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## Microsoft Office Professional 2013 Step by Step

By Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch

Microsoft Press, U.S. Paperback. Book Condition: new. BRAND NEW, Microsoft Office Professional 2013 Step by Step, Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch, The smart way to learn Microsoft Office Professional 2013—one step at a time! Experience learning made easy—and quickly teach yourself how to get more done with Microsoft Word, PowerPoint, Excel, Outlook, OneNote, Access, and Publisher. With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! \* Determine the best Office tool for specific tasks \* Use Office efficiently on touch-enabled devices \* Create attractive documents, publications, and presentations \* Manage your e-mail, calendar, meetings, and communications \* Put your business data to work with Excel and Access \* Organize and share your notes and ideas with OneNote.



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