Discovering Computers And Microsoft Office 2013

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this complete training package makes learning the new office 2013 even easier featuring both a video training dvd and a full color book this training package is like having your own personal instructor guiding you through each lesson of learning office 2013 all while you work at your own pace the self paced lessons allow you to discover the new features and capabilities of the new office suite each lesson includes step by step instructions and lesson files and provides valuable video tutorials that complement what you re learning and clearly demonstrate how to do tasks this essential training package takes you well beyond the basics in a series of short easy to absorb lessons takes you from the basics through intermediate level topics and helps you find the information you need in a clear approachable manner

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the go to reference for the new office home student 2013 the home student version of microsoft office targets the home and education markets covering the four applications most used outside the workplace word excel powerpoint and onenote the minibooks in this essential all in one guide include real world examples and projects that cover the new features and capabilities of office 2013 straightforward advice and beneficial projects help you to learn the basics of creating a resume in word establishing a home budget in excel developing a dynamic school presentation with powerpoint and taking notes in onenote targets home and school users of office 2013 who primarily use word excel powerpoint and onenote walks you through how to use office 2013 for everyday projects such as creating a cover letter in word or reusable templates in excel demonstrates how to jazz up a school presentation with powerpoint provides you with straightforward instructions for taking notes in onenote shares common office 2010 tools and details the basics of the office ribbon office home student 2013 all in one for dummies is an easy to understand guide to the essentials of office 2013

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