



Using Office 2013: With Windows 8

Kevin Wilson

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Learn Office the easy way, no jargon. Clear, concise and to the point. *Using Office 2013* is the essential step by step guide to getting the most out of Microsoft Office traditional application (not SharePoint), providing a resource for both the beginner and the enthusiast.

This book explores constructing professional looking documents; adding and using graphics and clipart; fonts, tables, graphs and formatting; creating stunning PowerPoint presentations for your lessons, lectures, speeches or business presentations; PowerPoint animations and effects; setting up your projector and laptop ready to present; using Excel to create spreadsheets to analyse data; Excel functions and formulas; Excel charts and graphs; and more...

Techniques are illustrated in step-by-step using photography and screen prints throughout, together with concise, easy to follow text from an established expert in the field, provide a comprehensive guide to office applications.

Whether you are new to Microsoft Office, an experienced user or studying a computer skills course this book will provide you with a firm grasp of the underpinning foundations and equip you with the skills needed to use Office.

What you'll learn

- How to get started using Microsoft Office 2013
- How to use Word 2013
- How to use PowerPoint 2013
- How to give presentations using PowerPoint and Office
- How to use Excel 2013

Who this book is for

This book is for existing Office users new to Office 2013 as well as those new to Office altogether.

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