



Microsoft Office Home & Student Edition 2013 All-in-One For Dummies

By Peter Weverka

John Wiley & Sons Inc. Paperback. Book Condition: new. BRAND NEW, Microsoft Office Home & Student Edition 2013 All-in-One For Dummies, Peter Weverka, 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...

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