

Go Microsoft Office 2013

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bild für bild erklärt ihnen dieses komplett farbige buch office 2013 meistern sie typische aufgaben mit word excel powerpoint und outlook und profitieren sie von den neuen funktionen in office 2013 dabei wird jede aufgabe auf maximal einer doppelseite dargestellt mit nummerierten schritten und in verständlicher sprache so macht lernen spa

ob auf dem desktop dem tablet oder in der cloud das vorliegende handbuch bietet ihnen das notwendige know how für den einsatz von office 2013

word excel powerpoint onenote und outlook zum selberlernen in diesem kompakten farbig visuellen buch finden sie alles was sie für sich brauchen oder für zu hause brauchen egal ob sie am notebook am pc oder mit dem tablet arbeiten als umsteiger auf die office 2013 version werden sie hier ebenso für den start wie als ms office neuling starten sie mit den grundlagen und meistern sie dann die wichtigsten praxisaufgaben in leichten workshops

office 2013 setzt an zum quantensprung und überzeugt mit einer vielzahl neuer funktionen die ihnen die arbeit erleichtern aber nur wenn sie damit auch umgehen können und genau dafür haben sie das richtige buch in der hand es hilft ihnen excel word powerpoint und onenote schnell in den griff zu bekommen und liefert eine ganze reihe von praxisbeispielen aus alltag und büro alle zahlen fest im griff mit excel dabei lernen sie anhand echter praxisbeispiele wie sie angebote erstellen rechnungen schreiben zahlen auswerten und daten überzeugend darstellen und präsentieren anspruchsvolle drucksachen mit word auch bei word steht die praxis im vordergrund egal ob schriften tabellen oder format und dokumentenvorlagen jedes kapitel zeigt ihnen wie sie word sinnvoll einsetzen können so erfahren sie wie sie vorlagen für geschäftsbriefe erstellen prospekte und namensschilder entwerfen preislisten erstellen etiketten drucken serienbriefe schreiben und vieles mehr daten präsentieren mit powerpoint hier zeigen die autoren besonders eindrucksvoll dass sie keine theoretiker sind sondern aus der praxis kommen sie beschreiben nicht nur alles wissenswerte zum umgang mit dem programm sondern geben auch nützliche tipps für den vortrag und den vortragenden projekte organisieren mit onenote früher hatte man ein paar dateien hier bunte aufkleber dort und zusätzlich

dutzende zettel auf dem schreibtisch herumfliegen alles das ist geschichte onenote bündelt alle ihre informationen an einem ort aus dem buch das franzis handbuch für office 2013 inhalt wichtige elemente der office 2013 oberfläche excel arbeitsumgebung und dateneingabe grundrechenarten und kernsätze der mathematik formeln erstellen zahlen formatieren texte zusammenfassen gestalten gütigkeitsprüfung fung bei der dateneingabe tabellenblätter gestalten und formatieren rechenoperationen arbeiten mehrere tabellen hinweg arbeiten mit funktionen listen und filtern Grundlagen der diagrammerstellung

briefe schreiben mit word rechnen mit excel e mails mit outlook verwalten oder presentationen mit powerpoint erstellen in diesem buch sehen sie schritt für schritt wie sie office 2013 gekonnt für sich nutzen ausserdem erfahren sie wie sie ihre dokumente presentationen oder kalender aber das internet mit anderen teilen können all das lernen sie mithilfe konkreter anleitungen und anschaulicher abbildungen sehen wie es geht die oberfläche der office programme kennenlernen dokumente öffnen speichern drucken texte schreiben in word texte in word perfekt formatieren schicke layouts mit word mit excel rechnen diagramme mit excel erstellen listen und datenbanken in excel e mails schreiben mit outlook mit outlook termine planen kontakte und adressen in outlook verwalten mit powerpoint präsentieren präsentieren presentationen kreativ gestalten serienruck in office office und das internet

mit office 2013 können sie sich beruflich wie privat viel zeit und nerven sparen grund genug um sich von peter weverka in die benutzeroberfläche und die neuen funktionen von office 2013 einführen zu lassen natürlich finden sie in diesem umfassenden werk neben zahlreichen übersichtlichen anleitungen für den täglichen gebrauch vielfältige tipps und anregungen die ihnen helfen ihre arbeit effizienter zu gestalten nutzen sie die möglichkeiten die ihnen die office werkzeuge bieten um ihre daten für unterschiedliche medien vom pdf bis zum blog vorzubereiten lässt arbeitsschritte zu automatisieren und vieles vieles mehr

buku ini bisa menjadi solusi bagi anda yang ingin cepat bisa menggunakan dan melakukan pengoptimalan microsoft office 2013 anda tak perlu repot repot lagi mengumpulkan buku microsoft word 2013 microsoft excel 2013 dan powerpoint 2013 karena buku ini telah mengupasnya secara lengkap dan aplikatif secara tuntas buku ini mengulas mulai dari pengenalan hingga pengoptimalan kinerja dari masing masing program yang ada di microsoft office 2013 microsoft word 2013 yang bisa diandalkan untuk membuat berbagai dokumen teks sederhana hingga dokumen yang dilengkapi beragam kelengkapan data dan dokumen untuk kepentingan formal microsoft excel 2013 untuk membuat tabel grafik dan mengolah data yang berkaitan dengan proses penghitungan dan penyortiran secara tepat powerpoint 2013 untuk membuat dan menyajikan presentasi tak hanya itu masing masing program aplikasi juga dilengkapi studi kasus lengkap dengan petunjuk langkah langkah dan tips jadi anda tidak hanya mengerti teori seputar penggunaan microsoft office 2013 namun juga pada penerapannya untuk beragam kebutuhan

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2013

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