



Microsoft Office Professional 2013 Plain & Simple

By Katherine Murray

Microsoft Press,U.S. Paperback. Book Condition: new. BRAND NEW, Microsoft Office Professional 2013 Plain & Simple, Katherine Murray, Learn the simplest ways to get things done with Microsoft Office 2013 Get the full-color, visual guide that makes learning Microsoft Office 2013 plain and simple! Follow the book's easy steps and screenshots and clear, concise language to learn the simplest ways to get things done with Microsoft Word, Excel, Outlook, PowerPoint, Access, Publisher, and OneNote. Here's WHAT you'll learn: * Navigate with mouse, keyboard, or touch * Create documents, reports, databases, and presentations * Share your desktop, worksheets, and files * Manage your email and organize your calendar * Stay connected with online meetings and instant messaging * Access your programs and your documents via the cloud Here's HOW you'll learn it: * Jump in wherever you need answers * Follow easy STEPS and SCREENSHOTS to see exactly what to do * Get handy TIPS for new techniques and shortcuts * Use TRY THIS! Exercises to apply what you learn right away.



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