



# Office 2013 All-In-One For Dummies

*Peter Weverka*

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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.

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