

1. Record Nr.	UNINA9910809234503321
Autore	Wang Wally
Titolo	Office 2013 for dummies / / by Wallace Wang
Pubbl/distr/stampa	Indianapolis, Ind., : John Wiley & Sons, Inc., 2013
ISBN	1-118-49714-7
Edizione	[1st edition]
Descrizione fisica	1 online resource (435 p.)
Collana	--For dummies Office 2013 for dummies
Disciplina	005.5
Soggetti	Business - Computer programs
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
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,