



OFFICE 2016 FOR DUMMIES.

By Wang Wallace

Hoepli, 2016. Book Condition: new. Milano, 2016. Completa di istruzioni dirette e semplici, questa versione aggiornata del best seller su Office 2016 aiuta i lettori a diventare in poco tempo maghi di Word, a toccare nuove vette con Excel, ad aggiungere stile alle presentazioni in PowerPoint e a organizzare i dati con Access, rendendo il lavoro quotidiano più produttivo. Anche se il solo pensiero di lavorare con Microsoft Office può intimorire, questa guida facile e divertente renderà tutto più semplice. Partite dalle basi - acquisite familiarità con la nuova interfaccia e la Barra di accesso rapido, selezionate e modificate i dati, lavorate con le immagini e imparate come risolvere i problemi più frequenti. Scrivete liberamente create e formattate i documenti di Word, correggete ortografia e grammatica, e progettate pagine piacevoli con tabelle e WordArt. Giocate con i numeri archiviate i dati in un foglio di calcolo di Excel, usate formule e funzioni, analizzate i dati e visualizzateli nei grafici. Presentazioni di impatto create una presentazione in PowerPoint con grafiche accattivanti, aggiungete audio e video, e progettate una presentazione personalizzata. Restate organizzati - gestite le vostre e-mail, i calendari, i contatti e le attività con Outlook. Padroneggiate i database - progettate...



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