

Office 2013 In Easy Steps

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Office 2013 In Easy Steps:

Office 2013 in easy steps Michael Price, 2013-06-30 Office 2013 in easy steps guides you through Microsoft's latest version of Office so you ll soon master its new features This new release works with touch stylus mouse or keyboard across Windows devices including tablets Sign in with your Microsoft ID and use the software across different platforms Office 2013 in easy steps majors on Office Professional which includes seven products Access Excel OneNote Outlook PowerPoint Publisher and Word It also introduces four other Office applications InfoPath Lync Project and Visio There is also some coverage of stand alone products SharePoint and MapPoint SkyDrive Pro 2013 Office 365 and the Web Apps Aimed at both new and experienced users Office 2013 in easy steps covers the essential functions of Office in easy steps easy steps Michael Price, 2013-11-18 Excel 2013 in easy steps shows you how to guickly get to grips with the new features of Microsoft's latest version of this popular spreadsheet application Excel 2013 brings more intuitive ways to explore analyse and display your data and simplifies sharing and collaborating using cloud storage Excel 2013 in easy steps explores the Ribbon interface provided by Office 2013 and the subscription version Office 365 It shows you how to create and manipulate worksheets starting with the basic concepts then introducing functions and features that allow you to organize and manage vast amounts of information It covers the Excel Table data list structures advanced functions and Excel add ins and shows you how to present your worksheet data in chart formats The book will help you to create macros recorded or via Visual Basic You ll learn how to use templates tools and other resources to help you apply Excel to various tasks You ll link your worksheets to other workbooks and get automatic updates It also covers Excel on the Internet using the Office Web Apps Written concisely yet comprehensively Excel 2013 in easy steps uses detailed images and easy to follow instructions to get you up to speed with Excel whether you re just upgrading from a previous version or you are new to the spreadsheet concept

Easy Office 2013 Patrice-Anne Rutledge, Sherry Kinkoph Gunter, 2013-03-11 This year millions of beginner to intermediate level users will be searching for the easiest possible way to master Office 2013 s new features If you re one of them Easy Office 2013 will give you exactly what you re looking for This full color utterly simple step by step tutorial is carefully crafted to provide instant access to the 100 tasks you ll find most useful and valuable Like all Easy series books it teaches visually you re never forced to work through lengthy text explanations Its large typeface makes it even more accessible to all readers especially senior readers whose needs are disregarded by most computer books Written by two of the world s most experienced authors of Microsoft Office books for beginners Easy Office 2013 presents the easiest fastest most direct procedures for getting the results you re looking for Learn how to Get super productive with Office 2013 s powerful new tools Create edit and read Office files on the Web and mobile devices Craft high impact documents with powerful visuals Prepare and analyze data visually with Excel charts and PivotTables Make winning presentations with PowerPoint s new tools even add audio and video Work with others to review and refine your documents Use Outlook to take

