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Microsoft Office is the most widely used productivity software in the world, but most people just know the basics. This helpful guide gets you started with the programs in Office 2013 and provides lots of power-user tips and tricks when you're ready for more. You'll learn about Office's new templates and themes, touchscreen features, and other advances, including Excel's Quick Analysis tool.

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Nancy Conner has a PhD in English from Brown University. Besides writing numerous books on technical subjects, she has worked as a corporate trainer and taught business and technical writing.

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US \$39.99

CAN \$41.99

ISBN: 978-1-449-35708-5



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