

## 1: Microsoft Office The Unofficial Guide

*The inside scoop for when you want more than the official line! To use Microsoft Excel with confidence you'll need to know its quirks and [www.enganchecubano.com](http://www.enganchecubano.com) out what the manual doesn't always tell you in this insider's guide to using Excel in the real world.*

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## 2: Julia Kelly | LibraryThing

*The Unofficial Guide to Excel by Julia Kelly. John Wiley & Sons, This book has soft covers. Ex-library, With usual stamps and markings, In poor condition, suitable as a reading copy.*

Microsoft Office comes with all of the usual component applications, most of which sport enticing new features. Compatibility with Windows is limited compared with previous Office versions, although this new incarnation does have touchscreen support for tablet computers and native OneDrive formerly known as SkyDrive cloud support for access-anywhere documents. Most interestingly, Microsoft is offering several different flavors of Office, most notably two subscription-based versions. What Have You Got? If you want to write reports and other documents, Microsoft Office is naturally equipped with the mother of all word processors, Word. Released alongside online versions Microsoft Office Web Apps of its popular applications, the jewel in the crown of the suite was, of course, Microsoft Word. Alongside this, the spreadsheet application Excel, presentation software PowerPoint and the popular note-taking app OneNote are also included. These four applications form the core of each version of Office, while email and scheduling application Outlook, desktop publishing tool Publisher and database management software Access all remain available in Office. An Introduction to Office Office is a subscription based package that offers access to the latest desktop Office suite, Office Online, cloud storage, and premium mobile apps. Does Office provide enough value to be worth the money? Different versions are available, but you can head to office. System requirements for Microsoft Office can be found in Appendix 1 of this Office guide. When this article was first written in December, XP commanded over 40 percent of the market share of operating systems over 11 years after its launch. Vista held a modest 6 percent. The rest of the Windows market could upgrade without first upgrading their operating system. The main version is for Windows computers, although there is an alternative version that comes included with Windows 8 RT devices. The vast majority of things outlined in this Office guide apply to all versions of Microsoft Office. This Office guide will be most useful to anyone who has purchased either of these two versions. In addition, a further package, Office Professional is available, which adds Publisher and Access. Each of these has a different range of applications and different licensing packages. The other Office suites add InfoPath and Lync, as well as the following licensing options: Office Small Business Premium: Unlimited number of maximum users, 5 devices per user 1. This is thanks to the new user interface and can be best summed up by the lack of rounded edges in favor of square tabs and windows. Even the ribbon menu has been restyled: In this area of the suite, there is very little difference to previous versions in terms of the arrangement and organization of features. When I went to purchase the product, I assumed it would be Office, but I was Read More, Office is a very familiar beast, a functional upgrade of the previous collection of applications. Xbox consoles were first, followed by the webmail system Hotmail restyled as Outlook. Office is just the latest in a long line of Microsoft products being restyled for finger-focused interaction between human and computer, made possible with touchscreen devices. Of course, not everyone owns a touchscreen device, so consequentially the Modern UI formerly known as Metro UI can easily be interacted with by mouse and keyboard. So, be more savvy with these ten simple Office tips and grab more free time around the watercooler. As with previous releases that have also had UI revisions, Office features various functional changes, new features intended to make using the software better. Various aspects of the suite have had revisions and improvements introduced in Office. Collaboration and comments, for instance, is radically altered particularly in Word and PowerPoint. Microsoft Access is arguably the recipient of the most notable revisions, optimized now for the creation of browser-based apps that can be deployed within corporate networks running SharePoint or Office. In addition to upgraded features and functions, Word includes various new features, such as a read mode and the ability to edit and review PDFs. In addition to Read Mode, the full-screen view has been rescued from the hidden menus or its place on the Quick Launch toolbar for many users and given a new home in the upper-right corner of the Word window. This is arguably not as good as the tool in previous versions, however, and forgoes text-only, button-free purity in favor of left and right panes for any tools that are active. Word has a new screen for creating templates, accessed when you

