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Quickly Master the New Features of Microsoft Office 2013: A Hands-On Approach (Paperback)

By Debora A Collins

Certibility, LLC, United States, 2012. Paperback. Book Condition: New. 235 x 191 mm. Language: English . Brand New Book ***** Print on Demand *****.About the Book: Are you a busy person who wants to master Office 2013 as quickly as possible? This book will save you time by covering only the new features and changes. If you are already familiar with the Ribbon in either Office 2007, Office 2010, or Office 2011 for Mac, then this book is for you. Chapter One explains how to use this book based on your learning style - do you prefer to learn by reading, or by doing? It discusses the different editions of Office 2013 and shows you how to install a free trial version from Microsoft. Chapter Two introduces the Cloud and how Office 2013 uses cloud-computing to make installation, updates, and file sharing easier across multiple devices - such as computers, tablets, and phones. It demonstrates how to setup a free SkyDrive, so you can share files with friends and colleagues. It also provides a summary of all the new features made to each application in Office 2013. The remaining chapters cover Word, Excel, PowerPoint, OneNote, Outlook, Access and Publisher. These...



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