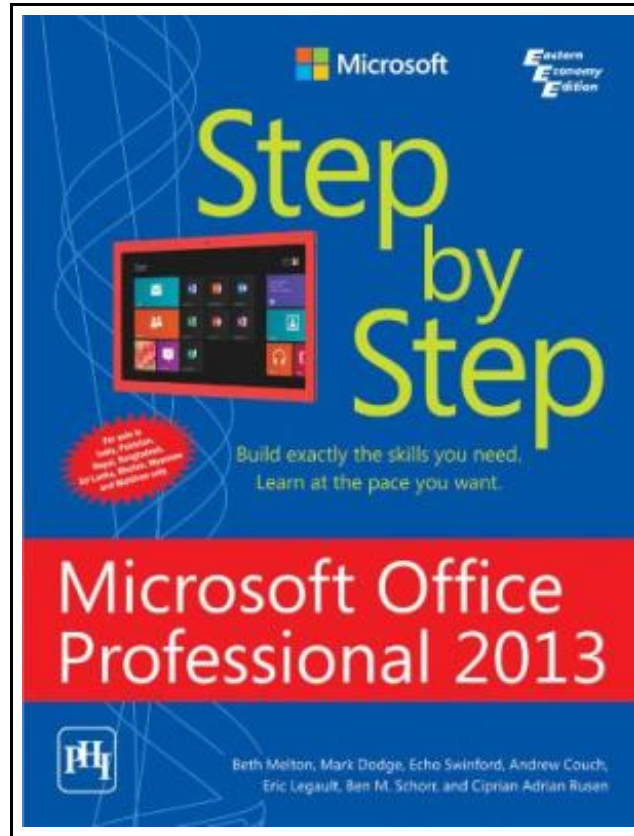


Microsoft Office Professional 2013: Step by Step



Filesize: 8.49 MB

Reviews

*I actually started out reading this article publication. It is loaded with knowledge and wisdom Your way of life span is going to be transform as soon as you total reading this article pdf.
(Mrs. Felicia Windler)*

MICROSOFT OFFICE PROFESSIONAL 2013: STEP BY STEP

DOWNLOAD



To read **Microsoft Office Professional 2013: Step by Step** PDF, please click the hyperlink listed below and save the document or have access to additional information that are 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 PDFs



[PDF] Love My Enemy

Click the hyperlink listed below to read "Love My Enemy" file.

[Save ePub »](#)



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

Click the hyperlink listed below to read "No Friends?: How to Make Friends Fast and Keep Them" file.

[Save ePub »](#)



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

Click the hyperlink listed below to read "Twitter Marketing Workbook: How to Market Your Business on Twitter" file.

[Save ePub »](#)



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

Click the hyperlink listed below to read "The Preschool Inclusion Toolbox: How to Build and Lead a High-Quality Program" file.

[Save ePub »](#)



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

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

[Save ePub »](#)



[PDF] Sweet and Simple Knitting Projects: Teach Yourself: 2010

Click the hyperlink listed below to read "Sweet and Simple Knitting Projects: Teach Yourself: 2010" file.

[Save ePub »](#)