Exploring Microsoft Office 2013 Ebook

Unboxing Microsoft Office 2013A Guide to Microsoft Office 2013Office 2013 Digital ClassroomOffice 2013 For DummiesOffice 2013 BibleMicrosoft Office 2013Office 2013 All-In-One Absolute Beginner's GuideMicrosoft Office Professional 2013 Step by StepMicrosoft Office Professional 2013 Plain & SimpleUsing Office 2013CompTIA Network+ Review GuideLearning Microsoft Office 2013System Center Configuration Manager Reporting UnleashedComputing FundamentalsTeach Yourself VISUALLY PowerPoint 2013Office 2013: The Missing ManualMicrosoft Office Home and Student Edition 2013 All-in-One For DummiesOffice 2013 On DemandMicrosoft Office 2013 52 Success Secrets - 52 Most Asked Questions on Microsoft Office 2013 - What You Need to KnowQuickly Master the New Features of Microsoft Office 2013 Alfa Hartoko, S.T. Jan Marrelli Walter Holland Wallace Wang Lisa A. Bucki Steve Schwartz Patrice-Anne Rutledge Beth Melton Katherine Murray Kevin Wilson Jon Buhagiar Emergent Emergent Learning Garth Jones Faithe Wempen William Wood Nancy Conner Peter Weverka Steve Johnson Carl Keller Debora A. Collins

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buku ini bisa menjadi solusi bagi anda yang ingin cepat bisa menggunakan dan melakukan pengoptimalan microsoft office 2013 anda tak perlu repot repot lagi mengumpulkan buku microsoft word 2013 microsoft excel 2013 dan powerpoint 2013 karena buku ini telah mengupasnya secara lengkap dan aplikatif secara tuntas buku ini mengulas mulai dari pengenalan hingga pengoptimalan kinerja dari masing masing program yang ada di microsoft office 2013 microsoft word 2013 yang bisa diandalkan untuk membuat berbagai dokumen teks sederhana hingga dokumen yang dilengkapi beragam kelengkapan data dan dokumen untuk kepentingan formal microsoft excel 2013 untuk membuat tabel grafik dan mengolah data yang berkaitan dengan proses penghitungan dan penyortiran secara tepat powerpoint 2013 untuk membuat dan menyajikan presentasi tak hanya itu

masing masing program aplikasi juga dilengkapi studi kasus lengkap dengan petunjuk langkah langkah dan tips jadi anda tidak hanya mengerti teori seputar penggunaan microsoft office 2013 namun juga pada penerapannya untuk beragam kebutuhan

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 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

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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 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 apps create and share documents in the cloud upload and work with your office files in microsoft s skydrive

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