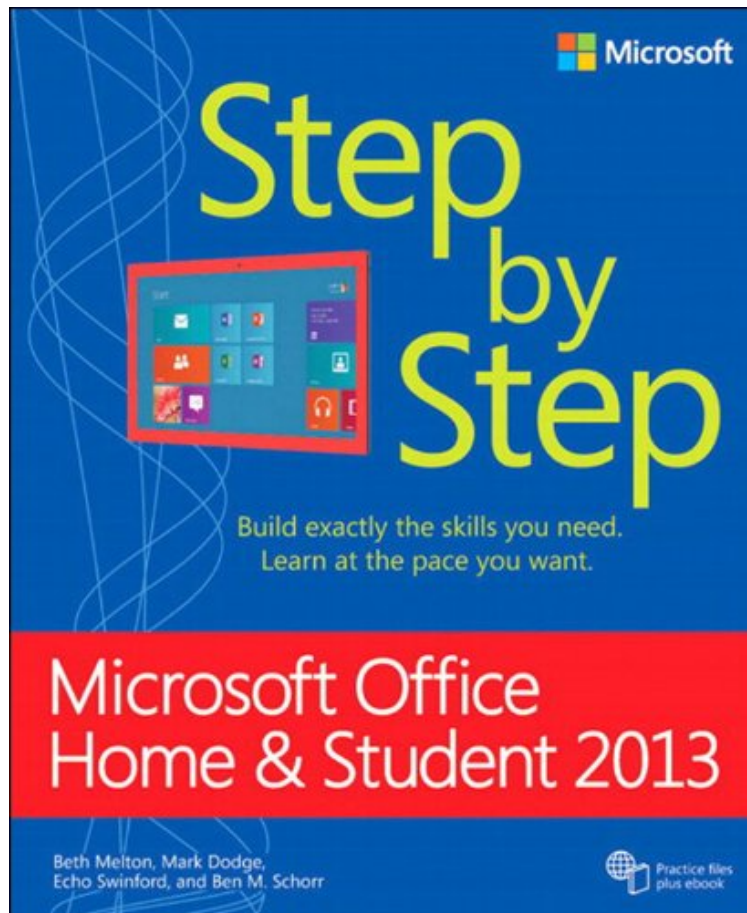


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Microsoft Office Home and Student 2013 Step by Step

Von Beth Melton, Mark Dodge, Echo Swinford, Ben Schorr
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Von Beth Melton, Mark Dodge, Echo Swinford, Ben Schorr : Microsoft Office Home and Student 2013 Step by Step before purchasing it in order to gauge whether or not it would be worth my time, and all praised Microsoft Office Home and Student 2013 Step by Step:

Kundenrezensionen Hilfreichste Kundenrezensionen 0 von 0 Kunden fanden die folgende Rezension hilfreich. leicht verständlich Von Frank Reibold Dieses Buch bietet eine Schulung zum neuen Microsoft Office 2013 Home Student, hat also nur Beispiele für Word, PowerPoint, Excel und OneNote. Die Buchdateien und das farbige E-Book (PDF) kann man sich aus dem Internet herunterladen. Natürlich können fortgeschrittene Themen wie Inhaltsverzeichnisse und Fußnoten nicht behandelt werden. Excel wird am ausführlichsten diskutiert, inklusive Pivots und Diagrammen. Die Autoren weisen bei Word darauf hin, dass sich das Layout von Tabellen geändert hat. Auch bei den anderen Programmen werden neue Möglichkeiten beschrieben und Probleme mit alten Funktionen erwähnt. So lernt man auch die Geschichte und die Hintergründe der Programme kennen. ***Mir hat das Buch beim Einstieg in das neue Office geholfen. Schn,

dass Office jetzt kompatibler zu Libre bzw. Open Office ist.

Kurzbeschreibung The smart way to learn Microsoft Office Home and Student 2013one step at a time! Experience learning made easyand quickly teach yourself how to get more done with Microsoft Word, Excel, PowerPoint, and OneNote. With Step by Step, you set the pacebuilding and practicing the skills you need, just when you need them! Use Office anywhere with touch-enabled devices Save time and work more easily with templates Make professional-looking documents and presentations Build spreadsheets to calculate and visualize data Organize and share your best ideas with OneNote Work with friends using social media and the cloud

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ber den Autor und weitere Mitwirkende Beth Melton is a Microsoft MVP for Office and Microsoft Office Specialist Master Instructor. She is also a coauthor of Microsoft Office Word 2007 Inside Out. Mark Dodge is a Microsoft Excel expert and former senior technical writer for Microsoft. Echo Swinford is a Microsoft MVP for PowerPoint who specializes in developing PowerPoint templates, presentations, and training for corporate clients. Ben Schorr is a Microsoft MVP for OneNote and author of several books for lawyers.