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## Microsoft Office 2013 Basics Quick

**excel basics: microsoft office 2013** - should also be familiar with the microsoft windows operating system. today, we will be going over the basics of using microsoft excel. we will be using pc desktop computers running the windows operating system. microsoft excel is part of the suite of programs called "microsoft office," which also includes word, powerpoint, and more. **office: word for beginners - home - willoughby-eastlake ...** - office: word for beginners . ... word 2013 uses a . tabbed ribbon system. instead of traditional menus. the . ribbon. contains . multiple tabs, ... text basics if you're new to microsoft word, you'll need to learn the basics of working with text so you can type, reorganize, and edit text. **microsoft office excel 2013 basic - c.ymcdn** - microsoft office excel 2013 basic course 01 - getting started with microsoft excel 2013 ... identify the elements of the excel interface microsoft excel 2013 spreadsheets, worksheets, and workbooks the excel interface cell references and the formula bar ... the ribbon holds the various commands and features in excel 2013, arranged on a series ... **basics chapter 1 - pearson** - basics chapter 1 using the common features of microsoft office 2013 lesson 1—microsoft office 2013 basics lesson 2—saving, printing, and closing microsoft office files lesson 3—working with existing files lesson 4—using command options lesson 5—managing program windows lesson 6—using microsoft office help **essential microsoft office 2013 tutorials for teachers** - essential microsoft office 2013: tutorials for teachers copyright © bernard john poole, 2013| rights reserved ix 4.7 printing your grade book..... 160 **basic microsoft word 2013 - wynne school district** - basic microsoft word 2013 general notes: in office 2013, tabs exist at the top; these are referred to as ribbons. the commands on each tab are organized into groups. the commands that are available are based upon the tab you click at the top. each ribbon has several buttons that are indicated by an icon. some buttons have menus and some do not. **ms excel 2013 basics - boone county public library** - ms excel 2013 basics bcpl. contents ... all programs, microsoft office, and on excel 2013. 2. double-click on blank workbook. file is back! the round office button is gone. to get to options like open, save, save as, print, etc., click on file in the upper left corner. **powerpoint 2013: basic skills - mercy college** - powerpoint 2013: basic skills ... you can click on start > all programs > microsoft office > powerpoint. in windows 7, you can click on the start orb and start typing powerpoint in the search box in the lower left corner then select powerpoint from the list of choices ... on microsoft. 6 | p a g e **microsoft project 2013 tutorial - texas tech university** - microsoft project 2013 tutorial - page 3 5. click the file tab, then click the save as button and give the project a name. entering tasks 1. click the view tab, then click the gantt chart button, and select gantt chart from a drop-down list. in most cases, this was the view you were placed in to **chapter 1 microsoft office basics - emc publishing** - chapter 1 microsoft office basics 1 what is microsoft office? microsoft office 2013 is a windows application that consists of several applications, each designed to perform specific tasks: outlook 2013 is an email client with tools for organizing and searching email. **department of information technology microsoft outlook 2013** - department of information technology microsoft outlook 2013 ... this documentation introduces microsoft outlook 2013 and many features that are sometimes underutilized. if you are new to using outlook, there are some basic features that you need to know. ... setup an automatic reply to emails when one is out of the office. **introduction to microsoft outlook 2013** - a word about microsoft office 2013 office 2013 revolutionized the typing experience by upgrading several aspects of the creating process. since microsoft's new windows 8 operating system already adopted a whole new style (called "metro"), this version of office does the same thing.

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