



Avec les Nuls, tout devient facile !

2^e édition

Office 2016

pour
les nuls



- Traitement de texte et mise en page de documents avec Word
- Jongler avec les chiffres grâce à Excel
- Des présentations percutantes avec PowerPoint
- Gérer toutes ses données avec Access
- S'organiser et échanger avec Outlook

Wallace Wang

Office 2016 Pour Nuls Wallace

**Andy Rathbone, Dan Gookin, Greg
Harvey, Wallace Wang**



Office 2016 Pour Nuls Wallace:

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Office 2016 For Dummies Wallace Wang, 2016-06-02 Office 2016 For Dummies 9781119293477 was previously published as Office 2016 For Dummies 9781119077374 While this version features a new Dummies cover and design the content is the same as the prior release and should not be considered a new or updated product The bestselling Microsoft Office book of all time Packed with straightforward friendly instruction this updated edition of the bestselling Microsoft Office book gets you thoroughly up to speed on the latest version of the industry standard for office productivity suites In no time Office 2016 For Dummies will help you become a whiz at Word take your Excel skills to new heights add pizzazz to your PowerPoint presentations and make every part of your work day more organized and productive Following alongside approachable plain English explanations you'll quickly discover how to type format text and design documents in Word navigate and edit spreadsheets create formulas and analyze data in Excel configure email store contacts organize tasks and schedule your time with Outlook create and edit well designed and crowd pleasing PowerPoint presentations and design edit and modify an Access database Even if the mere thought of working with Microsoft Office makes you nervous this fun and friendly guide makes it easy Helps you make sense of word processing email presentations data management and analysis and much more Covers the five main Office applications Word Excel PowerPoint Outlook and Access Walks you through the new features of Microsoft Office 2016 Written by a veteran author who has written more than 20 For Dummies books which account for more than three million books in print If you're an uninitiated user looking to make the most of this powerful suite of applications this hands on friendly guide is the key to your brand new Office

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Word, Excel, PowerPoint & Outlook pour les nuls Dan Gookin, Greg Harvey, Wallace Wang, 2017-09-14 Ce livre de la collection M gapoche Pour les Nuls va vous donner en quelques 900 pages toutes les connaissances qui vous permettront de maîtriser Word 2016 Excel 2016 Outlook 2016 et PowerPoint 2016 Avec ce

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 épargnera bien des journées de stress et des nuits sans sommeil en vous communiquant les informations essentielles à 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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