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# Plain & Simple

## Microsoft Office Professional 2013

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# Microsoft Office Professional 2013 Plain Simple

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The Indian National Bibliography B. S. Kesavan, 2016-07

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*Tablet PCs in easy steps* Michael

Price,2013-04-24 The Tablet PC is a mobile computer that incorporates a flat touchscreen is operated by touching the screen and by using an on screen keyboard and is capable of running the full Windows operating system Touching the screen is not just a simple matter since it can involve up to ten points of contact and a range of touch gestures Tablet PCs can also incorporate sensors to detect screen brightness rotation tilt and motion and location and direction The Tablet PC may include cameras front and back facing and may allow storage devices and other components to be attached You can use them with printers with networks over the Internet and for Cloud computing If you intend to buy a Tablet PC for yourself or for a gift Tablet PCs in easy steps will guide you through choosing the right one explaining the differences between them and the options available This handy guide then covers all the functions you ll need and will help you to set up personalize and maintain your Tablet PC You ll learn how to connect to and browse the internet send and receive message and emails maintain your contacts and diary download the most useful Windows 8 Apps from the Windows Store sync and share your data and keep your Tablet PC software up todate all safely and securely Tablet PCs in easy steps will guide you through everything you need to know to get the most out of your new Tablet PC showing you how in easy steps Tablet PCs in easy steps concentrates on the Tablet PCs that run the latest Windows operating systems Windows RT for ARM computers or Windows 8 for Intel and AMD based computers

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**Microsoft® Office 2013 QuickSteps** Carole Matthews,Marty Matthews,Bobbi Sandberg,2013-07-16 Full

color step by step guide to the new release of the world's most popular suite of productivity applications. Features a new simplified two column design that works equally well in print and digital formats. Covers the essentials and many advanced features including the all new command structure Metro interface touch screen techniques shortcuts and cloud integration. The book's wide page format allows it to lie flat on the desk for ease of use while following along. High production quality breadth of coverage and low price make this the best value on the market. **An EasyGuide to APA Style** Beth M.

Schwartz, 2016-02-25. Written by experienced psychology instructors Beth M. Schwartz, R. Eric Landrum and Regan A. R. Gurung, all active and respected members of the American Psychological Association (APA) Society for the Teaching of Psychology, the updated Third Edition of *An EasyGuide to APA Style* provides a reader friendly guide for mastering APA style and covers all sections of an APA style paper. Clear, conversational and humorous, the book presents easy to understand explanations of how to write research papers, term papers and lab reports and cite references following APA style and format. The authors focus on the most essential elements of APA style and format, offering useful advice, tips and visual representations. *Microsoft® Excel® 2013 QuickSteps* John Cronan, Marty Matthews, 2013-03-14. Full color step by step guide to the new release of the world's most popular spreadsheet application. Get up and running with Excel 2013 right away the QuickSteps way. Full color screenshots on every page with clear instructions make it easy to use the latest release of Microsoft's powerful spreadsheet application. Follow along and quickly learn how to create workbooks, enter and edit data, use formulas and functions, create charts and tables, analyze data, extend Excel and more. This practical, fast paced guide gets you started in no time. Use these handy guideposts: Shortcuts for accomplishing common tasks, Need to know facts in concise narrative, Helpful reminders or alternate ways of doing things, Bonus information related to the topic being covered, Errors and pitfalls to avoid. The unique landscape oriented layout of the QuickSteps series mimics your computer screen displays graphics and explanations side by side and lays flat so you can easily refer to the book while working on your computer.

*Word 2016 For Professionals For Dummies* Dan Gookin, 2016-07-28. The most comprehensive guide to Microsoft Word 2016. If you're a professional who uses Word but isn't aware of its many features or get confused about how they work best, *Word 2016 For Professionals For Dummies* answers all your burning questions about the world's number one word processing software. Offering in depth coverage of topics you won't find in *Word 2016 For Dummies*, this guide focuses on the professional's needs, giving you all you need to know not only to do your job well but to do it even better. As Microsoft continues to hone Word with each new release, new features are added beyond basic word processing. From using Word to create blog posts to importing data from Excel to expertly flowing text around objects, it covers the gamut of Word's more advanced capabilities, including those you probably don't know exist. Whether you're looking to use Word to build a master document, collaborate and share, publish an ebook or anything in between, the thorough step by step guidance in *Word 2016 For Professionals For Dummies* makes it easier. Discover neat Word editing tips and tricks to create complex documents. Share



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