Teach Yourself VISUALLY Office 2013. Teach Yourself VISUALLY (Tech)

Description: Are you a visual learner? Do you prefer instructions that show you how to do something and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, step-by-step screen shots that show you how to tackle more than 225 Office 2013 tasks. Each task-based spread covers a single technique, sure to help you get up and running on Office 2013 in no time.

You'll learn to:
- Use eight Office programs
- Work with Office files online
- Construct and review documents
- Build spreadsheets and databases
- Create publications and take notes

Designed for visual learners
- Two-page lessons break big topics into bite-sized modules
- Succinct explanations walk you through step by step
- Full-color screen shots demonstrate each task
- Helpful sidebars offer practical tips and tricks

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