Microsoft Office Professional 2013: Step by Step

By Beth Melton

PHI Learning, 2014. Softcover. Book Condition: New. First edition. Description: 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 email calendar, and communications ? Put your business data to work with Excel and Access ? Organize and share your notes and ideas with OneNote Contents: PART 1 Office Professional 2013 fundamentals 1 Getting comfortable in Office Professional 2013 2 Using shared Office features 3 Sharing and collaborating 4 Using touch in Office PART 2 Word 2013 5 Getting comfortable in Word 2013 6 Navigating and reading documents 7 Editing and composing documents 8 Formatting documents 9 Presenting information 10 Finalizing documents PART 3 PowerPoint 2013 11 Getting comfortable in PowerPoint 2013 12 Designing and creating presentations 13 Creating on-slide content 14 Creating Office graphics 15 Adding animation and multimedia 16 Finalizing and presenting PART 4 Excel 2013 17 Getting comfortable in Excel...

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