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# Office 2016

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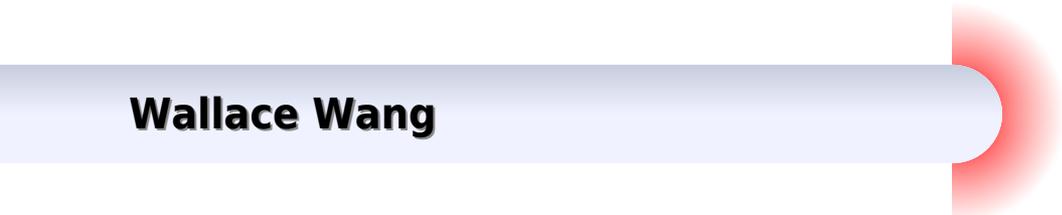


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**Wallace Wang**

# Office 2016 Pour Nuls Wallace

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livre vous disposez des informations indispensables sur Word Excel Outlook et PowerPoint regroupés dans un livre unique. Chaque sujet de la suite Office est traité indépendamment et fait l'objet d'un livre part entière. Vous pouvez mesurer vos besoins lire la partie qui vous intéresse. *Word, Excel, PowerPoint & Outlook 2016 pour les nuls* Dan Gookin, Greg Harvey, Wallace Wang, 2016-04-28. Comme souvent avec un logiciel le plus compliqué est de localiser les commandes dont nous avons besoin au moment où nous en avons besoin. Ce livre ne fera pas de vous un gourou d'Office 2016 mais il vous parquera bien des journées de stress et des nuits sans sommeil en vous communiquant les informations essentielles l'utilisation conviviale et productive des différents logiciels de cette suite. Vous apprendrez par exemple maîtriser les onglets qui longent la partie supérieure de l'interface vous découvrirez les dizaines de nouvelles fonctionnalités du programme et plus important encore des raccourcis clavier et des astuces vous couper le souffle. Que vous utilisiez prioritairement Word Excel PowerPoint ou Outlook vous apprendrez l'essentiel pour maîtriser rapidement les modules de la suite bureautique Office 2016. Avec Office 2016 pour les Nuls vous les rapports sous Word les tableaux sous Excel les présentations hollywoodiennes avec PowerPoint et la messagerie avec Outlook. Vous apprendrez même publier sur Internet tout cela dans la joie et la bonne humeur. Découvrez la toute nouvelle interface d'Office 2016. Tout l'art de s'exprimer avec Word. Les outils de rapports et les publications avec Word. Comment mettre fin aux calculs douloureux grâce Excel. Comment générer des graphiques percutants avec Excel. Des présentations dignes du dernier Spielberg avec PowerPoint. Comment utiliser la messagerie avec Outlook.

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