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Microsoft Office 2013 Review Pack Course Technology,2013-08-20 All data files and data file grids necessary to complete chapter projects are conveniently located on this CD for students who do not have reliable internet access

Microsoft Office 2013 Illustrated David W. Beskeen.2014 Mastering VBA for Microsoft Office 2013 Richard Mansfield, 2013-08-07 A unique comprehensive guide to creating custom apps with VBA Automating computing tasks to increase productivity is a goal for businesses of all sizes Visual Basic for Applications VBA is a version of Visual Basic designed to be easily understandable for novice programmers but still powerful enough for IT professionals who need to create specialized business applications With this invaluable book you ll learn how to extend the capabilities of Office 2013 applications with VBA programming and use it for writing macros automating Office applications and creating custom applications in Word Excel PowerPoint Outlook and Access Covers the basics of VBA in clear systematic tutorials and includes intermediate and advanced content for experienced VB developers Explores recording macros and getting started with VBA learning how to work with VBA using loops and functions using message boxes input boxes and dialog boxes creating effective code XML based files ActiveX the developer tab content controls add ins embedded macros and security Anchors the content with solid real world projects in Word Excel Outlook PowerPoint and Access Covering VBA for the entire suite of Office 2013 applications Mastering VBA for Microsoft Office 2013 is mandatory reading Microsoft Office 2013, **Second Course**, Microsoft Office 2007 David W. Beskeen, 2010-09-13 Loved by instructors for its visual and flexible way to build computer skills the Illustrated Series is ideal for teaching MICROSOFT OFFICE 2010 to both computer rookies and hotshots Each two page spread focuses on a single skill making information easy to follow and absorb Large full color illustrations represent how the students screen should look Concise text introduces the basic principles of the lesson and integrates a case study for further application Microsoft Office 2007-Illustrated Second Course David W. Beskeen, Carol M. Cram, Jennifer Duffy, Lisa Friedrichsen, Lynn Wermers, 2007-06-19 Part of the Illustrated Series this practical easy to navigate book provides the essential knowledge of Microsoft Office 2007 students need to succeed in both the classroom and beyond Important Notice Media content referenced within the product description or the product text may not be available in the ebook version

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