

# Formation Bureautique Word Excel Powerpoint Outlook

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ce livre de la collection mégapoches pour les nuls va vous donner en quelques 900 pages toutes les connaissances qui vous permettront de maîtriser word 2016 excel 2016 outlook 2016 et powerpoint 2016 avec ce livre vous disposez des informations indispensables sur word excel outlook et powerpoint regroupées dans un livre unique chaque sujet de la suite office est traité indépendamment et fait l'objet d'un livre à part entière vous pouvez à mesure de vos besoins lire la partie qui vous intéresse

comme souvent avec un logiciel le plus compliqué est de localiser les commandes dont nous avons besoin au moment où nous en avons besoin ce livre ne fera pas de vous un gourou d'office 2016 mais il vous épargnera bien des journées de stress et des nuits sans sommeil en vous communiquant les informations essentielles à l'utilisation conviviale et productive des différents logiciels de cette suite vous apprendrez par exemple à maîtriser les onglets qui longent la partie supérieure de l'interface vous découvrirez les dizaines de nouvelles fonctionnalités du programme et plus important encore des raccourcis clavier et des astuces à vous couper le souffle que vous utilisiez prioritairement word excel powerpoint ou outlook vous apprendrez l'essentiel pour maîtriser rapidement les modules de la suite bureautique office 2016 avec office 2016 pour les nuls à vous les rapports sous word les

tableaux sous excel les présentations hollywoodiennes avec powerpoint et la messagerie avec outlook vous apprendrez même à publier sur internet tout cela dans la joie et la bonne humeur découvrez la toute nouvelle interface d office 2016 tout l art de s exprimer avec word les outils de rapports et les publications avec word comment mettre fin aux calculs douloureux grâce à excel comment générer des graphiques percutants avec excel des présentations dignes du dernier spielberg avec powerpoint comment utiliser la messagerie avec outlook

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des exercices variés et concrets pour apprendre les différentes fonctionnalités de ce logiciel de traitement de texte courriers tableaux fiches ou questionnaires documents comprenant tableaux avec ou sans calcul objets wordart image diagrammes formulaires de saisie conception d'étiquettes et envoi de messages à partir du carnet d'adresses outlook etc

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