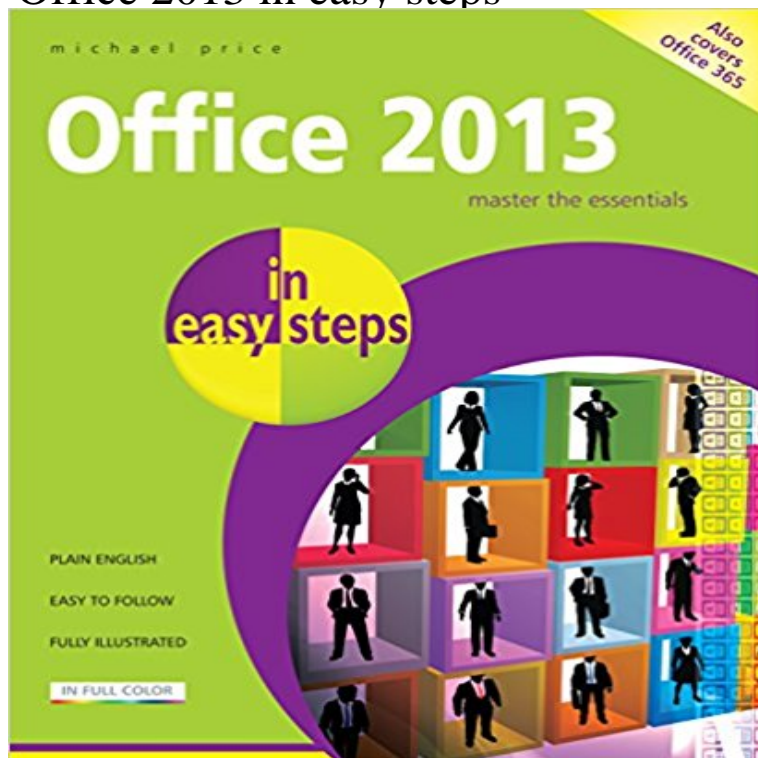


Office 2013 in easy steps



Office 2013 in easy steps guides you through Microsoft's latest version of Office, so you'll soon master its new features. This new release works with touch, stylus, mouse or keyboard across Windows devices, including tablets. Sign in with your Microsoft ID and use the software across different platforms. Office 2013 in easy steps majors on Office Professional which includes seven products: Access, Excel, OneNote, Outlook, PowerPoint, Publisher and Word. It also introduces four other Office applications: InfoPath, Lync, Project and Visio. There is also some coverage of stand-alone products SharePoint and MapPoint, SkyDrive Pro 2013, Office 365 and the Web Apps. Aimed at both new and experienced users, Office 2013 in easy steps covers the essential functions of Office in easy steps.

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