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Office 2013 eLearning Kit For Dummies

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Office 2013 eLearning Kit For Dummies

Unlock your new Office with this one-of-a-kind learning package!

Whether you're meeting Office 2013 for the first time or upgrading your knowledge from an earlier version, this value-packed eLearning kit makes it easy to learn 2013 at your own pace. This complete learning package includes a full-color printed book and an access code for one year of online self-paced training. You'll learn the basics of the Office interface, how to navigate it, and how to use the features common to all Office programs. Then you'll get detailed instructions for working with Word, Excel, PowerPoint, and Outlook.

Follow the material sequentially or jump in and out as you wish - it's set up so you can learn at your own pace. Throughout, you will benefit from illustrations, animations, voiceover explanations, and the option of closed captioning if you find you learn better when you can read the instructions.

- Helps self-motivated learners get going with Office 2013 and its new features
- Walk you through creating and formatting a Word document, setting up and working with an Excel spreadsheet, managing e-mail and calendars with Outlook, building a powerful PowerPoint presentation with graphics and sound, and more
- Includes an easy-to-follow, full-color book and an interactive Dummies eLearning Course that corresponds with book and is unlocked via online access code
- Allows you to follow the material sequentially or choose separate sections at your own time and pace

Office 2013 eLearning Kit For Dummies is the key to unlocking all Office 2013 has to offer.

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