



Office 2013: The Missing Manual

By Nancy Conner, Matthew MacDonald

O'Reilly Media, Inc, USA. Paperback. Book Condition: new. BRAND NEW, Office 2013: The Missing Manual, Nancy Conner, Matthew MacDonald, 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...



READ ONLINE
[2.99 MB]

Reviews

This book will never be easy to start on looking at but quite entertaining to read. It is actually packed with wisdom and knowledge It is extremely difficult to leave it before concluding, once you begin to read the book.

-- **Ms. Missouri Satterfield DVM**

This ebook is wonderful. It generally fails to price too much. Your lifestyle period will be transform as soon as you comprehensive reading this ebook.

-- **Otho Bergstrom**

See Also



Edge] the collection stacks of children's literature: Chunhyang Qiuyun 1.2 --- Children's Literature 2004(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Paperback. Pub Date: 2005 Pages: 815 Publisher: the Chinese teenager Shop Books all book. the genuine special part of the spot...



TJ new concept of the Preschool Quality Education Engineering the daily learning book of: new happy learning young children (3-5 years) Intermediate (3)(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Paperback. Pub Date :2005-09-01 Publisher: Chinese children before making Reading: All books are the Youth Pre-employment Training software download generated pictures...



TJ new concept of the Preschool Quality Education Engineering the daily learning book of: new happy learning young children (2-4 years old) in small classes (3)(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Paperback. Pub Date :2005-09-01 Publisher: Chinese children before making Reading: All books are the Youth Pre-employment Training software download generated pictures...



The Web Collection, Revealed: Adobe Creative Cloud Update (Mixed media product)

Cengage Learning, Inc, United States, 2013. Mixed media product. Book Condition: New. Premium ed. 241 x 193 mm. Language: English . Brand New Book. Your Adobe Creative Cloud package includes two components: 1) Online access to Adobe Creative Cloud updates on your...



Read Write Inc. Phonics: Yellow Set 5 Storybook 9 Grow Your Own Radishes (Paperback)

Oxford University Press, United Kingdom, 2016. Paperback. Book Condition: New. Tim Archbold (illustrator). 175 x 148 mm. Language: N/A. Brand New Book. These engaging Storybooks provide structured practice for children learning to read the Read Write Inc. Set 1 and 2 sounds....



Scapegoat: The Jews, Israel, and Women's Liberation

Free Press. Hardcover. Book Condition: New. 0684836122 Never Read-12+ year old Hardcover book with dust jacket-may have light shelf or handling wear-has a price sticker or price written inside front or back cover-publishers mark-Good Copy- I ship FAST with FREE tracking!! *...