



## Office 2013 For Dummies (Mixed media product)

By Wallace Wang

John Wiley Sons Inc, United States, 2013. Mixed media product. Book Condition: New. 1. Auflage. 236 x 193 mm. Language: English . Brand New Book. Unlock the power of your new Office with this value-priced book-and-DVD bundle Get comfortable with the latest features of Office 2013 with this one-of-a-kind For Dummies book-and-DVD package. Featuring the bestselling Office For Dummies book, the bundle also includes a three-hour instructional DVD covering the most essential Office 2013 tasks. You ll feel as if there is an Office expert by your side as you walk through popular topics, including word processing, presentations, data management and analysis, and much more. Start at the beginning or jump right to the task you re looking for. Either way, you ll be working your way through Word, Excel, Outlook, PowerPoint, and Access in no time! \* Helps you get acquainted with the latest features and updates to Office 2013 \* Covers Office basics in the book, such as typing in Word, formatting an Excel spreadsheet, creating a powerful presentation in PowerPoint, configuring e-mail with Outlook, designing an Access database, and much more \* Provides step-by-step video instructions for completing the most common Office 2013 tasks, from creating a...



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