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# Microsoft Office Professional 2013 Plain & Simple



## Synopsis

Learn the simplest ways to get things done with Microsoft Office 2013 Get the full-color, visual guide that makes learning Microsoft Office 2013 plain and simple! Follow the book's easy steps and screenshots and clear, concise language to learn the simplest ways to get things done with Microsoft Word, Excel, Outlook, PowerPoint, Access, Publisher, and OneNote. Here's WHAT you'll learn: Navigate with mouse, keyboard, or touch Create documents, reports, databases, and presentations Share your desktop, worksheets, and files Manage your email and organize your calendar Stay connected with online meetings and instant messaging Access your programs and your documents via the cloud Here's HOW you'll learn it: Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS! Exercises to apply what you learn right away

## Book Information

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## Customer Reviews

This is a well written book. It is easy to read and it covers the basics of all the Office applications. I bought the Kindle edition and while, like most technical books, it is not easy to use as a software manual ON the Kindle, it works well on the Kindle cloud reader application if I open it on my second monitor. For users who have kept up with regular Microsoft application and OS updates, there may not be much to learn about Office 2013. But I switched to Linux and Open-/Libre- Office years ago and had managed to function as the only Linux user in my organization. Recently however I've

taken on more leadership responsibilities and have a greater need to collaborate on the production of documents and presentations in the Windows environment. This means a wholesale jump backward into the world of Windows and MS Office. I won't say I like Office, or Windows, but since I have to use both, this book does a nice job of explaining what Office can do and how to do it quickly and efficiently.

The guide is clear, concise and fun to read and experience the new innovations the "Cloud" affords users. I highly recommend it--even for computer savy individuals who are busy and need quick answers to software revisions.

The photo captures/illustrations are lifelike and beautifully done as if you were in Excel doing it. They have improved and added new features to Excel but like how easily and user-friendly this book is just starting it. Yet most companies or corporations do not have this version or Windows 8 on their systems; however some of the methods can still be useful and resourceful overall. Just doing a brief refresher and learn about the updates offered with 2013 version that's compatible with Windows 8. Additionally this book has shown or demonstrated some things I didn't consider, shortcuts, and great tips to use. Overall, I absolutely loved this book and will put on my wishlist on if I use or get this version in the future. It even added stuff I had no clue I could do (maybe it is only with this version too?) via web apps, use content from websites in your Excel, but have used import/export data in the past briefly for personal use.\*You can also save phone contact list from smartphones and other devices as well but will see if it has it included in this book (I've done it before from Mailchimp profile to import it in my Excel profile to have a mail list for example). Didn't see it only files from Access, web app or site.

This is an excellent basic book for Office 2013. It provides most of the answers users will need. I use it as a reference and it is been helpful. I plan to buy a more detailed book. I recommend this book because it will provide guidance for resolving most Office questions that users may have.

This is one of the easiest guides I have ever used. I was able to review, practice, and get started with my publication quicker than I thought I ever would. I would recommend "Microsoft Office Professional 2013" to anyone--beginner or professional.

nothing special here. If you've had office for years don't bother. Really wanted more on the new

features but other than a discussion of the cloud, this book is too simple for all but beginners.

Its step overview of Office 2013. Does not get into the nitty gritty of each of the office products it covers. Get a specific book for say Excel or Word if that is what you need

Well written and well illustrated. I was looking for something more basic. I think when I master the basics, this book will be useful

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