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**DHEERAJ MEHROTRA**



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spreadsheet concept      **Office 2013 Digital Classroom** Walter Holland, AGI Creative Team, 2013-08-05 Introduces Offices 2013 discussing the capabilities and new features of its programs including Excel Outlook Word PowerPoint Access OneNote and Publisher      **Computer Basics - Absolute Beginner's Guide** Michael Miller, 2014 Guides beginning users through basic PC operations in Microsoft Windows demonstrating such tasks as personalizing Windows 8.1 connecting to the Internet using social networks working with apps playing music and performing routine maintenance      *Indian National Bibliography*, 2016-04      **Step By Step Computer Learning For Class 7** DHEERAJ MEHROTRA, Step by step computer learning is a Windows 7 and Office 2013 based series It is a revised series of eight books for Classes 1 to 8 It covers a wide array of topics which are relevant and useful The books in this series are written in a very simple and easy to understand language The clearly guided steps make these books sufficient for self study for children      Computer Basics Absolute Beginner's Guide, Windows 10 Edition (includes Content Update Program) Michael Miller, 2015-08-21 Make the most of your new Windows 10 notebook or desktop computer without becoming a technical expert This book is the fastest way to get comfortable get productive get online get started with social networking make more connections and have more fun Even if you've never used a Windows computer before this book shows you how to do what you want one incredibly clear and easy step at a time Computer basics have never ever been this simple Who knew how simple using computers could be This is today's best beginner's guide to using your computer or tablet with the new Windows 10 operating system simple practical instructions for doing everything you really want to do Here's a small sample of what you'll learn Set up your new computer and use the Windows 10 Start menu and desktop Connect to the Internet and browse the Web with Microsoft Edge Get started with social networking on Facebook Twitter Pinterest and LinkedIn Use Windows 10's built-in apps and find great new apps in the Windows Store Connect printers and external storage and set up automatic file backup Create a home network in just minutes Go online to shop and sell and smart search with Microsoft Cortana Get your office work done fast Organize view and share photos Play music using Spotify Pandora iTunes and more Watch TV shows and movies online with Netflix and Hulu Protect yourself against viruses spyware and spam Keep your system running reliably at top speed This book is part of Que's Content Update Program As Microsoft updates features of Windows sections of this book will be updated or new sections will be added to match the updates to the software See inside for details      **CompTIA Network+ Review Guide** Jon Buhagiar, 2018-04-10 Essential last minute review aid for the updated CompTIA Network Exam N10-007 CompTIA Network Review Guide Exam N10-007 4th Edition is your ideal study companion for preparing for the CompTIA Network exam N10-007 Organized by exam objectives this is a focused concise review guide that works hand in hand with any learning tool including the Sybex CompTIA Network Study Guide CompTIA Network Deluxe Study Guide and CompTIA Network Practice Tests The book is broken into 5 parts each part corresponding to one of the 5 objective domain areas of the Network exam Network Architecture Network Operations Network Security Troubleshooting and Industry Standards

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**Office 2013 in easy steps** Michael Price,2013-06-30 Office 2013 in easy steps guides you through Microsoft s latest version of Office so you ll soon master its new features This new release works with touch stylus mouse or keyboard across Windows devices including tablets Sign in with your Microsoft ID and use the software across different platforms Office 2013 in easy steps majors on Office Professional which includes seven products Access Excel OneNote Outlook PowerPoint Publisher and Word It also introduces four other Office applications InfoPath Lync Project and Visio There is also some coverage of stand alone products SharePoint and MapPoint SkyDrive Pro 2013 Office 365 and the Web Apps Aimed at both new and experienced users Office 2013 in easy steps covers the essential functions of Office in easy steps

[Surface For Dummies](#) Andy Rathbone,2014-04-11 Make Microsoft s Surface work and play just the way you want it to Microsoft s Surface tablet has the features and personality you re looking for with a robust environment for business computing that doesn t skimp on fun Surface for Dummies 2nd Edition explains how Windows 8 1 Pro and Windows RT differ and helps you decide which Surface model is best for you Step by step this book walks you through both the hardware and software features of the Surface including the touch cover and type cover Windows RT and Windows 8 1 Pro operating systems and the coveted Office Home Student 2013 software suite that s bundled with the Surface Written by bestselling author Andy Rathbone this easy to access book is filled with information on how to use the tablet figure out the operating system navigate the app environment and take advantage of your exciting new Surface The book is your personal guide to one the fastest sleekest and most powerful tablets on the market Surface is designed to be thin light and with hours of battery life so you can power through your day with ease With this handy reference you ll be able to make quick work of your to do list and have fun all at the same time Create release your inner artist with Fresh Paint a touch based art app Share Multiple accounts offer privacy and security so you can share your Surface but not your stuff Enjoy Snap apps side by side to multi task on the vivid HD screen Discover New apps in the Windows Store so you can work efficiently and get more done With Surface For Dummies 2nd Edition you can navigate and enhance your entire Surface experience

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compliance policies pricing and support and cloud concepts The book helps you to understand these concepts with the help of real world scenarios learning about platform services such as Microsoft Windows SharePoint Microsoft 365 apps Teams and Exchange The content has been updated to include Microsoft Forms Power Platform Microsoft 365 Security Center Windows Virtual Desktop and Insider Risk Management Each chapter contains a section that will test your knowledge of the core concepts covered Finally you ll take a practice exam with extra questions to help prepare you for the actual test By the end of this MS 900 book you ll be well equipped to confidently pass the MS 900 certification exam with the help of the updated exam pattern What you will learn Understand cloud services and deployment models including public and private clouds Find out the differences between SaaS and IaaS consumption models and where Microsoft services fit in Explore the reporting and analytics capabilities of Microsoft 365 Use Compliance Manager and Security Center to audit your organization Discover and implement best practices for licensing options available in Microsoft 365 Gain insights into the exam objectives and knowledge required before taking the MS 900 exam Who this book is for This book is for intermediate as well as experienced administrators and individuals looking for tips and tricks to pass the latest MS 900 exam and achieve Microsoft 365 certification Basic knowledge of Microsoft services and cloud concepts is assumed in order to get the most out of this book

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**Powerpoint 2016: The Complete Guide** Alexander Herolson, 2015-11-12 PowerPoint 2016 is a presentation program that presents information in the form of slides This program is developed by Microsoft and was originally called Presenter released by another company Forethought Inc It was originally launched in May 1990 and was and always been a part of the Microsoft Suite It is popularly known as a program that helps users to develop slide based presentations and is currently the most used presentation program in the world The purpose of this guide is to introduce users to the latest version of the Microsoft PowerPoint program Reviews on the newest issue purport that it is new and improved boasting redesigned and creative features The manual will first look at the genesis of the program s manufacturer Microsoft Inc The Microsoft Office suite and its foundation and subsequent growth will then be discussed followed by growth of the actual PowerPoint program



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