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Nota di contenuto	Intro -- About the Authors -- Acknowledgments -- Contents at a Glance -- Contents -- Introduction -- 1 Why Is Office So Gunked Up? -- 2 Degunking Your Office Setup -- 3 Per forming a Gunk-Free Installation or Upgrade -- 4 Organizing Office-Related Files and Folders -- 5 Degunking Office's Common Features -- 6 Degunking Microsoft Word -- 7 Degunking Microsoft Excel -- 8 Degunking Microsoft PowerPoint -- 9 Degunking Microsoft Outlook -- 10 Improving How Office Applications Work Together -- 11 Securing Office -- 12 Backing Up and Restoring Office -- 13 Fixing Things That Break in Office -- Appendix A - Enhancing Office with Add-ins and Third- Party Tools -- Appendix B - Automate Office Using Macros -- Index.