



# Brilliant Office 2013 (Brilliant Computing)

*Steve Johnson*

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## **Brilliant Office 2013 (Brilliant Computing)** Steve Johnson

Brilliant Microsoft Office 2013 guides you through the essential tasks step-by-step, showing you how to: \* Office: Organise information and add impact with online pictures and video, diagrams, tables and charts \* Word: Create great-looking documents using themes, templates and video \* Excel: Use organising, processing and presenting tools to quickly create data tables and charts \* PowerPoint: Create powerful presentations faster using ready-made design templates and themes \* Access: Use full-featured templates and application parts to create desktop and web app databases \* Outlook: Use tools for creating and managing your e-mail, calendar, contacts and tasks \* Office Web Apps: View and edit your Office documents in a browser

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