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step by step instructions illustrated with full color screen shots throughout Office 2013 Simplified makes the new Office suite easy to understand even if you are new to the software Office 2013 ELearning Kit For Dummies Faithe Wempen, 2014-02-10 Explains how to effectively utilize the latest version of the integrated software package covering Word Excel Outlook and PowerPoint Office 2013 All-In-One Absolute Beginner's Guide Patrice-Anne Rutledge, 2014 Covers Excel Word Outlook OneNote and PowerPoint Cover Mastering VBA for Microsoft Office 2013 Richard Mansfield, 2013-08-07 A unique comprehensive guide to creating custom apps with VBA Automating computing tasks to increase productivity is a goal for businesses of all sizes Visual Basic for Applications VBA is a version of Visual Basic designed to be easily understandable for novice programmers but still powerful enough for IT professionals who need to create specialized business applications With this invaluable book you ll learn how to extend the capabilities of Office 2013 applications with VBA programming and use it for writing macros automating Office applications and creating custom applications in Word Excel PowerPoint Outlook and Access Covers the basics of VBA in clear systematic tutorials and includes intermediate and advanced content for experienced VB developers Explores recording macros and getting started with VBA learning how to work with VBA using loops and functions using message boxes input boxes and dialog boxes creating effective code XML based files ActiveX the developer tab content controls add ins embedded macros and security Anchors the content with solid real world projects in Word Excel Outlook PowerPoint and Access Covering VBA for the entire suite of Office 2013 applications Mastering VBA for Microsoft Office 2013 is mandatory reading Office 2013: The Missing Manual Nancy Conner, Matthew MacDonald, 2013-05-22 Microsoft Office is the most widely used productivity software in the world but most people just know the basics This helpful guide gets you started with the programs in Office 2013 and provides lots of power user tips and tricks when you re ready for more You ll learn about Office s new templates and themes touchscreen features and other advances including Excel s Quick Analysis tool The important stuff you need to know Create professional looking documents Use Word to craft reports newsletters and brochures for the Web and desktop Stay organized Set up Outlook to track your email contacts appointments and tasks Work faster with Excel Determine the best way to present your data with the new Quick Analysis tool Make inspiring presentations Build PowerPoint slideshows with video and audio clips charts and graphs and animations Share your Access database Design a custom database and let other people view it in their web browsers Get to know the whole suite Use other handy Office tools Publisher OneNote and a full range of Office Web Apps Create and share documents in the cloud Upload and work with your Office files in Microsoft s SkyDrive Office 2013 Library: Excel 2013 Bible, Access 2013 Bible, PowerPoint 2013 Bible, Word 2013 Bible John Walkenbach, Michael Alexander, Richard Kusleika, Faithe Wempen, Lisa A. Bucki, 2013-08-22 An indispensible collection of Office 2013 Bibles Eager to delve into the new suite of Office 2013 applications Look no further than this spectacular collection of four invaluable resources that boast nearly 5 000 pages and cover the core Office programs Excel Access

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of the most essential Office 2013 tasks Excel 2016 in easy steps Michael Price, Mike McGrath, 2016-01-27 Excel 2016 in easy steps will help you get to grips with the latest version of this popular spreadsheet application Areas covered include Creating editing and manipulating worksheets Formulas Functions and Pivot Tables Handy templates to give you a head start Macros for everyday tasks to save time Charts to get an overview of your data Linking workbooks for automatic updates Using the Excel Online app to share and collaborate on spreadsheets and workbooks Adding images and illustrations to your spreadsheet to impress your colleagues Whether you re upgrading to Excel 2016 or new to the spreadsheet concept use this quide to learn the key features constructively and get more out of Excel 2016 in easy steps **Step By Step Computer Learning For Class 7** DHEERAJ MEHROTRA, Step by step computer learning is a Windows 7 and Office 2013 based series It is a revised series of eight books for Classes 1 to 8 It covers a wide array of topics which are relevant and useful The books in this series are written in a very simple and easy to understand language The clearly guided steps make these books sufficient for self study for children Office 2016 in easy steps Michael Price, Mike McGrath, 2016-03-21 Whether you re upgrading to Office 2016 from a previous version or using it for the very first time Office 2016 in easy steps will guide you through the key features so that you can be productive straight away Task orientated and in bite size chunks it shows how to Create reports newspapers cards and bookletsCalculate and manage your financial mattersPerfect your presentations and slide showsEmail keep in touch and stay organizedAccess your personal notes anywhere on any deviceCollaborate with others to work on documents Office 2016 in easy steps fully demonstrates the five core Office apps Word Excel PowerPoint Outlook and OneNote It introduces the reader to other great Office apps too Access Publisher Sway Visio and Project There is also coverage of OneDrive cloud storage Office Online web apps and Office apps for Android devices Office 2016 in easy steps works with touch stylus mouse or keyboard across Windows devices including tablets Sign in with your Microsoft ID and use the software across different platforms Aimed at both new and experienced users Office 2016 in easy steps covers the essential functions of Office 2016 Packed with tips and shortcuts this guide will help you learn fast so you can focus on the job in hand

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