

1. Record Nr.	UNINA9910452463503321
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Titolo	Office 2013 all-in-one for dummies [[electronic resource] /] / by Peter Weverka
Pubbl/distr/stampa	Hoboken, N.J., : Wiley, 2013
ISBN	1-118-55024-2
Descrizione fisica	1 online resource (819 p.)
Collana	--For dummies Office 2013 all-in-one for dummies
Disciplina	005.5
Soggetti	Business - Computer programs Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	Office 2013 All-in-One For Dummies; About the Author; Contents at a Glance; Table of Contents; Introduction; What's in This Book, Anyway?; What Makes This Book Different; Foolish Assumptions; Conventions Used in This Book; Icons Used in This Book; Book I: Common Office Tasks; Chapter 1: Office Nuts and Bolts; A Survey of Office Applications; Starting an Office Program; Finding Your Way Around the Office Interface; Saving Your Files; Navigating the Save As and Open Windows; Opening and Closing Files; Reading and Recording File Properties; Locking a File with a Password Chapter 2: Wrestling with the TextManipulating the Text; Changing the Look of Text; Quick Ways to Handle Case, or Capitalization; Entering Symbols and Foreign Characters; Creating Hyperlinks; Chapter 3: Speed Techniques Worth Knowing About; Undoing and Repeating Commands; Zooming In, Zooming Out; Viewing a File Through More Than One Window; Correcting Typos on the Fly; Entering Text Quickly with the AutoCorrect Command; Book II: Word 2013; Chapter 1: Speed Techniques for Using Word; Introducing the Word Screen; Creating a New Document; Getting a Better Look at Your Documents Selecting Text in Speedy WaysMoving Around Quickly in Documents; Inserting a Whole File into a Document; Entering Information Quickly in a Computerized Form; Chapter 2: Laying Out Text and Pages; Paragraphs and Formatting; Inserting a Section Break for Formatting Purposes; Breaking a Line; Starting a New Page; Setting Up and

Changing the Margins; Indenting Paragraphs and First Lines; Numbering the Pages; Putting Headers and Footers on Pages; Adjusting the Space Between Lines; Adjusting the Space Between Paragraphs; Creating Numbered and Bulleted Lists; Working with Tabs; Hyphenating Text

Chapter 3: Word StylesAll About Styles; Applying Styles to Text and Paragraphs; Creating a New Style; Modifying a Style; Creating and Managing Templates; Chapter 4: Constructing the Perfect Table; Talking Table Jargon; Creating a Table; Entering the Text and Numbers; Selecting Different Parts of a Table; Laying Out Your Table; Aligning Text in Columns and Rows; Merging and Splitting Cells; Repeating Header Rows on Subsequent Pages; Formatting Your Table; Using Math Formulas in Tables; Neat Table Tricks; Chapter 5: Taking Advantage of the Proofing Tools; Correcting Your Spelling Errors
Checking for Grammatical Errors in WordGetting a Word Definition; Finding and Replacing Text; Researching a Topic Inside Word; Finding the Right Word with the Thesaurus; Proofing Text Written in a Foreign Language; Translating Foreign Language Text; Chapter 6: Desktop Publishing with Word; Experimenting with Themes; Sprucing Up Your Pages; Making Use of Charts, Diagrams, Shapes, Clip Art, and Photos; Working with the Drawing Canvas; Positioning and Wrapping Objects Relative to the Page and Text; Working with Text Boxes; Dropping In a Drop Cap; Watermarking for the Elegant Effect
Putting Newspaper-Style Columns in a Document

Sommario/riassunto

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 a
