



Microsoft Office Professional 2013 Plain & Simple

By Katherine Murray

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- Create documents, reports, databases, and presentations
- Share your desktop, worksheets, and files
- Manage your email and organize your calendar
- Stay connected with online meetings and instant messaging
- Access your programs and your documents via the cloud

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- 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
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