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Collana	--For dummies Office home & student 2013 all-in-one for dummies
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Nota di contenuto	Office Home & Student 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; Contents at a Glance; Contents at a Glance; 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 Text; Manipulating 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; Contents at a Glance; 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 Ways; Moving 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 Styles; All 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 Word; Getting 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

Sommario/riassunto

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 presentatio
