

Microsoft Office 2013 Shortcuts Quick Study Computer

Shivani Jain, Shelly Malhotra, Goyal Brothers Prakashan

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Microsoft Office Home and Student Edition 2013 All-in-One For Dummies Peter Weverka, 2013-04-11 The go to reference for the new Office Home Student 2013 The Home Student version of Microsoft Office targets the home and education markets covering the four applications most used outside the workplace Word Excel PowerPoint and OneNote The minibooks in this essential All in One guide include real world examples and projects that cover the new features and capabilities of Office 2013 Straightforward advice and beneficial projects help you to learn the basics of creating a resume in Word establishing a home budget in Excel developing a dynamic school presentation with PowerPoint and taking notes in OneNote Targets home and school users of Office 2013 who primarily use Word Excel PowerPoint and OneNote Walks you through how to use Office 2013 for everyday projects such as creating a cover letter in Word or reusable templates in Excel Demonstrates how to jazz up a school presentation with PowerPoint Provides you with straightforward instructions for taking notes in OneNote Shares common Office 2010 tools and details the basics of the Office ribbon Office Home Student 2013 All in One For Dummies is an easy to understand guide to the essentials of Office 2013 **Microsoft Office Professional 2013 Plain & Simple** Katherine Murray, 2013-02-15 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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