

microsoft office 2013 manual

Microsoft Office 2013 Manual: Your Ultimate Guide to Mastering the Suite

microsoft office 2013 manual serves as an essential resource for anyone looking to harness the full potential of this powerful productivity suite. Whether you're a student, a professional, or someone keen to improve your computer skills, understanding Microsoft Office 2013 can significantly boost your efficiency. This manual walks you through the core applications, key features, and handy tips to make your workflow smoother and more productive.

Getting Started with Microsoft Office 2013 Manual

Microsoft Office 2013 marked a significant step forward in the evolution of Microsoft's productivity software. With a cleaner interface, cloud integration, and enhanced collaboration tools, it remains a popular choice for many users. The manual begins by guiding newcomers through the installation process, system requirements, and initial setup. Even if you are upgrading from an older version like Office 2010 or 2007, the manual helps you navigate the changes seamlessly.

The user interface in Office 2013 introduced the "Touch Mode," which is particularly useful for tablets and touchscreen laptops. This feature is highlighted in the manual, showing how to switch between traditional and touch-friendly settings to optimize your experience.

Exploring Core Applications in Microsoft Office 2013 Manual

The Microsoft Office 2013 suite includes several key applications, each designed for specific tasks. The manual breaks down these programs, offering detailed insights and practical examples.

Microsoft Word 2013: Crafting Professional Documents

Word 2013 remains the go-to word processor for creating everything from simple letters to complex reports. The manual explains how to use new features like the Read Mode, which optimizes documents for easy reading on any device. It also covers enhanced formatting tools, themes, and styles that enable you to design professional-looking documents quickly.

Additionally, the manual discusses how to insert tables, pictures, charts, and hyperlinks, ensuring your documents are visually appealing and informative. Tips on using the Navigation Pane to move through large documents and the improved spell check and grammar tools are also included.

Microsoft Excel 2013: Managing Data Like a Pro

Excel is a powerful spreadsheet program used for data analysis, budgeting, and much more. The manual provides step-by-step instructions on creating and formatting spreadsheets, using formulas and functions, and employing new features like Flash Fill, which automatically fills in data based on examples you provide.

PivotTables and PivotCharts receive special attention, as these tools are invaluable for summarizing large datasets. The manual also helps beginners understand conditional formatting, data validation, and basic macro recording to automate repetitive tasks.

Microsoft PowerPoint 2013: Designing Impactful Presentations

PowerPoint 2013 offers numerous enhancements for creating engaging presentations. The manual covers how to use the improved Presenter View, which allows you to see notes and upcoming slides while presenting. It also explains how to add multimedia elements, animations, and transitions to capture your audience's attention.

Users learn how to collaborate with others using cloud integration, enabling multiple people to edit a presentation simultaneously. The manual also offers design tips to maintain consistency and professionalism across slides.

Microsoft Outlook 2013: Efficient Email and Calendar Management

Outlook 2013 combines email, calendar, contacts, and tasks into one application. The manual guides users through setting up accounts, organizing emails with categories and flags, and using the Focused Inbox to prioritize important messages.

Calendar features are explained in detail, including scheduling meetings, sharing calendars, and setting reminders. The manual also highlights integration with other Office apps, such as attaching files directly from OneDrive.

Advanced Features and Tips in the Microsoft Office 2013 Manual

Once you're comfortable with the basics, the manual introduces advanced functionalities that can elevate your productivity.

Cloud Integration with OneDrive

One of the standout features of Office 2013 is its seamless integration with Microsoft's cloud storage service, OneDrive. The manual explains how to save documents directly to the cloud, access files across devices, and share documents securely with colleagues or friends.

This cloud connectivity facilitates real-time collaboration, allowing multiple users to edit documents simultaneously without version conflicts.

Customizing the Ribbon and Quick Access Toolbar

Personalization is key to efficient workflow. The manual walks users through customizing the Ribbon interface by adding or removing tabs and commands. Similarly, the Quick Access Toolbar can be tailored to include frequently used functions, minimizing the time spent searching for tools.

Using Templates and Themes

Office 2013 offers a rich library of pre-designed templates and themes that save time and ensure consistency. The manual shows how to find, customize, and save templates for documents, spreadsheets, and presentations, making repetitive tasks easier and more professional.

Keyboard Shortcuts and Accessibility Features

Efficiency often comes from mastering shortcuts. The manual includes a list of essential keyboard shortcuts that speed up navigation and editing across all Office apps. It also covers accessibility options, such as screen readers and high-contrast modes, making Office 2013 usable for everyone.

Troubleshooting Common Issues with Microsoft Office 2013

No software is without its quirks, and the manual doesn't shy away from addressing common problems users might face. From installation errors and activation problems to add-in conflicts and performance slowdowns, the manual provides practical solutions.

