



# Microsoft Office 2013 - Das Handbuch (German Edition)

*Klaus Fahnenstich, Rainer G. Haselier*

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Sie möchten sich schnell in Office 2013 zurechtfinden und die neuen Möglichkeiten sofort in die Praxis umsetzen? Ob auf dem Desktop, dem Tablet oder in der Cloud – das vorliegende Handbuch bietet Ihnen das notwendige Know-how für den Einsatz von Word 2013, Excel 2013, PowerPoint 2013, Access 2013, Outlook 2013 und OneNote 2013. Nach einer Einführung in die neuen Funktionen und die neue Benutzeroberfläche erlernen Sie in den folgenden Kapiteln Schritt für Schritt die wichtigsten Arbeitstechniken. Übersichten erleichtern Ihnen den Überblick und Profitipps helfen Ihnen Zeit zu sparen – so erledigen Sie Ihre Aufgaben effizient. Kompetentes Expertenwissen in seiner besten Form: Microsoft Office 2013 – Das Handbuch.

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