

Exploring Microsoft Office 2013 Volume

Office 2013 Digital Classroom A Guide to Microsoft Office 2013 Unboxing
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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

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

office 2013 for dummies is the key to your brand new office packed with straightforward friendly instruction this update to one of the bestselling office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in office 2013 after coverage of the fundamentals you ll discover how to spice up your word documents edit excel spreadsheets and create formulas add pizzazz to your powerpoint 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 to dress 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 adding some punch with color sound pictures and videos explores outlook including configuring e mail storing contacts organizing tasks scheduling your time and setting appointments delves into designing access databases including editing modifying searching sorting and querying also covers viewing and printing reports and more the fun and friendly approach of office 2013 for dummies makes doing office work easy and efficient

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learning microsoft office 2013 level 1 teaches students the fundamental microsoft office skills they need to succeed in the classroom at home and on the job designed to engage students with numerous hands on projects that build skills and computer confidence the text includes coverage of word excel accss and powerpoint back cover

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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 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

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

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

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