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Autore	Wang Wally
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Nota di contenuto	pt. I. Getting started with Office 2013 -- pt. II. Working with Word -- pt. III. Playing the numbers with Excel -- pt. IV. Making presentations with PowerPoint -- pt. V. Getting organized with Outlook -- pt. VI. Storing stuff in Access -- pt. VII. The part of tens.
Sommario/riassunto	Office 2013 For Dummies is the key to your brand new Office! Packed with straightforward, friendly instruction, this update to one of the bestselling Office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in Office 2013. After coverage of the fundamentals, you'll discover how to spice up your Word documents, edit Excel spreadsheets and create formulas, add pizzazz to your PowerPoint presentation, and much more. Helps you harness the power of all five Office 2013 applications: Word, Excel, PowerPoint,