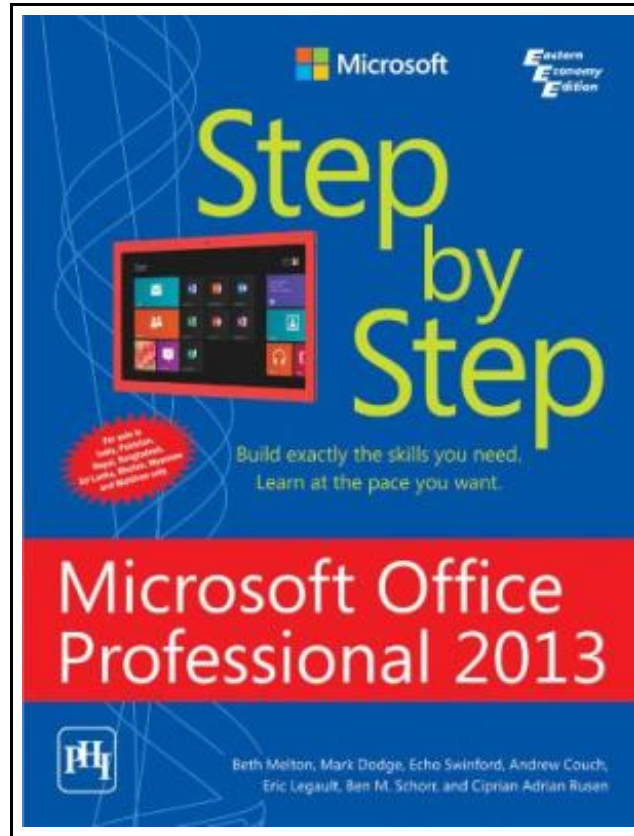


Microsoft Office Professional 2013: Step by Step



Filesize: 5.07 MB

Reviews

Unquestionably, this is actually the very best job by any publisher. It really is basic but unexpected situations within the 50 % from the book. I discovered this book from my dad and i advised this publication to discover.

(Dr. Willis Walter)

MICROSOFT OFFICE PROFESSIONAL 2013: STEP BY STEP



To get **Microsoft Office Professional 2013: Step by Step** PDF, make sure you access the web link under and download the ebook or have access to additional information that are highly relevant 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](#)

Other eBooks



[PDF] Love My Enemy

Follow the hyperlink listed below to download "Love My Enemy" PDF file.

[Download PDF »](#)



[PDF] No Friends?: How to Make Friends Fast and Keep Them (Paperback)

Follow the hyperlink listed below to download "No Friends?: How to Make Friends Fast and Keep Them (Paperback)" PDF file.

[Download PDF »](#)



[PDF] Read Write Inc. Phonics: Blue Set 6 Non-Fiction 2 How to Make a Peach Treat (Paperback)

Follow the hyperlink listed below to download "Read Write Inc. Phonics: Blue Set 6 Non-Fiction 2 How to Make a Peach Treat (Paperback)" PDF file.

[Download PDF »](#)



[PDF] Twitter Marketing Workbook: How to Market Your Business on Twitter (Paperback)

Follow the hyperlink listed below to download "Twitter Marketing Workbook: How to Market Your Business on Twitter (Paperback)" PDF file.

[Download PDF »](#)



[PDF] The Preschool Inclusion Toolbox: How to Build and Lead a High-Quality Program (Paperback)

Follow the hyperlink listed below to download "The Preschool Inclusion Toolbox: How to Build and Lead a High-Quality Program (Paperback)" PDF file.

[Download PDF »](#)



[PDF] Kindle Fire Tips And Tricks How To Unlock The True Power Inside Your Kindle Fire

Follow the hyperlink listed below to download "Kindle Fire Tips And Tricks How To Unlock The True Power Inside Your Kindle Fire" PDF file.

[Download PDF »](#)