



# Microsoft Office 2013 Shortcuts Quick Study Computer

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## **Microsoft Office 2013 Shortcuts Quick Study Computer:**

[Office 2013 in easy steps](#) Michael Price,2013-06-30 Office 2013 in easy steps guides you through Microsoft's latest version of Office so you'll soon master its new features. This new release works with touch, stylus, mouse or keyboard across Windows devices including tablets. Sign in with your Microsoft ID and use the software across different platforms. Office 2013 in easy steps majors on Office Professional which includes seven products: Access, Excel, OneNote, Outlook, PowerPoint, Publisher and Word. It also introduces four other Office applications: InfoPath, Lync, Project and Visio. There is also some coverage of stand-alone products: SharePoint and MapPoint, SkyDrive Pro 2013, Office 365 and the Web Apps. Aimed at both new and experienced users, Office 2013 in easy steps covers the essential functions of Office in easy steps.

[Office 2013: The Missing Manual](#) Nancy Conner, Matthew MacDonald, 2013-05-22 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.

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