



## Office 2013 All-in-One For Dummies

By Peter Weverka

John Wiley & Sons Inc. Paperback. Book Condition: new. BRAND NEW, Office 2013 All-in-One For Dummies, Peter Weverka, Home and business users around the globe turn to Microsoft Office and its core applications every day. Whether you're a newcomer or a veteran Office user, this friendly-but-informative guide provides in-depth coverage on all the newest updates and enhancements to the Office 2013 suite. With an overview of tools common to all Office applications and self-contained minibooks devoted to each Office application, Office 2013 All-in-One For Dummies gets you up to speed and answers the questions you'll have down the road. Explores the new Office interface and explains how it works across the applications Features eight minibooks that cover Word, Excel, PowerPoint, Outlook, Access, Publisher, OneNote, common Office tools, and ways to expand Office productivity Highlights the new online versions of Word, Excel, and PowerPoint as well as changes to the interface and new tools and techniques Office 2013 All-in-One For Dummies makes it easy to learn to use Office and gets you up and running on all the changes and enhancements in Office 2013.



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