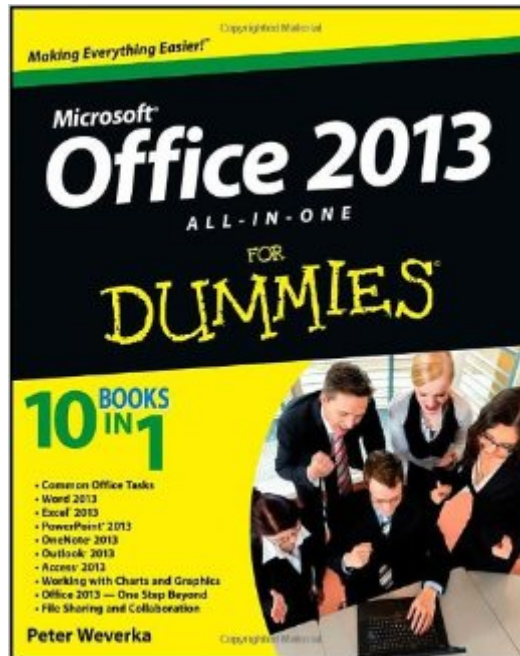


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# Office 2013 All-In-One For Dummies



## Synopsis

Home and business users around the globe turn to Microsoft Office and its core applications every day. Whether you're a newcomer or a veteran Office user, this friendly-but-informative guide provides in-depth coverage on all the newest updates and enhancements to the Office 2013 suite. With an overview of tools common to all Office applications and self-contained minibooks devoted to each Office application, Office 2013 All-in-One For Dummies gets you up to speed and answers the questions you'll have down the road. Explores the new Office interface and explains how it works across the applications Features eight minibooks that cover Word, Excel, PowerPoint, Outlook, Access, Publisher, OneNote, common Office tools, and ways to expand Office productivity Highlights the new online versions of Word, Excel, and PowerPoint as well as changes to the interface and new tools and techniques Office 2013 All-in-One For Dummies makes it easy to learn to use Office and gets you up and running on all the changes and enhancements in Office 2013.

## Book Information

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## Customer Reviews

I had to do a mass-mailing (letters and labels) and this book went into the subject in far more detail than the other books I examined, so I chose it, and I'm glad I did. This book covers all the major Office 2013 programs (Word, Excel, PowerPoint, Outlook, OneNote, Access) as well as chapters on Publisher, charts and graphics, and file sharing and working with the Office Web Applications. It's an easy read and easy to reference. My boyfriend used it for his Excel business class. I'm glad I chose it and I highly recommend it.

If your knowledge of computers and operating systems is extremely minimal, which is the case with me, then this book is great. I wanted to make a simple database with access and I had no idea how to use it, or connect it with any of the other Office programs. This book explained it in a way that allowed me to do what I wanted. There is certainly more advanced knowledge on the subject, and if you consider yourself an expert, this probably isn't for you. But for beginners, it's great.

I just got a new laptop at work (yay!), but found myself in the position of consequently having to get up to speed with office 2013. I ordered this book and it arrived on time. So far it's been working out well for everything I've needed to lookup. I especially like the Outlook chapter and feel like that program has finally been demystified for me. Good purchase, would recommend.

We got this book for my husband as we had just upgraded our computer and he was having trouble adjusting to the newest version of Microsoft Office. He keeps it open by the computer which has helped us to avoid much heartache and frustration. He has found it easy to read and follow. The instructions are explicit and complete, not assuming you have a lot of previous knowledge'

I totally love this book. It helps out when you are not familiar with the Office 2013. I have found many features are somewhat different than the 2010 version. I am still struggling but happy to have this book.

New computer with Office 2013. Go get a Dummies book. The learning curve wasn't as steep as I feared -- and when it was too hard to figure out -- there was my Dummies book to rescue what little sanity I had.

Like so many of the books in the Dummies series, I find the content clear and directly applicable. I was upgrading from 2007 so needed help with the new look and changed location of various tools. I wish it were possible to buy this separately bound for the different Office applications because the book now is a bit heavy to handle.

In my humble opinion this is a must have book for anyone just starting out or maybe one upgrading from a much earlier version. It is well written and clearly covers the basics of the Office Suite. There is plenty of information here to get you up and running. I'll give it five stars for a book in the "for

Dummies" category.

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