

Full-color, step-by-step guide to the new release of the world's most popular productivity suite of applications Get up and running with Office 2013 right away--the QuickSteps way. Full-color screenshots on every page with clear instructions make it easy to use the latest release of Microsoft's powerful productivity suite. Follow along and quickly learn how to create Word documents; build Excel spreadsheets; manage Outlook email, contacts, and schedules; design PowerPoint presentations; and much more. This practical, fast-paced guide gets you started in no time! Use these handy guideposts: Shortcuts for accomplishing common tasks Need-to-know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid The unique, landscape-oriented layout of the QuickSteps series mimics your computer screen, displays graphics and explanations side by side, and lays flat so you can easily refer to the book while working on your computer.

One Last Time: A Psychic Medium Speaks to Those We Have Loved and Lost, Jihad in Saudi Arabia: Violence and Pan-Islamism since 1979 (Cambridge Middle East Studies), Prisoners of Tomorrow (BAEN), Patriot Games (A Jack Ryan Novel, Book 1), Christmas Stories: The First Christmas and the Glittering Cathedral, The Letters of Horace Walpole, Earl of Oxford (Volume 3),

This tutorial will explain how to use Quick Steps in Microsoft Office Outlook For demonstration purposes, this tutorial will walk you through the steps necessary to create a Quick Step link for sending an email to a specific group of people. Create a new Quick Step by going. Get up and running with Office right away--the QuickSteps way. Full-color screenshots on every page with clear instructions make it easy. Booktopia has Microsoft Office QuickSteps, QuickSteps by Carole Matthews . Buy a discounted Paperback of Microsoft Office QuickSteps online from. The Office Quick Step Guides cover - Word Processing, Spreadsheets, PowerPoint Presentations, Access Databases and Outlook email. The Quick Steps included with Microsoft Outlook can be customized. You can also create your own to make a Quick Steps gallery of mail actions that you.

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