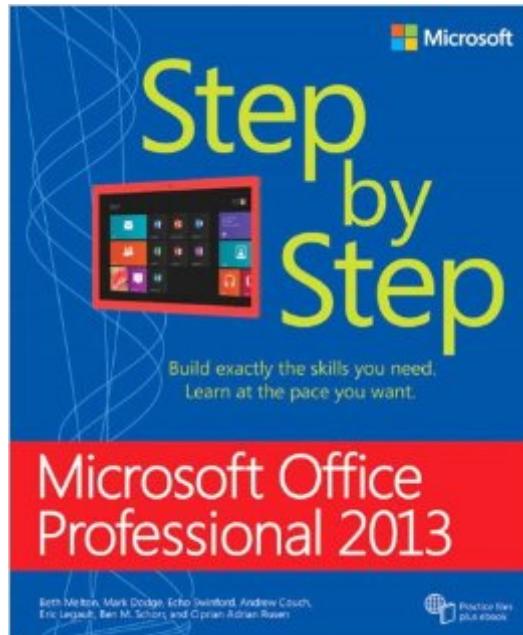


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# Microsoft Office Professional 2013 Step By Step



## **Synopsis**

The smart way to learn Microsoft Office Professional 2013--one step at a time!Experience learning made easy--and quickly teach yourself how to get more done with Microsoft Word, PowerPoint, Excel, Outlook, OneNote, Access, and Publisher. With Step by Step, you set the pace--building and practicing the skills you need, just when you need them!Determine the best Office tool for specific tasks Use Office efficiently on touch-enabled devices Create attractive documents, publications, and presentations Manage your e-mail, calendar, meetings, and communications Put your business data to work with Excel and Access Organize and share your notes and ideas with OneNoteCreate great looking publications with Publisher

## **Book Information**

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## **Customer Reviews**

In my opinion most people use less than 20% of the full capability of the MS Office suite of products. This book is focused on that user target market. It is a survey of the common features across the MS Office suite and for modules Word, Outlook, Excel OneNote, Access, Publisher and Powerpoint. Each module is also at the survey level and not meant for the deep dive user. For the beginner or light user this book is a must have to get you started and help you become functional quickly. It also serves as a practical introduction to modules that might be new to the light user and would help this user group become productive quickly.

I got this for a friend who was frustrated with trying to learn Office on her own. She found this manual very helpful and of course, it step by step method made it a breeze to follow what needed to be done in MS Office. She highly recommends this for people who want to learn Office or pros who want to refresh and learn what is new in Microsoft's latest Office suite.

The content of this book is vast which is great, but the charts and diagrams are small and everything is printed in black and white.

This book is currently being used by some schools as a text book for Microsoft Office and I couldn't be more disappointed in a book than I am with this one! There are many typo's in the instructions as well as some instructions being left out completely and that leaves a newbie guessing! There are still some things that can be learned with this book but you should also be prepared to be very frustrated at times! Fortunately I have experience with Microsoft Office but none of my classmates do and the trouble that they are having is worth a second thought and even a rework on this book!

A recent Office upgrade put my husband into some unfamiliar territory. Step by Step takes him through all the "steps" to get with the program & do it properly the first time. He likes the large bold print & the easy to follow instructions. I would recommend this to anyone who likes to get it right the first time!

This book is great for anyone who may want to learn the MS Office Pro 2013 programs. The Step by Step projects are a very good way of learning many of the basic features in each program in the office suite. I bought this because I wanted something to learn MS Publisher 2013 by. The projects were very helpful, but there weren't enough of them. I was left with many questions about the program, which the book didn't answer for me.

The customer service was excellent!! It is the book I hated, but it was a required textbook for class. If you have to purchase this, I suggest that you do a lot of research, via YouTube video's to learn. This book goes back and forth from chapter to chapter, so many times that it makes it severely confusing. It also lacks a search bar, which actually would have made things a little easier for me. When your assignment doesn't give you the chapter in which something was written, and there is no search bar to look it up, it basically makes the book a complete disaster. Sorry, just stating the truth. The seller is a wonderful seller!!

First of all, do not expect to learn everything you can within Microsoft Office 2013 from this book. Having said that, the book covers an awesome amount of info -- it's all presented in an easy way. I mainly read the sections on PowerPoint and these are all clear and concise -- everything very well explained. That's great for new users. If you are an existing user, the book has a great section on all the new features in this version of PowerPoint. Loved the section on shapes and all the graphic stuff!

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