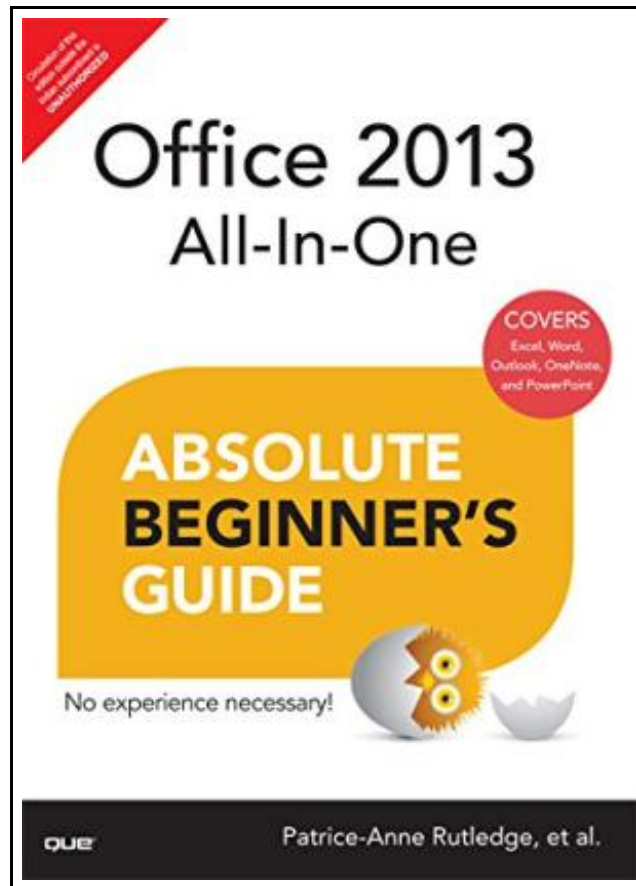


Office 2013 All-In-One (Absolute Beginner`s Guide)



Filesize: 8.76 MB

Reviews

It is really an incredible publication which i have possibly read. It is amongst the most incredible publication i actually have read through. I found out this pdf from my i and dad recommended this publication to discover.

(Abigale Ruecker)

OFFICE 2013 ALL-IN-ONE (ABSOLUTE BEGINNER`S GUIDE)



Pearson Education, 2015. Softcover. Book Condition: New. First edition. Contents I Introducing Microsoft Office 2013 1 Getting Started with Microsoft Office 2013 2 Working with Office Applications 3 Working with Text 4 Working with Pictures 5 Working with Shapes and SmartArt 6 Using Microsoft Office on the Web and Mobile Devices II Microsoft Word 2013 7 Word 2013 Basics 8 Formatting Pages 9 Using Templates 10 Applying Advanced Formatting 11 Adding Tables and Charts 12 Printing Documents 13 Working with Longer Documents 14 Collaborating, Reviewing, and Sharing Documents III Microsoft Excel 2013 15 Excel 2013 Basics 16 Entering Sheet Data 17 Formatting Sheets and Cells 18 Using Formulas 19 Using Functions 20 Sorting Data 21 Filtering and Consolidating Data 22 Preparing Workbooks for Distribution and Printing 23 Creating Subtotals and Grouping Data 24 Creating Charts and Sparklines 25 Creating Pivot Tables and Slicers IV Microsoft PowerPoint 2013 26 PowerPoint 2013 Basics 27 Customizing Themes and Backgrounds 28 Formatting and Organizing Objects, Slides, and Presentations 29 Adding Tables to a Presentation 30 Outlining Presentations 31 Reviewing Presentations 32 Working with Charts 33 Working with Audio and Video 34 Working with Animation and Transitions 35 Working with Slide Masters 36 Creating and Printing Presentation Materials 37 Presenting a Slide Show V Microsoft Outlook 2013 38 Outlook 2013 Basics 39 Setting Up Accounts and Personalizing Outlook 40 Performing Basic Email Tasks 41 Managing Email 42 Working with Advanced Email Features 43 Using the Calendar 44 Working with Contacts 45 Working with Tasks and To-Do Lists 46 Using Social Connector 47 Synchronizing and Sharing Outlook Data 48 Using Color Categories 49 Working with Notes 50 Using Folders 51 Using Search 52 Working with Views VI Microsoft OneNote 2013 53 OneNote 2013 Basics 54 Inserting Notebook Content 55 Viewing and Managing Notebooks Printed Pages: 792.



[Read Office 2013 All-In-One \(Absolute Beginner`s Guide\) Online](#)



[Download PDF Office 2013 All-In-One \(Absolute Beginner`s Guide\)](#)

You May Also Like



Love My Enemy

Andersen, UK, 2004. Softcover. Book Condition: New. First Edition. Available Now. Book Description: Zee (short for Zara) lives in a quiet suburb of Belfast, with an apparently idyllic family life. But Zee's father was shot...

[Save eBook »](#)



TJ new concept of the Preschool Quality Education Engineering the daily learning book of: new happy learning young children (2-4 years old) in small classes (3)(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date :2005-09-01 Publisher: Chinese children before making Reading: All books are the...

[Save eBook »](#)



Readers Clubhouse B Just the Right Home

Barron s Educational Series, United States, 2006. Paperback. Book Condition: New. Marilee Harrahd-Pilz (illustrator). 224 x 147 mm. Language: English . Brand New Book. This is volume seven, Reading Level 2, in a comprehensive program...

[Save eBook »](#)



Readers Clubhouse Set B Joe Boat

Barron s Educational Series, United States, 2006. Paperback. Book Condition: New. Kristin Barr (illustrator). 221 x 147 mm. Language: English . Brand New Book. This is volume four, Reading Level 2, in a comprehensive program...

[Save eBook »](#)



Readers Clubhouse Set a Nick is Sick

Barron s Educational Series, United States, 2006. Paperback. Book Condition: New. Carol Koeller (illustrator). 221 x 147 mm. Language: English . Brand New Book. This is volume three, Reading Level 1, in a comprehensive program...

[Save eBook »](#)

**Lans Plant Readers Clubhouse Level 1**

Barron's Educational Series. Paperback. Book Condition: New. Paperback. 24 pages. Dimensions: 8.9in. x 5.7in. x 0.3in.This is volume six, Reading Level 1, in a comprehensive program (Levels 1 and 2)for beginning readers. Two nine-book sets

[Download Book »](#)

**Chicken Licken - Read it Yourself with Ladybird: Level 2**

Penguin Books Ltd, United Kingdom, 2013. Paperback. Book Condition: New. 226 x 152 mm. Language: English . Brand New Book. In this classic fairy tale, a nut falls on Chicken Licken s head and he

[Download Book »](#)

**Big Machines - Read it Yourself with Ladybird: Level 2**

Penguin Books Ltd. Paperback. Book Condition: new. BRAND NEW, Big Machines - Read it Yourself with Ladybird: Level 2, Big Machines Trucks lift things and move them about all day long. Find out all about

[Download Book »](#)

**Illustrated Computer Concepts and Microsoft Office 365 Office 2016**

Cengage Learning, Inc, United States, 2016. Paperback. Book Condition: New. Language: English . Brand New Book. Now you can master today s most important computer concepts as well as key Microsoft Office 2016 skills with

[Download Book »](#)

**Studyguide for Preschool Appropriate Practices by Janice J. Beaty ISBN: 9781428304482**

2011. Softcover. Book Condition: New. 3rd. 8.25 x 11 in. Never HIGHLIGHT a Book Again! Includes all testable terms, concepts, persons, places, and events. Cram101 Just the FACTS101 studyguides gives all of the outlines, highlights,

[Download Book »](#)