



Microsoft Office Inside Out: 2013 Edition

Carl Siechert, Ed Bott

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You're beyond the basics, so dive right into Microsoft Office—and really put these productivity tools and services to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Office—and challenge yourself to new levels of mastery.

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- Get insider tweaks and tips to become more productive
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- Organize and edit complex documents with Microsoft Word
- Enhance Microsoft PowerPoint presentations with rich media
- Handle data with the Microsoft Excel Quick Analysis tool
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