It also guides users on how to update Office 2013 regularly to keep the suite secure and compatible with other software.

Recovering Unsaved Documents

One of the most frustrating experiences is losing work due to unexpected shutdowns. The manual

explains how to use the AutoRecover feature in Word, Excel, and PowerPoint to retrieve unsaved files, a lifesaver for many users.

Managing Compatibility with Newer File Formats

Since Office 2013 is older compared to the latest versions, the manual advises on how to handle compatibility issues when opening or saving documents created in newer Office editions. It suggests using compatibility mode and saving files in different formats to ensure seamless sharing.

Where to Find Additional Resources and Help

While the Microsoft Office 2013 manual covers a broad range of topics, users may sometimes need extra help. The manual points to official Microsoft support websites, community forums, and video tutorials that offer further insights and troubleshooting tips.

For those interested in deepening their skills, it recommends exploring certification courses like the Microsoft Office Specialist (MOS) for Office 2013, which can enhance career prospects.

Navigating the Microsoft Office 2013 suite can initially seem daunting, but with the right manual, it becomes an enjoyable learning journey. This comprehensive guide not only introduces the software's vast capabilities but also empowers users to make the most of their digital workspace. Whether drafting a document, analyzing data, or preparing a presentation, mastering Office 2013 with a well-crafted manual equips you with tools to work smarter, not harder.

Frequently Asked Questions

Where can I download the Microsoft Office 2013 manual?

Microsoft does not provide an official standalone manual for Office 2013, but you can find user guides and tutorials on the official Microsoft support website or third-party sites offering PDF manuals.

Is there a free PDF manual available for Microsoft Office 2013?

There are free PDF manuals available from various online sources, including community forums and educational websites, but ensure you download from reputable sites to avoid malware.

How do I access the help manual within Microsoft Office 2013?

You can access the built-in help by pressing F1 while using any Office 2013 application, which opens the Help pane with searchable topics and tutorials.

What are the key features explained in the Microsoft Office 2013 manual?

The manual typically covers features such as the Ribbon interface, cloud integration with OneDrive, new templates, enhanced collaboration tools, and improved multimedia options.

Can I get a step-by-step guide for Microsoft Office 2013 beginners?

Yes, many online manuals and tutorials provide step-by-step guides for beginners, covering basics like creating documents, using Excel formulas, making PowerPoint presentations, and managing emails in Outlook.

Does the Microsoft Office 2013 manual cover advanced features?

Comprehensive manuals often include advanced topics such as macros, VBA scripting, advanced data analysis in Excel, and custom templates.

Are there video tutorials available alongside the Microsoft Office 2013 manual?

Yes, many websites and platforms like YouTube and LinkedIn Learning offer video tutorials that complement written manuals for Office 2013 users.

How do I print the Microsoft Office 2013 manual?

If you have a PDF version of the manual, you can print it directly using any PDF reader. Otherwise, you can print help topics individually from the Office Help pane.

Is Microsoft Office 2013 manual still relevant with newer versions available?

While some features have changed in newer versions, the Office 2013 manual remains relevant for users still working with that version, as core functionalities are similar across versions.

Additional Resources

Microsoft Office 2013 Manual: A Detailed Exploration for Users and Professionals

microsoft office 2013 manual serves as an essential guide for individuals and organizations transitioning to or utilizing this version of Microsoft's productivity suite. As one of the pivotal releases in the Office series, Office 2013 introduced a refined user interface, cloud integration, and enhanced collaboration tools. Understanding its features and navigation through a comprehensive manual is critical for maximizing productivity and harnessing the software's full capabilities.

This article delves into the nuances of the Microsoft Office 2013 manual, analyzing its structure, content, and practical utility. It also examines the impact of this version on office workflows, comparing it subtly with predecessors and successors to contextualize its place in the Office ecosystem.

Understanding the Microsoft Office 2013 Manual

The Microsoft Office 2013 manual is more than a simple user guide; it is a detailed resource designed to facilitate a smooth user experience across multiple applications such as Word, Excel, PowerPoint, Outlook, and OneNote. This manual typically covers installation procedures, interface navigation, feature overviews, troubleshooting tips, and best practices.

Unlike earlier editions, Office 2013 emphasizes cloud connectivity through OneDrive integration. The manual addresses this shift by providing clear instructions on saving, sharing, and collaborating on documents online — a feature that was less pronounced in Office 2010. Users familiar with previous versions will find the manual's comparative approach helpful for adapting to these changes.

