There is plenty of guidance at first, but the case exercises will ask more from you as the book progresses. Innovative features help you progress from a basic understanding to mastery of each application, empowering you to perform with confidence in Windows 8, Word, Excel, Access, and PowerPoint, even on mobile devices. No matter what career path you're on, the Your Office series will give you the foundation to succeed. Also available with MyITLab MyITLab is an online homework, tutorial, and assessment program designed to work with this text to engage students and improve results. Within its structured environment, students practice what they learn, test their understanding, and pursue a personalized study plan that helps them absorb course material and understand difficult concepts. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. MyITLab is not a self-paced technology and should only be purchased when required by an instructor. If you would like to purchase both the physical text and MyITLab, contact your Pearson representative.

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Office 2013 Simplified Elaine Marmel,2013-04-05 A basic introduction to learn Office 2013 quickly, easily, and in full color Office 2013 has new features and tools to master, and whether you're upgrading from an earlier version or using the Office applications for the first time, you'll appreciate this simplified approach. Offering a clear, visual style of learning, this book provides you with concise, step-by-step instructions and full-color screen shots that walk you through the applications in the Microsoft Office 2013 suite: Word, Excel, PowerPoint, Outlook, and Publisher. Shows you how to tackle dozens of Office 2013 tasks Shares practical examples and beneficial advice to guide you through each application Focuses on visual learners, with step-by-step instructions illustrated with full-color screen shots throughout Office 2013 Simplified makes the new Office suite easy to understand, even if you are new to the software.

Microsoft 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.

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Teach Yourself VISUALLY Office 2013 Elaine Marmel,2013-03-18 Learn the new Microsoft Office suite the easy, visual way Microsoft Office 2013 is a power-packed suite of office productivity tools including Word, Excel, PowerPoint, Outlook, Access, and Publisher. This easy-to-use visual guide covers the basics of all six programs, with step-by-step instructions and full-color screen shots showing what you should see at each step. You'll also learn about using Office Internet and graphics tools, while the additional examples and advice scattered through the book give you tips on maximizing the Office suite. If you learn best when you can see how things are done, this book is for you. Shows you how to use Microsoft Office 2013 with easy-to-follow, step-by-step instructions illustrated with full-color screen shots Covers Word, Excel, PowerPoint, Outlook, Access, and Publisher Includes additional information on using Office Internet and graphics tools Designed to help visual learners read less and learn more Teach Yourself VISUALLY Office 2013 shows you how to use all six tools in the Office suite, step by step.

Microsoft Office Home and Student Edition 2013 All-in-One For Dummies Peter Weverka,2013-04-11 The go-to reference for the new Office Home & Student2013 The Home & Student version of Microsoft Office targets thehome and education markets, covering the four applications mostused outside the workplace: Word, Excel, PowerPoint, and OneNote.The minibooks in this essential All-in-One guide includereal-world examples and projects that cover the new features andcapabilities of Office 2013. Straightforward advice and beneficialprojects help you to learn the basics of creating a resume in Word,establishing a home budget in Excel, developing a dynamic schoolpresentation with PowerPoint, and taking notes in OneNote. Targets home and school users of Office 2013, who primarily useWord, Excel, PowerPoint, and OneNote Walks you through how to use Office 2013 for everyday projects,such as creating a cover letter in Word or reusable templates inExcel Demonstrates how to jazz up a school presentation withPowerPoint

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Microsoft Office and Beyond Theodor Richardson,Charles Thies,2011-07-15 This book is a companion for students and novices to begin with the computing environment and the tasks associated with productivity software that will be used throughout their education and professional careers. Designed to primarily address the Windows operating system and the 2010 Microsoft Office application suite, it also includes instructions for students using OpenOffice and MacOS platforms. The focus of this text is to provide new students and those with some experience with the skills needed to proficiently discuss essential computer concepts, navigate and conduct basic tasks using an operating system, and develop files using basic productivity applications. Video tutorials on the DVD will support each chapter by demonstrating the principles presented. FEATURES: • Designed to address the Windows operating system and the 2010 Microsoft Office application suite • Integrates the use of both MacOS and OpenOffice into the text to describe the respective concepts in Windows and Microsoft Office • Includes 4-color design with supplementary video tutorials • Covers the topic of interoperability of the software packages throughout the text • Numerous instructor supplements available upon adoption • Includes a comprehensive DVD with project files, tips, figures, and shortcuts.

This book delves into Microsoft Office 2013 For Windows. Microsoft Office 2013 For Windows is a crucial topic that needs to be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Microsoft Office 2013 For Windows, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:

    ○ Chapter 1: Introduction to Microsoft Office 2013 For Windows
    ○ Chapter 2: Essential Elements of Microsoft Office 2013 For Windows
    ○ Chapter 3: Microsoft Office 2013 For Windows in Everyday Life
    ○ Chapter 4: Microsoft Office 2013 For Windows in Specific Contexts
    ○ Chapter 5: Conclusion

2. In chapter 1, this book will provide an overview of Microsoft Office 2013 For Windows. The first chapter will explore what Microsoft Office 2013 For Windows is, why Microsoft Office 2013 For Windows is vital, and how to effectively learn about Microsoft Office 2013 For Windows.
3. In chapter 2, the author will delve into the foundational concepts of Microsoft Office 2013 For Windows. This chapter will elucidate the essential principles that need to be understood to grasp Microsoft Office 2013 For Windows in its entirety.
4. In chapter 3, the author will examine the practical applications of Microsoft Office 2013 For Windows in daily life. The third chapter will showcase real-world examples of how Microsoft Office 2013 For Windows can be effectively utilized in everyday scenarios.
5. In chapter 4, the author will scrutinize the relevance of Microsoft Office 2013 For Windows in specific contexts. This chapter will explore how Microsoft Office 2013 For Windows is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Microsoft Office 2013 For Windows. This chapter will summarize the key points that have been discussed throughout the book.
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Microsoft Office 2013 For Windows Introduction

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