



## Microsoft Office for iPad Step by Step

By Joan Lambert

Microsoft Press,U.S., United States, 2015. Paperback. Book Condition: New. 226 x 188 mm. Language: English . Brand New Book. The quick way to learn Microsoft Word, Excel, PowerPoint, and OneNote for iPad! This is learning made easy. Get productive fast with every Office for iPad app--plus OneNote, too! Jump in wherever you need answers--brisk lessons and colorful screen shots show you exactly what to do, step by step. \* Quickly create Word documents by tapping, typing, or dictating\* Organize and design professional documents of all kinds\* Visually analyze information in tables, charts, and PivotTables\* Deliver highly effective presentations in PowerPoint straight from your iPad\* Save and send PDFs, with or without Office 365\* Use OneNote to capture and share everything from text to iPad photosNow in full color! \* Easy lessons for essential tasks\* Big full-color visuals\* Skill-building practice filesDownload your Step by Step practice files at:



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