



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**
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- **S'organiser et échanger avec Outlook**

Wallace Wang

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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 vouspargnera 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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Démarrer avec Windows 10, Word, Excel et Powerpoint 2016 pour les Nuls Andy Rathbone,Dan Gookin,Greg Harvey,Wallace Wang,2016-02-25 Un livre tout en couleur pour bien d buter sur PC avec Windows 10 et la suite Office 2016 Famille et Etudiant La derni re version 2016 d Office contient d innombrables changements qui n cessiteront un r apprentissage des divers logiciels qu elle contient Outre les fonctionnalit s de travail collaboratif apparaissent de nouvelles barres d outils qui vous faciliteront la t che Vous d couvrirez la toute nouvelle interface ruban qui vite de passer par les menus des dizaines de nouveaux raccourcis qui am lioreront votre productivit et les nouvelles fonctions de gestion de fichiers partir des applications Office Une partie du livre traite galemment de l change de donn es entre les diff rents modules de la suite Ce livre est divis en quatre parties ind pendantes qui traitent de l apprentissage de Windows 10 et des 3 modules de la suite Office 2016 Famille et Etudiant Partie I Windows 10 Partie II Word l as du texte Partie III Excel le roi du calcul Partie IV PowerPoint pour des pr sentations qui en jettent

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