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Office 2013 Fur Dummies Alles in Einem Band

By Peter Weverka, Reinhard Engel, Elke Jauch, Judith Muhr

Wiley-VCH Verlag GmbH. Paperback. Book Condition: new. BRAND NEW, Office 2013 Fur Dummies Alles in Einem Band, Peter Weverka, Reinhard Engel, Elke Jauch, Judith Muhr, Fur Office Home & Student 2013 und Office Home and Business 2013 Wenn Sie eine leicht verständliche Einführung in das neue Office 2013-Paket suchen, ist dies genau das richtige Buch für Sie. Bestseller-Autor Wallace Wang stellt Ihnen sämtliche Neuerungen vor und erkundet mit Ihnen Schritt für Schritt die fünf gängigsten Office 2013-Programme. Er erklärt Ihnen, wie Sie mit Word ansprechende Dokumente gestalten, packende Präsentationen mit PowerPoint zaubern und mit Excel nützliche Tabellen erstellen sowie Daten analysieren. Schliesslich erläutert er Ihnen auch, wie Sie mit OneNote und Outlook Ihre Notizen, E-Mails, Kontakte und Termine organisieren. Kurz: Lassen Sie sich zeigen, wie Sie sich mit Office 2013 privat und beruflich viel Zeit und Nerven sparen können.

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