



# Microsoft Office 2013 Shortcuts Quick Study Computer

**Shivani Jain, Shelly Malhotra, Goyal  
Brothers Prakashan**

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

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[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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### **Microsoft Office 2013 Desktop**

**Easel Book** John Hales,2014-05-31 With a built in easel this reference tool can stand upright on your desktop workspace for true at a glance quick reference Twenty one durable laminated pages that cover more facts per page than any book so you can get the most out of your software tools for home school or business The hard cardboard backing folds to lay very flat for portability and storage Topics covered include Keyboard Shortcuts Navigation for Word Excel PowerPoint Excel 2013 New Features Main Window New Features Main Window Document File Formats The Ribbon Excel 2013 Terminology Working With Workbooks The Backstage View Introduction to Formulas Basic Cell Formatting on the Home Tab Word 2013 New Features Main Window Working With Documents The Backstage View Tables PDFs Document Formatting Using the Page Layout Tab PowerPoint 2013 New Features Main Window PowerPoint 2013 Terminology The Ribbon Working With Presentations The Backstage View Basic Formatting on the Home Tab Views Preparing the Slide Deck

### **From Freshman**

**to Fortune 500** Marky Stein,2016-12-29 Less than 30 percent of college graduates are working in jobs related to their majors and almost 40 percent are working at jobs that dont require a degree Theyve learned earning a college degree is only the first step to getting a job in your field You must also learn seven secrets to achieve professional goals Marky Stein named by LinkedIn as one of the nations top career experts and a three time McGraw Hill best selling author of job seeking and career transition books walks you through how to leverage your college degree and one or more of these secrets to work in

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suite you will find that there are a number of great programs included Some of the offerings from this productivity suite include Word Excel PowerPoint and Outlook and with a few upgrades you might be able to get more programs A good chart is something that will help you keep the right kind of shortcuts and features available to you With a suite this robust it is often easy to forget some of the more obscure but no less useful functions

**Microsoft Office Professional 2013 Step by Step** Beth Melton,Mark Dodge,Echo Swinford,Andrew Couch,2013-05-15 The smart way to learn Microsoft Office

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*Learning Microsoft Office 2013* Emergent Learning,Suzanne Weixel,Faithe Wempen,Catherine Skintik,2013-06-25 This is the eBook of the printed book and may not include any media website access codes or print supplements that may come packaged with the bound book Learning Microsoft Office 2013 features a student friendly step by step format with clear full screen shots to engage readers and help them work independently This book is appropriate for Introductory Computing courses on Microsoft Office Applications or courses on Computer Concepts that include coverage of Office 2013 This book is also suitable for individuals interested in learning to use Microsoft Office 2013 effectively in their home life and career

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