



Microsoft Word 2013 - Das Handbuch: Insider-Wissen - praxisnah und kompetent (German Edition)

Klaus Fahnenstich, Rainer G. Haselier

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Sie möchten die Leistungsfähigkeit von Word 2013 nutzen? Sie wollen sich schnell mit der neuen Oberfläche und Touch-Bedienung vertraut machen? Sie wollen die neuen Möglichkeiten sofort umsetzen? Zwei ausgewiesene Word-Experten zeigen umfassend und leicht verständlich, wie Sie Word 2013 effizient in der Praxis einsetzen. Profitieren Sie von den Neuerungen wie erweiterten Designs, PDF-Bearbeitung oder der verbesserten Integration mit Excel und PowerPoint. Anhand von Beispieldateien erlernen Sie Schritt für Schritt die wichtigsten Arbeitstechniken, hilfreiche Übersichten erleichtern Ihnen den Überblick und Profitipps helfen Zeit zu sparen.



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