

Office 2013

Peter Weverka

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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

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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 Home and Student Edition 2013 All-in-One For Dummies Peter Weverka, 2013-04-11 The go-to reference for the new Office Home & Student 2013 The Home & Student version of Microsoft Office targets the home and education markets, covering the four applications most used outside the workplace: Word, Excel, PowerPoint, and OneNote. The minibooks in this essential All-in-One guide include real-world examples and projects that cover the new features and capabilities of Office 2013. Straightforward advice and beneficial projects help you to learn the basics of creating a resume in Word, establishing a home budget in Excel, developing a dynamic school presentation with PowerPoint, and taking notes in OneNote. Targets home and school users of Office 2013, who primarily use Word, 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 in Excel Demonstrates how to jazz up a school presentation with PowerPoint Provides you with straightforward instructions for taking notes in OneNote Shares common Office 2010 tools and details the basics of the Office ribbon Office Home & Student 2013 All-in-One For Dummies is an easy-to-understand guide to the essentials of Office 2013!

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.

A Guide to Microsoft Office 2013 Jan Marrelli, 2014

Office 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!

Microsoft Office 2013 Essentials (Speedy Study Guides) Speedy Publishing, 2014-06-18 When you are looking at the Microsoft Office 2013 Essentials office suite, you will find that there are a number of great programs included. Some of the offerings from this productivity suite include Word, Excel, PowerPoint, and Outlook, and with a few upgrades, you might be able to get more programs. A good chart is something that will help you keep the right kind of shortcuts and features available to you. With a suite this robust, it is often easy to forget some of the more obscure but no less useful functions.

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.

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