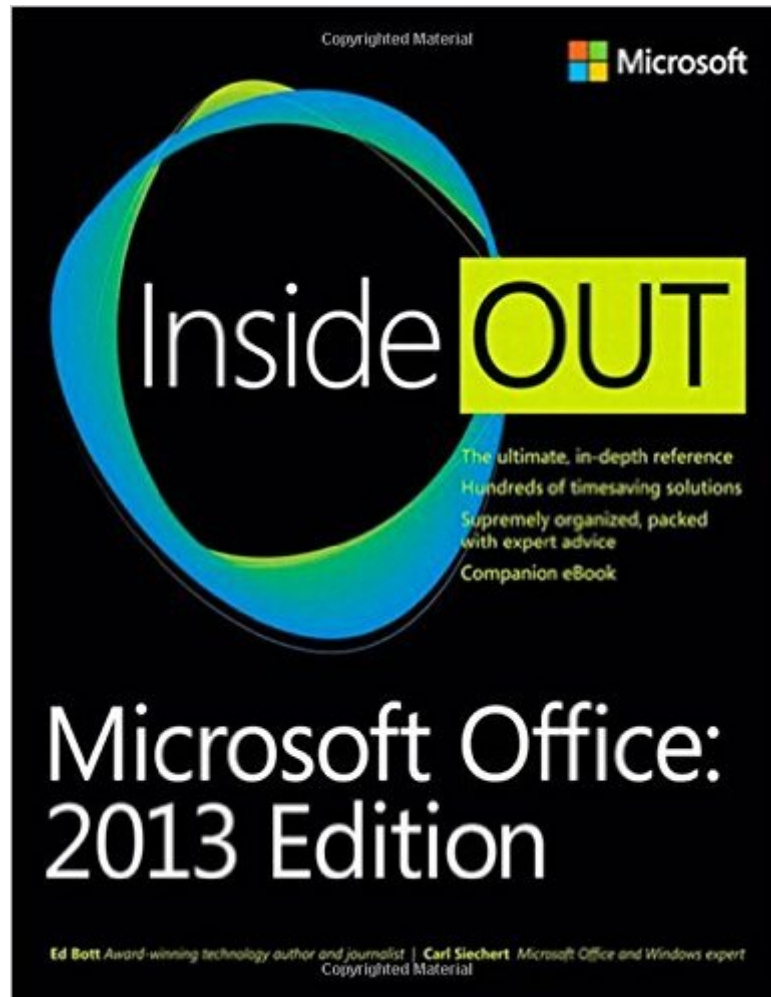


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# Microsoft Office Inside Out: 2013 Edition



## Synopsis

Conquer Microsoft Officeâ from the inside out! You're beyond the basics, so dive right into Microsoft Officeâ and really put these productivity tools and services to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Officeâ and challenge yourself to new levels of mastery. Take advantage of Office in the cloud with Office 365 Get insider tweaks and tips to become more productive Sync your email, calendar, and contacts on multiple devices Organize and edit complex documents with Microsoft Word Enhance Microsoft PowerPoint presentations with rich media Handle data with the Microsoft Excel Quick Analysis tool Get organized with Microsoft OneNote using expert techniques Save, share, and sync documents and settings with SkyDrive Use Microsoft Access, Publisher, and Lync in smarter ways

## Book Information

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## Customer Reviews

I obtained a copy of Microsoft Office Inside Out: 2013 Edition after starting at my new job. While I thought I was proficient at most things Office, it turns out there is so much more one can do within Word, Excel, etc. than I realized. Being able to utilize all the capabilities of Office is invaluable, and author Ed Bott has been a total lifesaver. The chapters are well organized, and the explanations are well written without being intimidating or full of unfamiliar jargon. In addition, the explanations provide clear, concise screenshots. I highly recommend Inside Out for all users, from beginners to pros, as it certainly has something to offer users at any level.

This is better than I hoped for in searching for a comprehensive guide to the new MS Office. Although I have used Office for years, I know just enough to be dangerous, and wanted to become well versed in all the functions. I have read much that Microsoft has to say on the subject, watched Youtube videos, taken Lynda's online courses, and still feel like I've missed a lot. This book is very thorough (several inches thick), and I really like the tone in which it is written. It is not a "Dummies" book, which has always offended me. I'm only part way through it, but am enjoying the process. I've been looking a long time for something like this, and am glad to have found it. Highly recommended.

An extremely useful tome on how to do things in Microsoft Office 2013. Where it falls a bit short is when and why one should do certain things. I'm writing a multi-chapter document with many figures, and have struggled with how to treat both figures and figure captions. I would really like some advice from the experts who wrote this guide on what procedures they used that will help me with my project. There are so many options, for example for figures (in-line, and various types of word wrap) and Captions (text and text box) that a practical approach would be much appreciated. I have had problems with the automatic figure numbers coming out wrong and don't know why.

This book is well written, easy to read and follow and covers each section thoroughly. Practical for newer users through experienced.

Great overview of Office 2013. You will find many answers to how to begin using Office 2013. Not every detail is in this book about all the application programs which you will find in the books on the individual programs. However, you can also use this reference to help you decide if you can use the features of an application such as Access. What this book has that is not as prominent in the others is help in installing, basic commonalities of the Office suite, "Cloud" resources, OneNote, Publisher and Lync. Also it has info on the subscription form of Office 365.

Ed Bott's latest Office book is fascinating, informative, well-written, cogent, and easy to read, in whole or in part. I've read almost all of Mister Bott's books and I think he has reached a pinnacle with his latest book. I've read it and I was very surprised to learn so many new ways of using Office 2013 in a more productive and effective way. I won't hesitate to say that it's almost a fun read! So, if you haven't read Ed Bott's Office 2013 Inside Out, then you ain't no Office professional!!! :>)

The definitive guide to pretty much every edition of Office 365 up to now, by the smartest, sanest, most trustworthy guide in the Window-verse. There are only a couple-three Office Masters in Ed's league, and I'm gonna guess even these sages bow to Mr. Bott. I have yet to submit a problem that Ed's amazing compendium couldn't solve, and it makes me more productive every time I take a ten-minute dive.

A great a helpful tool for all aspects of MS Office it gives excellent details on the changes for 2013. It covers everything with great detail to learn how to navigate all the changes.

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