



## Microsoft Office Home and Student 2013 Step by Step

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By Beth Melton, Mark Dodge, Echo Swinford, Ben M. Schorr

Microsoft Press, U.S. Paperback. Book Condition: new. BRAND NEW, Microsoft Office Home and Student 2013 Step by Step, Beth Melton, Mark Dodge, Echo Swinford, Ben M. Schorr, The smart way to learn Microsoft Office Home and Student 2013-one step at a time! Experience learning made easy-and quickly teach yourself how to get more done with Microsoft Word, Excel, PowerPoint, and OneNote. With Step by Step, you set the pace-building and practicing the skills you need, just when you need them! \* Use Office anywhere with touch-enabled devices \* Save time and work more easily with templates \* Make professional-looking documents and presentations \* Build spreadsheets to calculate and visualize data \* Organize and share your best ideas with OneNote \* Work with friends using social media and the cloud.



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