Teach Yourself VISUALLY Office 2013 (Teach Yourself VISUALLY (Tech))

Elaine Marmel

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Learn the new Microsoft Office suite the easy, visual way

Microsoft Office 2013 is a power-packed suite of office productivity tools including Word, Excel, PowerPoint, Outlook, Access, and Publisher. This easy-to-use visual guide covers the basics of all six programs, with step-by-step instructions and full-color screen shots showing what you should see at each step. You'll also learn about using Office Internet and graphics tools, while the additional examples and advice scattered through the book give you tips on maximizing the Office suite. If you learn best when you can see how things are done, this book is for you.

- Shows you how to use Microsoft Office 2013 with easy-to-follow, step-by-step instructions illustrated with full-color screen shots
- Covers Word, Excel, PowerPoint, Outlook, Access, and Publisher
- Includes additional information on using Office Internet and graphics tools
- Designed to help visual learners read less and learn more

Teach Yourself VISUALLY Office 2013 shows you how to use all six tools in the Office suite, step by step.

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Spent a free time for you to be fun activity to do! A lot of people spent their spare time with their family, or their particular friends. Usually they undertaking activity like watching television, gonna beach, or picnic in the park. They actually doing ditto every week. Do you feel it? Do you need to something different to fill your own free time/ holiday? May be reading a book might be option to fill your free time/ holiday. The first thing you ask may be what kinds of guide that you should read. If you want to try look for book, may be the guide untitled Teach Yourself VISUALLY Office 2013 (Teach Yourself VISUALLY (Tech)) can be fine book to read. May be it can be best activity to you.

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