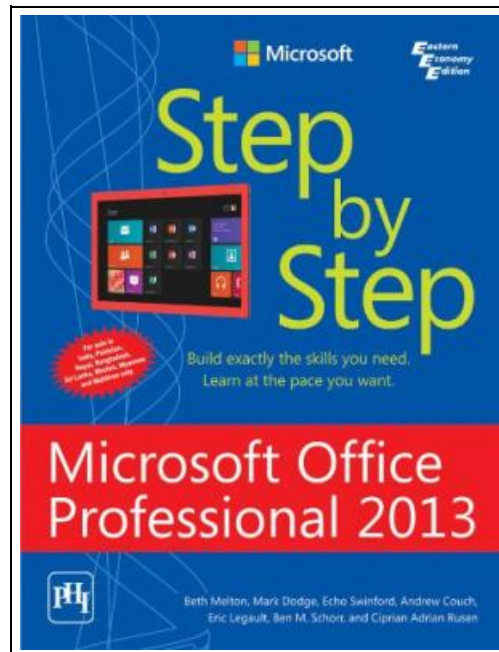


Microsoft Office Professional 2013: Step by Step



Filesize: 5.61 MB

Reviews

The book is simple in read through better to fully grasp. It is rally exciting throgh looking at period of time. I discovered this publication from my i and dad encouraged this book to find out.
(Dr. Dillon Monahan)

MICROSOFT OFFICE PROFESSIONAL 2013: STEP BY STEP



To save **Microsoft Office Professional 2013: Step by Step** PDF, please access the web link below and download the ebook or have accessibility to additional information which might be related to MICROSOFT OFFICE PROFESSIONAL 2013: STEP BY STEP book.

PHI Learning, 2014. Softcover. Book Condition: New. First edition. Description: Experience learning made easy?and quickly teach yourself how to get more done with Microsoft Word, PowerPoint, Excel, Outlook, OneNote, Access, and Publisher. With Step by Step, you set the pace? building and practicing the skills you need, just when you need them! ? Determine the best Office tool for specific tasks ? Use Office efficiently on touch-enabled devices ? Create attractive documents, publications, and presentations ? Manage your email calendar, and communications ? Put your business data to work with Excel and Access ? Organize and share your notes and ideas with OneNote Contents: PART 1 Office Professional 2013 fundamentals 1 Getting comfortable in Office Professional 2013 2 Using shared Office features 3 Sharing and collaborating 4 Using touch in Office PART 2 Word 2013 5 Getting comfortable in Word 2013 6 Navigating and reading documents 7 Editing and composing documents 8 Formatting documents 9 Presenting information 10 Finalizing documents PART 3 PowerPoint 2013 11 Getting comfortable in PowerPoint 2013 12 Designing and creating presentations 13 Creating on-slide content 14 Creating Office graphics 15 Adding animation and multimedia 16 Finalizing and presenting PART 4 Excel 2013 17 Getting comfortable in Excel 2013 18 Creating and editing worksheets 19 Manipulating numbers and text 20 Analyzing data 21 Formatting worksheets 22 Manipulating workbooks and worksheets 23 Creating charts and graphics PART 5 Outlook 2013 24 Getting comfortable in Outlook 2013 25 Using mail 26 Staying on schedule 27 Working with tasks 28 Managing contacts and people 29 Saving time with Outlook PART 6 OneNote 2013 30 Getting comfortable in OneNote 2013 31 Working with notebooks, sections, and pages 32 Using organizational tools 33 Sharing notes with others 34 Using OneNote everywhere 35 Saving time with OneNote PART 7 Access 2013 36 Getting comfortable...



[Read Microsoft Office Professional 2013: Step by Step Online](#)



[Download PDF Microsoft Office Professional 2013: Step by Step](#)

Related PDFs



[PDF] Games with Books : 28 of the Best Childrens Books and How to Use Them to Help Your Child Learn - From Preschool to Third Grade

Access the hyperlink beneath to download "Games with Books : 28 of the Best Childrens Books and How to Use Them to Help Your Child Learn - From Preschool to Third Grade" PDF document.

[Read ePub »](#)



[PDF] Games with Books : Twenty-Eight of the Best Childrens Books and How to Use Them to Help Your Child Learn - from Preschool to Third Grade

Access the hyperlink beneath to download "Games with Books : Twenty-Eight of the Best Childrens Books and How to Use Them to Help Your Child Learn - from Preschool to Third Grade" PDF document.

[Read ePub »](#)



[PDF] Daddyteller: How to Be a Hero to Your Kids and Teach Them What s Really by Telling Them One Simple Story at a Time

Access the hyperlink beneath to download "Daddyteller: How to Be a Hero to Your Kids and Teach Them What s Really by Telling Them One Simple Story at a Time" PDF document.

[Read ePub »](#)



[PDF] Dont Line Their Pockets With Gold Line Your Own A Small How To Book on Living Large

Access the hyperlink beneath to download "Dont Line Their Pockets With Gold Line Your Own A Small How To Book on Living Large" PDF document.

[Read ePub »](#)



[PDF] Klara the Cow Who Knows How to Bow (Fun Rhyming Picture Book/Bedtime Story with Farm Animals about Friendships, Being Special and Loved. Ages 2-8) (Friendship Series Book 1)

Access the hyperlink beneath to download "Klara the Cow Who Knows How to Bow (Fun Rhyming Picture Book/Bedtime Story with Farm Animals about Friendships, Being Special and Loved. Ages 2-8) (Friendship Series Book 1)" PDF document.

[Read ePub »](#)



[PDF] How to Write a Book or Novel: An Insider s Guide to Getting Published

Access the hyperlink beneath to download "How to Write a Book or Novel: An Insider s Guide to Getting Published" PDF document.

[Read ePub »](#)