Microsoft Office 2013 With Sam

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buku ini bisa menjadi solusi bagi anda yang ingin cepat bisa menggunakan dan melakukan pengoptimalan microsoft office 2013 anda tak perlu repot repot lagi mengumpulkan buku microsoft word 2013 microsoft excel 2013 dan powerpoint 2013 karena buku ini telah mengupasnya secara lengkap dan aplikatif secara tuntas buku ini mengulas mulai dari pengenalan hingga pengoptimalan kinerja dari masing masing program yang ada di microsoft office 2013 microsoft word 2013 yang bisa diandalkan

untuk membuat berbagai dokumen teks sederhana hingga dokumen yang dilengkapi beragam kelengkapan data dan dokumen untuk kepentingan formal microsoft excel 2013 untuk membuat tabel grafik dan mengolah data yang berkaitan dengan proses penghitungan dan penyortiran secara tepat powerpoint 2013 untuk membuat dan menyajikan presentasi tak hanya itu masing masing program aplikasi juga dilengkapi studi kasus lengkap dengan petunjuk langkah langkah dan tips jadi anda tidak hanya mengerti teori seputar penggunaan microsoft office 2013 namun juga pada penerapannya untuk beragam kebutuhan

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office 2013 for dummies is the key to your brand new office packed with straightforward friendly instruction this update to one of the bestselling office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in office 2013 after coverage of the fundamentals you ll discover how to spice up your word documents edit excel spreadsheets and create formulas add pizazz to your powerpoint presentation and much more helps you harness the power of all five office 2013 applications word excel powerpoint outlook and access discusses typing and formatting text in word and easy ways to dress up your documents with color graphics and more demonstrates navigating and editing an excel spreadsheet creating formulas and charting and analyzing excel data walks you through creating a powerpoint presentation and adding some punch with color sound pictures and videos explores outlook including configuring e mail storing contacts organizing tasks scheduling your time and setting appointments delves into designing access databases including editing modifying searching sorting and querying also covers viewing and printing reports and more the fun and friendly approach of office 2013 for dummies makes doing office work easy and efficient

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