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# Microsoft Office Inside Out 2013 Edition

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## [Books] Microsoft Office Inside Out 2013 Edition

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for Office 2013, which includes the three sets of files that accompany these tutorials (Work Files, PowerPoint Files, Access Files) Double click on the Work Files for Office 2013 folder to open it, and, inside the Work Files for Office 2013 folder, create a new, fourth, folder called Data

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Select Microsoft Office from the menu options, and then click on Microsoft Excel 2013 Note: After Excel has been launched for the first time, the icon will be Excel located on the Quick Launch pane This enables you to click on the Start button, and then click on the icon to Excel launch the Excel spreadsheet Also, a shortcut for Excel can be created on your desktop File: Microsoft Excel

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This document is a further guide to Microsoft Access 2010 For an introduction to Access see Microsoft Access 2013 - An Essential Guide 1 Open the Start menu and choose All Programs then Microsoft Office 2013 and Access 2013 2 Click on Open Other Files (or simply press <Ctrl o>) 3 Click on Computer then on [Browse] IT Training

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Introduction to Microsoft Access 2013 A database is a collection of information that is related Access allows you to manage your information in one database file Within Access there are four major objects: Tables, Queries, Forms and Reports Tables store your data in your database Queries ask questions about information stored in your tables

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Microsoft Word 2013 Symbols 2 Typing the Occasional Non-Standard Character To type the occasional foreign character or symbol, it's easiest to use Insert Symbol: 1 Starting with a new or open document, move the Insertion Point to where you want to insert the character then move to the INSERT tab and click on the [Symbol] button (far right)

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Office 2013 offers a large selection of Clip Art that you can access direct from Microsoft and use in your documents Alternatively, you also can now search the Web from within Word (using Bing) for any of the millions of images that are out there To do this you'd go to the Insert Ribbon >

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Unlike many training course publications, the course book may then be used by the students as a reference

### **How to Setup Out of Office in Outlook 2010**

I Will be out of the office Monday October 1, 2012 and returning to the office on Wednesday October 3, 2012 I Will have limited access to email, if you need immediate assistance please contact ane.smith at 555-555-5555 Microsoft Outlook You changed auto-reply message for people inside your organization Do you also want to change your message

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Working with images in Word 2013 Pictures and illustrations can be an effective way of adding interest or getting your message across This note covers how to insert, position and edit images in Word Inserting images 'Images' can be pictures from a clip art gallery, or files you have sourced yourself Word accepts a wide range of formats

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