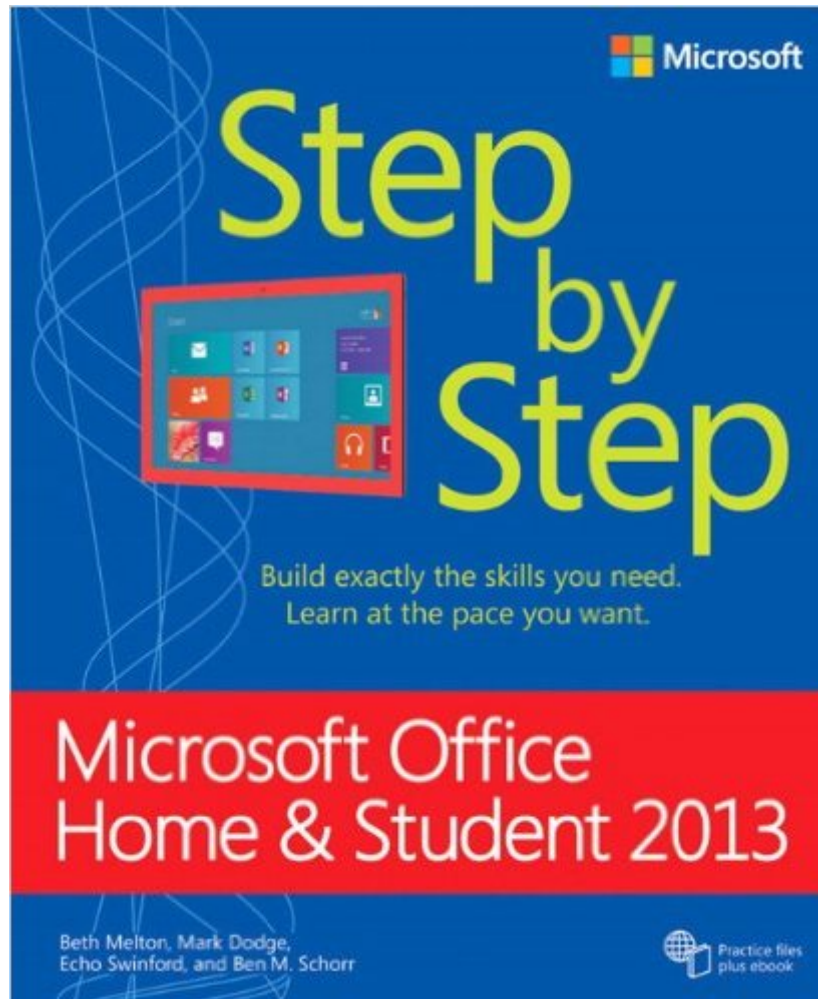The book was found

Microsoft Office Home And Student 2013 Step By Step

Synopsis

The smart way to learn Microsoft Office Home and Student 2013â "one step at a time! Experience learning made easyâ "and quickly teach yourself how to get more done with Microsoft Word, Excel, PowerPoint, and OneNote. With Step by Step, you set the paceâ "building and practicing the skills you need, just when you need them! Use Office anywhere with touch-enabled devices Save time and work more easily with templates Make professional-looking documents and presentations Build spreadsheets to calculate and visualize data Organize and share your best ideas with OneNote Work with friends using social media and the cloud

Book Information

Series: Step by Step

Paperback: 832 pages

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ISBN-13: 978-0735669406

Product Dimensions: 7.5 x 1.4 x 9 inches

Shipping Weight: 2.4 pounds (View shipping rates and policies)

Average Customer Review: 4.0 out of 5 starsÂ Â See all reviewsÂ (11 customer reviews)

Best Sellers Rank: #658,503 in Books (See Top 100 in Books)   #71 inÂ Books > Computers & Technology > Software > E-mail   #115 inÂ Books > Computers & Technology > Business Technology > Software > Presentation Software   #159 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Word

Customer Reviews

Well written and easy-to-use guide for Microsoft Windows office. I have been an office user for many years. Since switching to Windows 8 and Office 2013 I needed a guide to explain the new changes. This one does it easily. You can find what you want without reading the whole book. Money well spent.

The book shows easy to understand steps in learning the 2013 Office. Even has downloadable exercises to help. Just having the book for questions as they come along is great.

Helps non-techie navigate thru the new functions of the latest windows version. I see the light and

the journey was easier

I really needed some help with the program and this book does the job, Everytime i need to look up something or how do a project i only have to look it up.

Easy to follow resource worht the money.

I really enjoy thisthanksBecky

Office 2016 For Beginners- The PERFECT Guide on Microsoft Office: Including Microsoft Excel Microsoft PowerPoint Microsoft Word Microsoft Access and more! Enhanced Microsoft Office 2013: Introductory (Microsoft Office 2013 Enhanced Editions) GO! with Microsoft PowerPoint 2013 Brief, GO! with Microsoft Excel 2013 Brief, GO! with Microsoft Access 2013 Brief Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Microsoft Office Home and Student 2013 Step by Step Programming Microsoft Office 365 (includes Current Book Service): Covers Microsoft Graph, Office 365 applications, SharePoint Add-ins, Office 365 Groups, and more (Developer Reference) Exploring: Microsoft Office 2013, Plus (Exploring for Office 2013) Exploring Microsoft SharePoint for Office 2013, Brief (Exploring for Office 2013) Exploring Microsoft Office 2013, Volume 1 (Exploring for Office 2013) Enhanced Microsoft Excel 2013: Comprehensive (Microsoft Office 2013 Enhanced Editions) Enhanced Microsoft PowerPoint 2013: Comprehensive (Microsoft Office 2013 Enhanced Editions) Enhanced Microsoft Access 2013: Comprehensive (Microsoft Office 2013 Enhanced Editions) Your Office: Getting Started with Project Management (Your Office for Office 2013) Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) Skills for Success with Office 2013 Volume 1 (Skills for Success, Office 2013) Exploring: Microsoft Excel 2013, Comprehensive (Exploring for Office 2013) Exploring: Microsoft PowerPoint 2013, Comprehensive (Exploring for Office 2013) Microsoft Office Professional 2013 Step by Step How to Do Everything Microsoft SharePoint 2013: Microsoft SharePoint 2013