

Your easy, colorful,  
SEE-HOW guide!



# Plain & Simple

## Microsoft Office Professional 2013

Katherine Murray

# Learn the simplest ways to get things done with Microsoft Word, Excel, Outlook, PowerPoint, Access, Lync, Publisher, and OneNote!

See it.  
Learn it.  
In color.

## Here's WHAT You'll Learn

- Express your ideas using mouse, keyboard, or touch
- Create polished documents and presentations
- Manage email; organize your contacts and calendar
- Analyze your data and share your insights
- Access files, apps, settings wherever you go
- Take notes and track the information that matters

## Here's HOW You'll Learn It

- Jump in wherever you need answers
- Follow easy *steps* and *screenshots* to see exactly what to do
- Get handy *tips* for new techniques and shortcuts
- Use *Try This!* exercises to apply what you learn right away

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Microsoft Office



# Microsoft Office Professional 2013 Plain & Simple

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