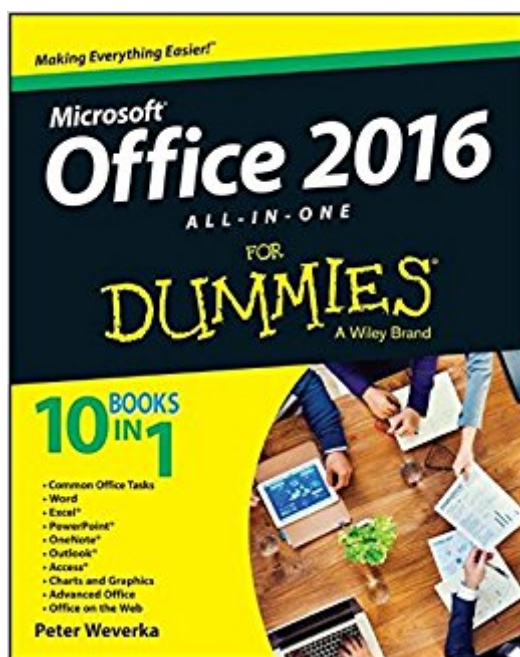


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# Office 2016 All-In-One For Dummies (Office All-in-One For Dummies)



## Synopsis

The fast and easy way to get things done with Office Perplexed by PowerPoint? Looking to excel at Excel? From Access to Word and every application in between this all-encompassing guide provides plain-English guidance on mastering the entire Microsoft Office suite. Through easy-to-follow instruction, you'll quickly get up and running with Excel, Word, PowerPoint, Outlook, Access, Publisher, Charts and Graphics, OneNote, and more and make your work and home life easier, more productive, and more streamlined. Microsoft Office is the leading productivity tool in the world. From word processing to business communication to data crunching, it requires a lot of knowledge to operate it let alone master it. Luckily, Office 2016 All-in-One For Dummies is here to deliver the breadth of information you need to complete basic tasks and drill down into Office's advanced features. Create customized documents and add graphic elements, proofing, and citations in Word Build a worksheet, create formulas, and perform basic data analysis in Excel Create a notebook and organize your thoughts in Notes Manage messages, tasks, contacts, and calendars in Outlook Clocking in at over 800 pages, Office 2016 All-in-One For Dummies will be the singular Microsoft Office resource you'll turn to again and again.

## Book Information

Series: Office All-in-One for Dummies

Paperback: 792 pages

Publisher: For Dummies; 1 edition (November 2, 2015)

Language: English

ISBN-10: 1119083125

ISBN-13: 978-1119083122

Product Dimensions: 7.3 x 1.6 x 9.2 inches

Shipping Weight: 2.9 pounds (View shipping rates and policies)

Average Customer Review: 4.3 out of 5 stars 115 customer reviews

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from Office, the #1 productivity suite Why buy a whole library of books to figure out Microsoft Office 2016 when you can find answers to your Office questions in just one book? Whether you're writing a masterpiece in Word, crunching numbers in Excel, organizing contacts in Outlook, wrangling data in Access, or using any Office application, this All-in-One has you covered! Understand the essentials; navigate the tools that are common to all Office application All about Word; use styles, format text and documents, use proofing tools, index documents, and discover shortcuts Crunch your numbers; navigate Excel worksheets, use formulas and functions, and produce graphics that tell the story Make your point; create a PowerPoint presentation that captures attention and shares a message A great Outlook; manage your email, contacts, schedule, and tasks with one application Doing data; set up Access database tables and store, search, query, and filter your data Charts and graphs; take advantage of Office tools to display data in dynamic charts and diagrams Work together; use OneDrive to set up file sharing and collaboration Open the book and find: How to protect a file with a password Ways to design professional-looking documents What you can do with pivot tables How to add video to a slide show The best ways to enter data in a database Steps for creating a chart Tips for customizing Office All about using OneDrive

Peter Weverka is a veteran For Dummies author. In addition to previous books on Microsoft Office, Peter has written guides to Windows, the Internet, and Quicken.

Just bought this book it is already help me solve 2 problems that I was having trouble figuring out. This book is already worth the money it costs. I recommend it to anyone who needs answers.

Bought as a gift for my mother and she uses it often. Probably should have bought one for myself.

So far, it tells me what I need to know to operate my new Word program...moving on to Exel

Can't really say to much about this book because I have not read much of it. What I have read and what I worked on helped a lot.

Always have enjoyed and always turn to the "for Dummies" series for a way to quickly learn.

I am learning a lot from this book. I will be using this book for a long time.

Most comprehensive of similar books I've previewed.

Great guide. I already know the basics of office but I'm really surprised at how little I knew about the functions of the office suite. I learned a lot in the first 73 pages that I didn't already know. I see the buttons on my ribbon and know they probably do something cool but I know how I know how to use them. It's really helping me at work.

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