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## iPad at Work in Easy Steps (Paperback)

By Nick Vandome

In Easy Steps Limited, United Kingdom, 2016. Paperback. Condition: New. Language: English. Brand new Book. iPad at Work in easy steps details the productivity options for the iPad so that it can be used instead of a laptop, or a desktop, in the workplace, at school or in higher education. While covering the iPad Pro and the Smart Keyboard and Apple Pencil, the main focus of the book is on productivity apps that can be used on any iPad. Apps for word processing, spreadsheets and presentations are covered in detail in the book, specifically the Apple apps: Pages, Numbers and Keynote, and the Microsoft Office apps: Word, Excel and PowerPoint. The book also looks at sharing documents and collaborating on projects, File Management on the iPad, Email Management and a range of organization apps, including those for note-taking, calendars, address books and reminders. Printing and scanning is also covered, so that you can use your iPad for your entire productivity workflow.



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