Preface

In previous releases of Microsoft Office applications, you have been using a system of menus, toolbars, task panes, and dialog boxes to get your work done. This system worked well when the applications had a limited number of commands. Now that the programs do so much more, the menus and toolbars system does not work as well. Too many program features are too hard for many users to find. For this reason, the overriding design goal for the new user interface is to make it easier for users to find and use the full range of features these applications provide. **Microsoft Office 2013** is designed for use as a learning and reference resource by home and business users of Microsoft Office apps who want to use Word, Excel, and PowerPoint to create and edit files, and Outlook to organize email, contacts, and appointments.

This book provides users and professionals with absolutely new look interface and its description in the simplest manner with well laid-down actual software pictures. The content of the book is designed to be useful for people who have previously used earlier versions of the apps, and for people who are discovering the apps for the first time. Microsoft provides more than ten application softwares in Office 2013, but out of these, only six elements are mostly used. These are : Word, Excel, Access, Powerpoint, Outlook 2013. In this book, working of these six applications have been described in details. For convenient usage of the book by users, this volume has been divided into six parts namely :

- MS Word 2013
- MS Excel 2013
- MS Powerpoint 2013
- MS Access 2013
- MS Outlook 2013

From these five application softwares, readers can learn Word Processing, Creating of Worksheet and Calculations, Creating Presentations and Database Management, Creating Notebooks beside using Internet and E-mail. As has been mentioned earlier that this 2013 version of MS Office is absolutely different from all its previous versions, therefore, those users who wish to master the working of this latest version will find this book to be of immense use to them.

- Author

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