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By Peter Weverka

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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.

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- **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
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- Ways to design professional-looking documents
- What you can do with pivot tables
- How to add video to a slide show
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- Tips for customizing Office
- All about using OneDrive

About the Author

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.

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