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# Office 2013: The Missing Manual



## **Synopsis**

Microsoft Office is the most widely used productivity software in the world, but most people just know the basics. This helpful guide gets you started with the programs in Office 2013, and provides lots of power-user tips and tricks when you're ready for more. You'll learn about Office's new templates and themes, touchscreen features, and other advances, including Excel's Quick Analysis tool. The important stuff you need to know: Create professional-looking documents. Use Word to craft reports, newsletters, and brochures for the Web and desktop. Stay organized. Set up Outlook to track your email, contacts, appointments, and tasks. Work faster with Excel. Determine the best way to present your data with the new Quick Analysis tool. Make inspiring presentations. Build PowerPoint slideshows with video and audio clips, charts and graphs, and animations. Share your Access database. Design a custom database and let other people view it in their web browsers. Get to know the whole suite. Use other handy Office tools: Publisher, OneNote, and a full range of Office Web Apps. Create and share documents in the cloud. Upload and work with your Office files in Microsoft's SkyDrive.

## **Book Information**

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## **Customer Reviews**

There was a time I used to consider myself a MS Office Expert. Not only I was well aware of the tricks and tips of MS office but also I used to tutor others on how to use it efficiently. But gone are those days. I wanted to pick and brush up on Office 2013 for my upcoming job search and luckily

Vine has offered the book right on time. Here's a brief review. For starters this book is quite thick, some may even find it intimidating. However, that is because it has covered broad topics that are mostly used in the current world. But fear not every little topic is usually mentioned on the top right corner in gray tab for your easy access. So you can just brush up on the subject you're interested in rather than reading the whole book. It has more texts than I expected but it is not visual tutorial book. Also, too many pictures will increase its size to a giant monster that nobody would find useful. None the less, topics are explained clearly by helpful accommodating screenshots. The introduction highlighted the new features of 2013 version and packages. Which I found quite useful for an old office user like me. Sometimes pages contain little tips, tricks or notes that I found quite helpful for a newbie or not so newbie alike. Book has total of seven parts. Each part is further broken down by chapters. Each chapter covers multiple topics. Part one: Using office. It covers the basic office setup. How to start, working with ribbons, customization etc. Part two: Word. As you can guess by now this chapter covers the popular word features and broken down by subjects. Part three: Outlook. Just like word it is broken down with multiple chapters most popular topics. Part Four: Excel. Same as previous parts like Word or Outlook.

I used to work for a state government; every computer was configured with the software packages that the IT department felt would be needed by most people. This included MS Office, including most of the individual components covered by this book, except Publisher and OneNote. Unfortunately, there was no training budget. A few people invested time and money to learn to use these tools well through the purchase of books and/or on-line learning. Many were able to develop a good working knowledge by exploring the menu system and help file. Most invested nothing at all. Through the natural process of succession, the staff was eventually composed of power users, users with strong everyday skills and users who had to ask how to do anything at all. You do not want to be in this last group... everyone knew who they were, everyone thought they were using 'studied ignorance' to get out of doing work, and they received little respect. This book will get you out of the last group fast! I can only review in terms of Word, Excel, PP and Access, but each is covered well beyond the basics. Word for example covers basic word processing, formatting etc and moves into mail merge, labels, tables, graphs and more. Excel covers basic tables, charts and graphs, with some coverage of statistics and functions. Both cover printing and tips on good page layout, a commonly difficult issue for Excel. This book does an exceptional job of explaining how to use the software and is very readable. It will get you up-to-speed in a short time. I also note that the online missing cdrom is available on the publisher's web site (and is complete) so you can

follow along with the book's examples.

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