first launch the application. Naturally, these can all be edited as before to produce work tailored to your own needs, and a search tool at the top of the page provides access to templates online. These templates will help you get the job done in a flash. Read More for other applications in the suite. This feature allows you to left-click the image before dragging it around the page, placing it exactly where you want. Text can be set to flow around, behind or in front as before, but it is with the fluid positioning of elements that this feature really stands out. Changes to wrapping can be made by the contextual popup icon that is displayed see image. As a result, versions of Microsoft Office have been slow to adopt the file type. Word builds on this by providing support for creating and editing PDFs. Note that editing PDFs can be hit and miss: Simple layouts should convert without too much trouble, however. Note that editing takes place once the file is converted to DOCX format, and as such you will need to select the PDF file option in the Save as dialogue box to keep your changes. This revision enables much easier collaboration by including a simplified markup view and support for cloud drives. Both of these features enable a streamlined commenting system, resulting in real-time feedback and discussion within the body of the document! Handling comments is so much easier. Your thoughts can then be entered into the box with your name and picture displayed, and subsequent comments will appear threaded. Meanwhile, tablet users can make comments using a stylus, while the previously slow task of comment removal in a finished draft is easily done by checking off each one in turn. On first use of this feature, you may be prompted to download a dictionary. Among those available is the Merriam-Webster dictionary. The world has changed since digital presentations, word processing, and spreadsheets became a thing. Do you remember how it all began? Read More that the basis for the first complete electronic spreadsheet software VisiCalc was inspired by a blackboard-based calculation? Or that Microsoft Office owes its existence to this application? Microsoft Excel has come a long way since its initial release on early Apple computers as a competitor to VisiCalc, but remains eminently flexible. Excel includes several upgraded functions and features. Charts are a great way to visualize numbers. We show you how to create charts in Microsoft Excel and when to best use what kind. The way in which this works is pretty intuitive: When entering a table, the Recommended Charts button can be found on the Insert tab. Remember to select the table before clicking the button. If your table features a lot of different data types, these can be hidden if necessary using the Filter button displayed to the right of the chart in Chart Design view. This Chart Filters option streamlines the process of adding and removing data from a chart with simple check boxes and also enables the switching of the chart design 9 Tips for Formatting an Excel Chart in Microsoft Office 9 Tips for Formatting an Excel Chart in Microsoft Office First impressions matter. Read More between 2D and 3D. We show you how to use this for various everyday tasks. Read More has been made easier to apply, thanks to the Quick Analysis icon that appears at the bottom right of a selected table or portion of data. This enables you to quickly select from a common selection of conditional formatting such as the example above. With this tool, you can also quickly display sum figures, calculate averages and count values in your table. It is frequently used for large data analysis. Follow our step-by-step demonstration to learn all about it. Like Suggested Charts, this feature is easy to use. The addition of the PowerPivot add-in turns Excel into an application that can potentially rival successful business intelligence software such as Business Objects. This is rarely the fault of the software, and almost always due to the unimaginative content and the ability or inability of the speaker. Making presentations more compelling 10 Powerpoint Tips for Preparing a Professional Presentation 10 Powerpoint Tips for Preparing a Professional Presentation Presentations are a great way to support a talk. This guide will help you create presentations with a professional look and concise content. Read More is a challenge that Microsoft sets itself with each new release of PowerPoint. Over the years this has been attempted with the addition of embedded rich media and improved performance, and this time around Microsoft has delivered improvements to slide design, new swipes and zooms, and even a new view. This is typified in PowerPoint , where you should be very careful about using anything other than the traditional mouse and keyboard to create and edit new presentations. Elements such as the window controls in the top-right, the zoom slider at the bottom and even the touch mode switch are clunky and difficult to access with fingers. Aimed at users who will be displaying their presentations via a projector or large display it offers a different view to the one being displayed. Although the use of fingers for editing presentations is not advised

see above , viewing a PowerPoint presentation on a touchscreen tablet brings a whole new dimension to the finished product, enabling you to swipe left and right to navigate through the presentation, pinch or tap to zoom and overall enabling you to focus on the presentation. The possibilities of impressing your audience by delivering a PowerPoint presentation through a handheld touchscreen device are evident! New templates in Themes included in PowerPoint come with several variants, enabling you to change the color of backgrounds, headings, and other elements. Elsewhere, pictures, text boxes, and other elements can be easily aligned and arranged on a slide by dragging them into place, and color matching is made easier with the addition of an eyedropper tool. You will have seen in the section about Microsoft Word that support for embedding online content has been added and the same is true in PowerPoint , with embedding available on the Insert tab. Presented in a very similar manner, the upgraded comments are indicated by a small speech bubble, with a provision for inline replies. Unlike Excel, PowerPoint enables multiple users to work on the same presentation at the same time with OneDrive, a corporate network and PowerPoint Web App as the source location. The excellent Present Online tool has also undergone a revision; this makes it possible to webcast slideshows, and you can manage these via the Presenter View. This is most evident when viewing the emails list pane, where a distinction between the displayed messages is less-than-clear.

## 3: Julia Kelly (Author of With My Lazy Eye)

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Who is it aimed at? It seems to be pitched at people who are fairly familiar with computers and who probably have a reasonable awareness of Office already. It does start with fairly basic things like saving documents but it quickly gets more nerdy. The title on the 3rd page is "creating a custom shell presentation" for example. It does have a lot of little tricks to make you look clever and be more productive. I hate to say it but I think it might appeal to the nerd in you. What does it cover? It has 8 pages on SharePoint but no real detail there. I do like the way it just leaps in there and explains how to get things done. The author has avoided the trap of explaining the way worked and then how is different. Instead he just explains how works without all the baggage. If you worked through the section on an application, I think you would have a pretty good handle on some important things it can do for you. If you are the sort of person who likes to look clever, there are plenty little tricks that will come in handy and will impress your colleagues at work. I think the danger is that although everyone will learn new things about the applications, it is not an end to end survey of each application. The other app conspicuous by its absence is OneNote, which seeing as it is now part of the Home and Student edition, really out to have been covered before Access IMHO. Maybe he ran out of room as it is already quite a big book. As promised on the cover, lots of handy tips and tricks for getting more out of Office core applications. You will definately learn useful things about the applications that you would probably not casually come across otherwise. Not an end to end guide of the apps but covering many important areas in very good depth. Probably not for the total novice but if you have some basic familiarity now with , it will take you to the next level.

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*Unofficial Guide To Excel by Julia Kelly available in Trade Paperback on [www.enganchecubano.com](http://www.enganchecubano.com), also read synopsis and reviews. \* Designed for both novice and advanced users \* Shows the most effective ways to enter, format, and.*

## 5: Formats and Editions of The unofficial guide to Excel [[www.enganchecubano.com](http://www.enganchecubano.com)]

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## 6: - The Unofficial Guide to Excel (Unofficial Guide) by Julia Kelly

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## 7: Book Review: the Unofficial Guide to Microsoft Office â€œ OfficeRocker!

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## 8: Books by Julia Kelly (Author of With My Lazy Eye)

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