



Office 2013 All-In-One (Absolute Beginner`s Guide)

By Pearson Education

Pearson Education, 2015. Softcover. Book Condition: New. First edition. Contents I Introducing Microsoft Office 2013 1 Getting Started with Microsoft Office 2013 2 Working with Office Applications 3 Working with Text 4 Working with Pictures 5 Working with Shapes and SmartArt 6 Using Microsoft Office on the Web and Mobile Devices II Microsoft Word 2013 7 Word 2013 Basics 8 Formatting Pages 9 Using Templates 10 Applying Advanced Formatting 11 Adding Tables and Charts 12 Printing Documents 13 Working with Longer Documents 14 Collaborating, Reviewing, and Sharing Documents III Microsoft Excel 2013 15 Excel 2013 Basics 16 Entering Sheet Data 17 Formatting Sheets and Cells 18 Using Formulas 19 Using Functions 20 Sorting Data 21 Filtering and Consolidating Data 22 Preparing Workbooks for Distribution and Printing 23 Creating Subtotals and Grouping Data 24 Creating Charts and Sparklines 25 Creating Pivot Tables and Slicers IV Microsoft PowerPoint 2013 26 PowerPoint 2013 Basics 27 Customizing Themes and Backgrounds 28 Formatting and Organizing Objects, Slides, and Presentations 29 Adding Tables to a Presentation 30 Outlining Presentations 31 Reviewing Presentations 32 Working with Charts 33 Working with Audio and Video 34 Working with Animation and Transitions 35 Working with Slide Masters 36 Creating and...



[READ ONLINE](#)
[5.04 MB]

Reviews

If you need to adding benefit, a must buy book. It can be writter in straightforward words and phrases and never difficult to understand. I realized this ebook from my dad and i advised this ebook to learn.

-- **Zula Hayes**

Completely essential read pdf. It is definitely simplistic but shocks within the 50 % of your book. Its been designed in an exceptionally straightforward way which is simply following i finished reading through this publication in which actually changed me, change the way i believe.

-- **Damon Friesen**