

Microsoft Office 2013 for Dummies

By Wallace Wang



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Microsoft office basics including typing and formatting text in word, designing your word documents, navigating an excel spreadsheet, editing a spreadsheet, creating formulas, charting and analyzing data, creating a powerpoint presentation, adding color, pictures and sound to a presentation, preparing your presentation for an audience, configuring e-mail with outlook, storing contacts and organizing tasks, scheduling your time and setting appointments, designing an access database, editing and modifying a database, searching, sorting and querying a database, creating a database report and more.



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