



Brilliant Office 2013

By Steve Johnson

Pearson Education Limited. Paperback. Book Condition: new. BRAND NEW, Brilliant Office 2013, Steve Johnson, Brilliant Microsoft Office 2013 guides you through the essential tasks step-by-step, showing you how to: * Office: Organise information and add impact with online pictures and video, diagrams, tables and charts * Word: Create great-looking documents using themes, templates and video * Excel: Use organising, processing and presenting tools to quickly create data tables and charts * PowerPoint: Create powerful presentations faster using ready-made design templates and themes * Access: Use full-featured templates and application parts to create desktop and web app databases * Outlook: Use tools for creating and managing your e-mail, calendar, contacts and tasks * Office Web Apps: View and edit your Office documents in a browser.

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