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# Microsoft Office: 2013 Edition

Ed Bott *Award-winning technology author and journalist* | Carl Siechert *Microsoft Office and Windows expert*

# Microsoft Office Inside Out 2013 Edition

**Jeff Conrad**

## **Microsoft Office Inside Out 2013 Edition:**

*Microsoft Office Inside Out* Carl Siechert,Ed Bott,2013-06-15 Conquer Microsoft Office from the inside out You're beyond the basics so dive right into Microsoft Office and really put these productivity tools and services to work This supremely organized reference packs hundreds of timesaving solutions troubleshooting tips and workarounds It's all muscle and no fluff Discover how the experts tackle Office and challenge yourself to new levels of mastery Take advantage of Office in the cloud with Office 365 Get insider tweaks and tips to become more productive Sync your email calendar and contacts on multiple devices Organize and edit complex documents with Microsoft Word Enhance Microsoft PowerPoint presentations with rich media Handle data with the Microsoft Excel Quick Analysis tool Get organized with Microsoft OneNote using expert techniques Save share and sync documents and settings with SkyDrive Use Microsoft Access Publisher and Lync in smarter ways

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