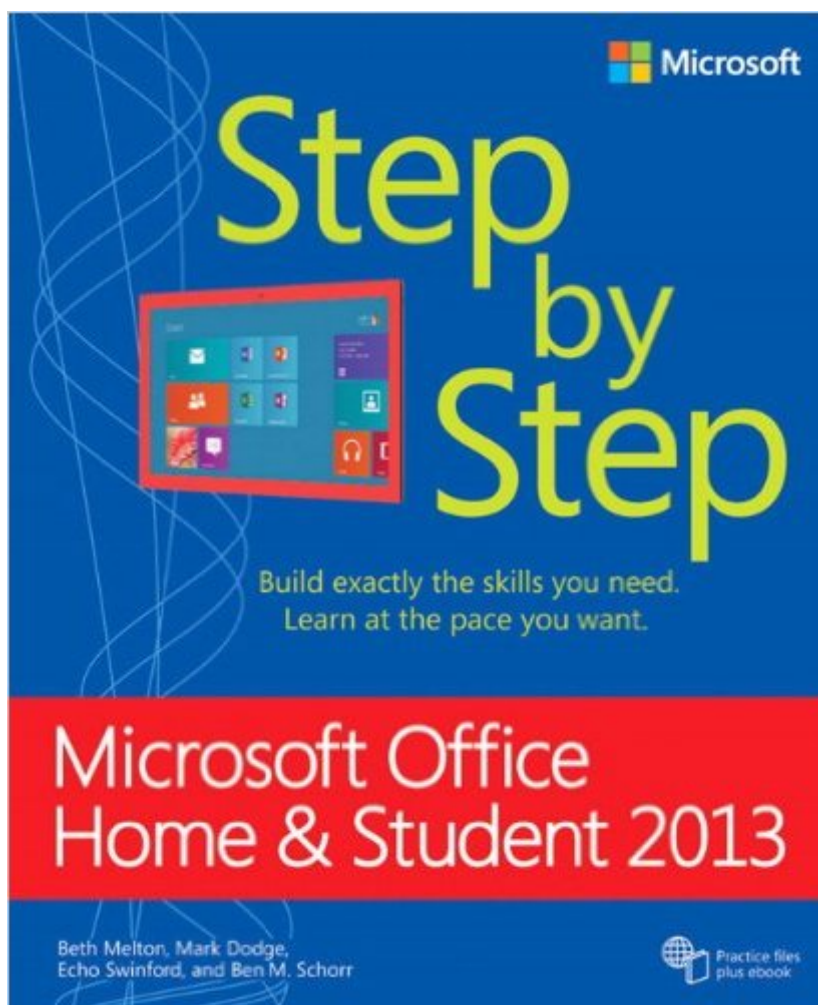


The book was found

# Microsoft Office Home And Student 2013 Step By Step



## Synopsis

The smart way to learn Microsoft Office Home and Student 2013â€”one step at a time! Experience learning made easyâ€”and quickly teach yourself how to get more done with Microsoft Word, Excel, PowerPoint, and OneNote. With Step by Step, you set the paceâ€”building and practicing the skills you need, just when you need them! Use Office anywhere with touch-enabled devices Save time and work more easily with templates Make professional-looking documents and presentations Build spreadsheets to calculate and visualize data Organize and share your best ideas with OneNote Work with friends using social media and the cloud

## Book Information

Series: Step by Step

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Shipping Weight: 2.4 pounds (View shipping rates and policies)

Average Customer Review: 4.0 out of 5 starsÂ Â  See all reviewsÂ (11 customer reviews)

Best Sellers Rank: #658,503 in Books (See Top 100 in Books) #71 inÂ Books > Computers &

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Software > Microsoft > Microsoft Word

## Customer Reviews

Well written and easy-to-use guide for Microsoft Windows office. I have been an office user for many years. Since switching to Windows 8 and Office 2013 I needed a guide to explain the new changes. This one does it easily. You can find what you want without reading the whole book. Money well spent.

The book shows easy to understand steps in learning the 2013 Office. Even has downloadable exercises to help. Just having the book for questions as they come along is great.

Helps non-techie navigate thru the new functions of the latest windows version. I see the light and

the journey was easier

I really needed some help with the program and this book does the job, Everytime i need to look up something or how do a project i only have to look it up.

Easy to follow resource worth the money.

I really enjoy this thanks Becky

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