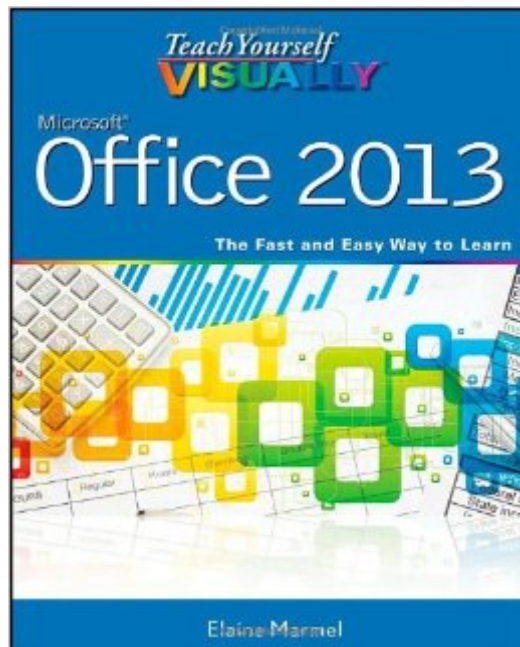


The book was found

# Teach Yourself VISUALLY Office 2013



## Synopsis

Learn the new Microsoft Office suite the easy, visual way Microsoft Office 2013 is a power-packed suite of office productivity tools including Word, Excel, PowerPoint, Outlook, Access, and Publisher. This easy-to-use visual guide covers the basics of all six programs, with step-by-step instructions and full-color screen shots showing what you should see at each step. You'll also learn about using Office Internet and graphics tools, while the additional examples and advice scattered through the book give you tips on maximizing the Office suite. If you learn best when you can see how things are done, this book is for you. Shows you how to use Microsoft Office 2013 with easy-to-follow, step-by-step instructions illustrated with full-color screen shots Covers Word, Excel, PowerPoint, Outlook, Access, and Publisher Includes additional information on using Office Internet and graphics tools Designed to help visual learners read less and learn more Teach Yourself VISUALLY Office 2013 shows you how to use all six tools in the Office suite, step by step.

## Book Information

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## Customer Reviews

I bought a new computer with Windows 8 & the new Office 2013 software. My old computer had XP & Office 2000. Needless to say things had changed considerably. I went to get the "Dummies" books for both the Windows 8 & Office but saw the "Teach Yourself Visually" & bought those. Far & away these are better books. Lots of pictures so you can relate to what's on your computer screen. The language in the books are for those of us who are not "techies". From now on the "Teach Yourself Visually" books will be what I purchase.

This book is for the novice Office user. It tells all of the features and functions of Office 2013. It lists the features first of the whole suite. Then to Office. Then to Excel, and on. This is a "Teach Yourself Visually" book, published by Wiley, written by Elaine Marmel. This book is quite comprehensive and easy to follow. Visual cues like corresponding numbering and color coding makes this a real obvious choice for those who learn visually. \*Two-page lessons break big topics into bite-sized modules\* Succinct explanations walk you through, step-by-step \*Full-color screen shots demonstrate each task\* Helpful sidebars offer practical tips and tricks In a face-to-face class you probably wouldn't get this much information, nor would you have it in your hands for review when the need occurs. I've learned software this way for years with books like "Sam's" books, and the like. You are not being rushed through lessons, and exercises, and you can really see what is under the hood in Office 2013. A whole lot!!! You probably won't need to master the whole suite, but here it is in print if you need to know something. The images in this book tell the whole story. According to the book, the conventions of how to follow the book are in the beginning. \*Use eight Office programs\* Work with Office files Online \*Construct and review documents\* Build spreadsheets and databases \*Create publications and take notes Office is a fantastic suite. You can do projects that both do the job right, and look professional. I recommend the student version. I recommend this book highly.

Length: 5:51 Mins

Check out the video review of the book. Pros Easy to understand with tons of pictures to follow the classes step by step Easy to find classes Cons Word and Excel are covered from beginners level to around mid level knowledge. MS Access just teaches you beginner level things (still good if you don't know anything about making databases) If you have any basic knowledge of ms office, you will probably be skipping a few classes (its that beginner level)

I recently took a job where I would be supporting Office 2013 a few weeks after I started. I found this book and decided it would be a good overview to help me get up to speed on the products. I was right about that. The book does give a decent overview of the entire office line which was great. At least it helps me navigate the screens well. Where I felt this book fell short for me was that it does not cover any in depth troubleshooting. Which is fair enough, the book was scoped as an introduction, not a troubleshooting reference. I won't knock the book for what it is, it just wasn't quite what I was looking for or needed. But the book was informative on the level it goes into the

products. If you are new to Office, I would highly recommend the book to you. The only other constructive thing I can think of, is that it did not seem to be the most elegantly designed book. I didn't find it as scannable as I would have hoped. Otherwise, I just have praise for it being a good, but not great book. If you want to be ready to start a new job using office 2013 it's perfect. If you want to start helping 1000 people having questions regarding their problems and training issues, you'll need a little more.

This is not the first "Teach Yourself Visually" guide I have acquired. They are invariably very well done and very helpful. Using computers is ultimately a very kinesthetic visual experience. And, those manuals facilitate your learning through this most natural visual interface. This book is a quality offering published on heavy glossy paper purposefully maximizing the visual impact. At 430 pages, it has a boatload of information on every major facet of Office 2013. The book is well organized with 23 different chapters covering the main programs in much details including: Word, Excel, Powerpoint, Access, Outlook and other less familiar applications such as Publisher and OneNote. In summary, this is a very strong entry in the Office 2013 manual arena.

This manual is written in plain English with appropriate images that mirror that which you'd usually see on your computer. It fills a huge hole that should have come with the Office 2013 MS Programme. If you are lost having tried [mostly unsuccessfully] to understand the MS "Help" or "Tutorials" this could well be your viable solution at a considerably timesaving / cheaper option.

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