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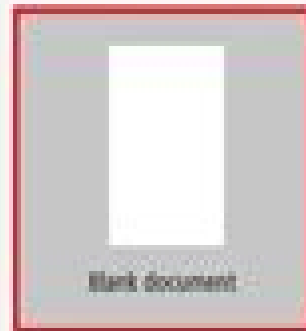


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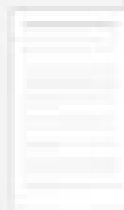
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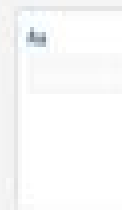
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Xiaolong Qi



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Office 2021 All-in-One For Dummies Peter Weverka, 2022-01-25 Say hello to Office productivity with this one-stop reference. With *Office 2021 All in One For Dummies*, you can get up and running with Microsoft's legendary software suite. This update covers all the tweaks you can find in the latest version of Word, Excel, PowerPoint, Outlook, and Teams. You'll also learn how to make these apps work harder for you because we dig deep into the tips and features that casual Office users might not know about. This edition also offers expanded coverage of Teams and other collaborative tools so you can nail working from home or just get a few of those meetings out of the way without having to leave your desk. How can you quickly give documents the same format in Word? What was that one useful Excel function again? And how does setting up a meeting on Teams work? *Office 2021 All in One For Dummies* serves up quick and simple answers to these questions along with hundreds of other answers you're expected to know when you work in Office. Learn how Microsoft Office works and get the most out of Word, Excel, PowerPoint, Outlook, and Teams. Make amazing charts and graphs that you can plug into your documents, spreadsheets, and presentations. Get better at working collaboratively with file sharing options and other neat features. Do more faster with expert tips and guidance on the full suite of Office software for 2021. Whether you're new to Office or just need a refresher for the newest updates, the nine mini-books inside are your keys to getting stuff done.

Office 2019 All-in-One For Dummies Peter Weverka, 2018-10-24 One practical book that's ten books in one. Learn everything you need to know about Microsoft Office with one comprehensive guide on your bookshelf. To know your way around all the applications within Microsoft Office would require you to be part mathematician, part storyteller, and part graphic designer, with some scheduling wizard and database architect sprinkled in. If these talents don't come naturally to you in equal measure, don't panic. *Office 2019 All in One For Dummies* can help. This hefty but easily accessible tome opens with Book 1, an overview of the Office suite of applications and tips for handling text and becoming more efficient. From there, you'll find a book on each of the suite's major applications: Word. Learn the basics of word

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