Key Features Highlighted in the Manual

The manual systematically breaks down Office 2013's core components:

- **Ribbon Interface Enhancements:** The manual elaborates on the updated Ribbon UI, designed for streamlined access to tools. It guides users through customizable tabs and contextual commands that adapt based on the active task.
- **Touch and Mobile Optimization:** Recognizing the rise of tablets and touch devices, the manual explains touchscreen gestures and optimized layouts for enhanced usability on diverse hardware.
- **Cloud Integration:** OneDrive's integration is covered extensively, with sections on real-time collaboration, document versioning, and cloud backups to prevent data loss.
- **Improved Data Analysis Tools:** Particularly in Excel 2013, the manual details new features such as Flash Fill, Quick Analysis, and recommended charts, helping users analyze data more efficiently.

This granular breakdown ensures that users ranging from novices to advanced professionals can locate targeted information relevant to their needs.

Navigating Through the Manual: Structure and

Accessibility

A hallmark of the Microsoft Office 2013 manual is its logical and user-centric organization. The manual is divided into clearly labeled sections corresponding to each Office application, making it straightforward for users to jump directly to the relevant content without wading through unrelated material.

Interactive Elements and Visual Aids

To accommodate different learning styles, the manual includes screenshots, step-by-step tutorials, and keyboard shortcuts. Visual aids demonstrate interface changes, while callout boxes highlight tips and common pitfalls. This multimedia approach enhances comprehension and retention, especially for complex tasks such as creating pivot tables in Excel or designing professional presentations in PowerPoint.

Additionally, the manual often references contextual help features embedded within the Office 2013 applications themselves, encouraging users to leverage built-in support alongside the printed or digital guide.

Comparative Insights: Office 2013 Manual Versus Other Versions

When compared to manuals from Office 2010 or Office 2016, the Office 2013 manual strikes a balance between simplicity and depth. It expands on cloud-based features that were nascent in 2010 but not as fully developed in subsequent editions. Furthermore, it anticipates the growing demand for mobile-friendly applications, a theme less emphasized in earlier manuals.

The manual's comprehensive coverage of OneDrive integration sets it apart, reflecting Microsoft's strategic pivot toward cloud computing during this period. This focus is beneficial for businesses adopting hybrid workflows, combining traditional desktop productivity with cloud collaboration.

Practical Applications of the Microsoft Office 2013 Manual

For IT administrators, trainers, and end-users, the manual acts as a foundational document to streamline onboarding and reduce support queries. Its clarity allows self-paced learning, which can be especially valuable in corporate environments where diverse skill levels coexist.

Benefits of Using the Official Manual

- **Structured Learning Path:** The manual's progression from basic concepts to advanced functions helps users build competence incrementally.
- **Consistency in Training:** Organizations can standardize training sessions based on manual content, ensuring uniform understanding across teams.
- **Reference for Troubleshooting:** Detailed troubleshooting sections minimize downtime by guiding users through common issues and their resolutions.
- **Supports Efficient Collaboration:** By clarifying collaborative tools like shared editing and commenting, the manual promotes effective teamwork.

Limitations and Considerations

Despite its strengths, the Microsoft Office 2013 manual sometimes assumes a baseline familiarity with Office paradigms, which may challenge absolute beginners. Moreover, the rapid evolution of software means some features or interfaces described may seem outdated in the context of later Office versions, necessitating supplemental resources for users migrating to newer platforms.

Additionally, while the manual is comprehensive, it may not delve deeply into specialized use cases or industry-specific applications, which require more tailored guidance.

Accessibility and Formats of the Microsoft Office 2013 Manual

The manual has been made available in multiple formats to accommodate various user preferences. These include:

1. **Printed Booklets:** Often included with software packages or available for purchase, ideal for users who prefer physical copies.
2. **PDF Downloads:** Easily accessible online, allowing users to search text and print selective pages.
3. **Online Help Portals:** Web-based manuals provide interactive content, videos, and forums for community support.

This versatility ensures users can engage with the manual in a way that best suits their working style and environment.

Integrating the Manual with Modern Learning Tools

As digital learning methods have advanced, the Microsoft Office 2013 manual remains relevant when combined with modern instructional technologies. For example, e-learning platforms often incorporate manual content into modular courses, supplemented by quizzes and interactive exercises.

Furthermore, enterprises leveraging Learning Management Systems (LMS) can upload manual-based curricula for structured employee training, bridging traditional documentation with contemporary training paradigms.

In summary, the Microsoft Office 2013 manual is a pivotal resource that offers detailed guidance on navigating and mastering this iteration of Microsoft's productivity suite. Its emphasis on cloud integration, interface improvements, and data analysis tools reflects the evolving landscape of workplace technology during its release. While it may not address every unique user scenario, its thorough structure and accessible presentation make it an indispensable tool for users seeking to enhance their efficiency and proficiency with Office 2013.

