New Perspectives On Microsoft Office 2013

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many things have changed over last few years on microsoft 365 formerly office 365 suite as a subscription based plan by

microsoft new features are added as time progresses this book microsoft office 365 for beginners is written putting all the newly added features in the application into consideration because of that when you buy this book you are buying a product which will give you more as it is written with updated information on the software unlike others written years back the major parts covered in this book the major areas covered by pete matheson who is well experienced in software and usage are as follow microsoft word 365 microsoft excel 365 microsoft powerpoint 365 publisher 365 microsoft onedrive graphs and charts and basic formulas and functions what will you learn from this book their are many things you will learn from this book the knowledge you will gain from this book will enhance your skills in the use of microsoft office major applications what you will learn are the basic background understanding on microsoft 365 how to get microsoft 365 software and step by step guide on the installation troubleshooting in microsoft 365 how to access individual applications in microsoft 365 fundamental understanding on word 365 how to perform basic tasks in word 365 formatting in word plotting charts in word document basic teaching on excel 365 how to use the basic excel tools task completion via different tabs in excel charts formulas and use of functions in excel basic understanding on powerpoint 365 basic tasks completion in powerpoint 365 mastering powerpoint 365 and steps in completing tasks through different tabs of the software publisher 365 and fundamental information on the application the basic publisher terms and how to perform basic tasks in it how to create different designs in publisher 365 a to z information on onedrive cloud storage app and usage and many more information these and many more knowledge you will acquire from this book get a copy or copies by clicking buy now button and this book is yours to enjoy

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