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Teach Yourself Visually Microsoft Office

Teach Yourself Visually Office offers you a straightforward, visual approach to making your work life more efficient and productive using the latest version of the Microsoft Office suite. Featuring visually rich tutorials and step-by-step instructions that will help you make the most of this power-packed suite of office productivity tools, it covers everything you need to compute, document, graph, chart, present, and organize your way to success in the workplace—from the most basic to the ...

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Recent titles include Windows 7 Digital Classroom, Teach Yourself VISUALLY Outlook 2007, Office 2007: Top 100 Simplified Tips & Tricks, Internet Visual Quick Tips, and Windows Vista Visual Encyclopedia. She has also co-written a feature-length screenplay (and starred in the ensuing film) and worked as the sports editor for NUVO Newsweekly. When ...

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Are you a visual learner who wants to spend more time working in Microsoft Office than trying to figure out how the programs actually work? Teach Yourself Visually Office offers you a straightforward, visual approach to making your work life more efficient and productive using the latest version of the Microsoft Office suite. Featuring visually rich tutorials and step-by-step instructions that will help you make the most of this power-packed suite of office productivity tools, it covers ...

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About the Author During the course of her career, freelance writer/editor Kate Shoup has authored 20 books and edited scores more. Recent titles include Windows 7 Digital Classroom, Teach Yourself VISUALLY Outlook 2007, Office 2007: Top 100 Simplified Tips & Tricks, Internet Visual Quick Tips, and Windows Vista Visual Encyclopedia.

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. Show More.

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