



## Office 2013 in easy steps

*Michael Price*

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## **Office 2013 in easy steps** Michael Price

Whether you're upgrading to Office 2013 from a previous version or using it for the first time, **Office 2013 in easy steps** will guide you through the key features so you'll be a pro in no time!

Task orientated and in bite-size chunks it shows how to; Create reports, newspapers, cards and booklets; Calculate and manage your financial matters; Perfect your presentations and slide shows; Email, keep in touch and stay organised; Collaborate with others to work on a document.

**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 coverage of stand-alone products SharePoint and MapPoint, SkyDrive Pro 2013, Office 365 and the Web Apps. **Office 2013 in easy steps** 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.

Aimed at both new and experienced users, **Office 2013 in easy steps** covers the essential functions of Office 2013. Packed with relevant tips and shortcuts, this guide will help you learn fast so you can focus on the job in hand!

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