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A basic introduction to learn Office 2013 quickly, easily, and in full color

Office 2013 has new features and tools to master, and whether you're upgrading from an earlier version or using the Office applications for the first time, you'll appreciate this simplified approach. Offering a clear, visual style of learning, this book provides you with concise, step-by-step instructions and full-color screen shots that walk you through the applications in the Microsoft Office 2013 suite: Word, Excel, PowerPoint, Outlook, and Publisher.

- Shows you how to tackle dozens of Office 2013 tasks
- Shares practical examples and beneficial advice to guide you through each application
- Focuses on visual learners, with step-by-step instructions illustrated with full-color screen shots throughout

Office 2013 Simplified makes the new Office suite easy to understand, even if you are new to the software.

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