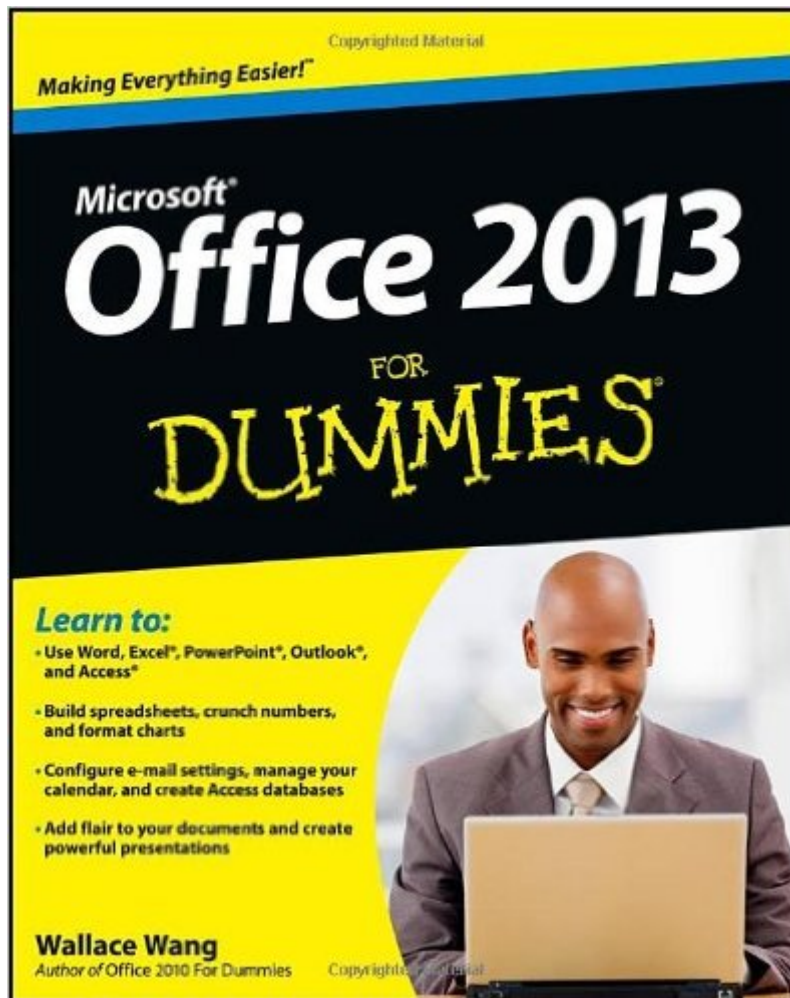The book was found

Office 2013 For Dummies

Synopsis

Office 2013 For Dummies is the key to your brand new Office! Packed with straightforward, friendly instruction, this update to one of the bestselling Office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in Office 2013. After coverage of the fundamentals, you'll discover how to spice up your Word documents, edit Excel spreadsheets and create formulas, add pizazz to your PowerPoint presentation, and much more. Helps you harness the power of all five Office 2013 applications: Word, Excel, PowerPoint, Outlook, and Access Discusses typing and formatting text in Word and easy ways to dress up your documents with color, graphics, and more Demonstrates navigating and editing an Excel spreadsheet, creating formulas, and charting and analyzing Excel data Walks you through creating a PowerPoint presentation and adding some punch with color, sound, pictures, and videos Explores Outlook, including configuring e-mail, storing contacts, organizing tasks, scheduling your time, and setting appointments Delves into designing Access databases, including editing, modifying, searching, sorting, and querying; also covers viewing and printing reports, and more The fun and friendly approach of Office 2013 For Dummies makes doing Office work easy and efficient!

Book Information

Paperback: 432 pages

Publisher: For Dummies; 1 edition (March 4, 2013)

Language: English

ISBN-10: 1118497155

ISBN-13: 978-1118497159

Product Dimensions: 7.4 x 0.9 x 9.3 inches

Shipping Weight: 1.4 pounds (View shipping rates and policies)

Average Customer Review: 4.0 out of 5 starsÂ Â See all reviewsÂ (80 customer reviews)

Best Sellers Rank: #147,342 in Books (See Top 100 in Books)   #36 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Word   #74 inÂ Books > Computers & Technology > Software > Suites   #117 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Office

Customer Reviews

As someone who's used the old 2003 program for years, I picked up a copy of this book to better understand Word 2010. Although it was created for 2013 programs, it's still really helpful for us luddites who are still adapting from pull-down menus to the ribbon system. Now that I've used the

newer programs for a few weeks, I like it. Word 2010 is a big improvement, especially if you work with it and Excel regularly. The 2013 updates offer more flexibility without mind-boggling changes.Office 2013 for Dummies is an easy, comprehensive read with plenty of excellent tips and useful screen shots for those of us who appreciate visual aides. The book works best if you're actually trying some of new options while reading the how-to steps, especially when working with Excel. I've never had to prepare a PowerPoint presentation, and although I can't say I'm ready to do one just by reading the PowerPoint chapters, it definitely takes the mystery out of how it works. The tips on controlling junk mail are great as well. Whether you have a new home PC or are returning to the work force, keep this book by your side for quick reference. It will really help!

I bought this book along with the CD; I've used the CD more than the book but am glad that I bought both. In my opinion, all Dummies books are amazing and well written. Without using complicated terms, they explain what you need to know.

For an experienced user of earlier Word versions, I was disappointed in the lack of information on details, such as setting defaults, finding topics that now require the use of several function keys, .a more detailed index to find information, etc. Illustrations are too small and unclear to be useful.Pets4hlth@ameritech.net

It has the information but does not allow the reader to easily look for specific processes without reading the whole book. Young folks with open minds will profit most. Old codgers will get lost in tedium.

This book provides you with an easy to understand complete reference for understanding the new Microsoft 2013. As someone who started using this before reading this I can say that I wish that I had this before, or at least concurrently when I implemented the software. I felt that the book did a great job at keeping things simple and allowing me to have fun while learning too. For anyone that is making a transition form Office 2003, this is a must, as the way in which the programs are set up is completely different. Don' be a dummy, make your life easier and read this book today, you will be thankful that you did!*I received a copy for review - all opinions are my own*

This book helped understand Office 2013 in terms that I can understand. It gives step by step instructions of how to do the different sections of Office. If I get stuck on a document, I go back to

the book.

quick and easy read offered some handy hints but I still needed additional cheat sheets to learn the new Excel. Even went to you tube for extra help.The " Dummies" books have their place as quick study guides but are far from complete as user guides

It is fairly useful, but not much more information than I can get from the useless help screen on the programs. Microsoft added the old menu features to Office 2013, and that is more helpful than anything.

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