



## A Guide to Microsoft Office 2013: Text

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By Jan Marrelli

EMC Paradigm,US, United States, 2013. Paperback. Book Condition: New. 272 x 213 mm. Language: N/A. Brand New Book. Projects include preparing business letters, brochures, newsletters, blogs, PDF documents, invoices, pivot tables, inventory databases, and business presentations; Review questions and exercises reinforce new concepts, offer practice in critical-thinking, and present opportunities to conduct integrated and collaborative research; Bonus coverage of Internet Explorer, SkyDrive, Outlook, PowerPoint, Publisher, and OneNote develops skills in web research, emailing, creating multimedia presentations, sharing documents, preparing marketing documents, and using a digital notebook.



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