[Microsoft Office 2013 Manual](#)

microsoft office 2013 manual: *Office 2013* , 2013

microsoft office 2013 manual: Microsoft Project 2013: The Missing Manual Bonnie Biafore, 2013-04-17 Get up to speed on Microsoft Project 2013 and learn how to manage projects large and small. This crystal-clear book not only guides you step-by-step through Project 2013's new features, it also gives you real-world guidance: how to prep a project before touching your PC, and which Project tools will keep you on target. With this Missing Manual, you'll go from project manager to Project master. The important stuff you need to know Learn Project 2013 inside out. Get hands-on instructions for the Standard and Professional editions. Start with a project management primer. Discover what it takes to handle a project successfully. Build and refine your plan. Put together your team, schedule, and budget. Achieve the results you want. Build realistic schedules with Project, and learn how to keep costs under control. Track your progress. Measure your performance, make course corrections, and manage changes. Create attractive reports. Communicate clearly to stakeholders and team members using charts, tables, and dashboards. Use Project's power tools. Customize Project's features and views, and transfer info via the cloud, using Microsoft SkyDrive.

microsoft office 2013 manual: Office 2013: The Missing Manual Nancy Conner, Matthew MacDonald, 2013-05-22 Microsoft Office is the most widely used productivity software in the world, but most people just know the basics. This helpful guide gets you started with the programs in Office 2013, and provides lots of power-user tips and tricks when you're ready for more. You'll learn about Office's new templates and themes, touchscreen features, and other advances, including Excel's Quick Analysis tool. The important stuff you need to know: Create professional-looking documents. Use Word to craft reports, newsletters, and brochures for the Web and desktop. Stay organized. Set up Outlook to track your email, contacts, appointments, and tasks. Work faster with Excel. Determine the best way to present your data with the new Quick Analysis tool. Make inspiring presentations. Build PowerPoint slideshows with video and audio clips, charts and graphs, and animations. Share your Access database. Design a custom database and let other people view it in

their web browsers. Get to know the whole suite. Use other handy Office tools: Publisher, OneNote, and a full range of Office Web Apps. Create and share documents in the cloud. Upload and work with your Office files in Microsoft's SkyDrive.

microsoft office 2013 manual: Microsoft Office 2013 - Overview EZ-Ref Courseware, 2013-10-15 (Color) Student training manual designed for instructor-led computer training. Can also be used as a self-paced tutorial for learning the basic concepts of Microsoft Office 2013. To download the exercise files that accompany this title, please visit

<http://www.ezref.com/exercise-files/> For information regarding unlimited printing with the ability to customize our courseware, please visit our website: www.ezref.com Topics covered in Microsoft Office 2013 - One Day Overview (6-8 hours) Microsoft Word 2013 Basics Screen, Menus, Dialog Boxes Accessing Help Viewing Options Saving Documents Spell Checking Printing a Document Closing/Opening/Creating Documents Editing a File (Insert/Deleting/Undeleting) Using Attributes/Fonts/Point Sizes Changing Margins and Alignment Microsoft Excel 2013 Basics Spreadsheet Basics Entering/Editing/Deleting Data Using the Mouse to Select Blocks Adjusting Columns Widths Entering Formulas Using Built-In Functions Using the Fill option Margins/Headers/Footers Saving, Closing & Printing Aligning/Formatting Data Inserting/Deleting Rows/Columns Using Attributes/Fonts/Point Sizes Cell Borders and Colors AutoFormat Microsoft PowerPoint 2013 Basics Changing Views Working with Objects Adding Text Editing the Presentation Saving & Printing Creating a New Presentation Adding/Deleting Slides Drawing Objects & Shapes Adding ClipArt Moving/Copying between Applications The Office Clipboard

microsoft office 2013 manual: *Access 2013: The Missing Manual* Matthew MacDonald, 2013-04-11 Unlock the secrets of Access 2013 and discover how to use your data in creative ways. With this book's easy step-by-step instructions, you'll learn how to build and maintain a full-featured database and even turn it into a web app. You also get tips and practices from the pros for good database design—ideal whether you're using Access for business, school, or at home. The important stuff you need to know Build a database with ease. Organize and update lists, documents, catalogs, and other types of information. Create your own web app. Let your whole team work on a database in the cloud. Share your database on a network. Link your Access database to SQL Server or SharePoint. Customize the interface. Make data entry a breeze by building your own templates Find what you need fast. Search, sort, and summarize huge amounts of data in minutes. Put your info to use. Turn raw info into well-formatted printed reports. Dive into Access programming. Automate complex tasks and solve common challenges.

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Creating a PDF from Email in Outlook 13. Converting Folders to PDF in Outlook Custom PDF Creation Settings 1. PDF Preferences in Excel, PowerPoint, and Word 2. Adobe PDF Settings 3. Creating and Modifying Preset Adobe PDF Settings 4. The General Category in Preset Adobe PDF Settings 5. The Images Category in Preset Adobe PDF Settings 6. The Fonts Category in Preset Adobe PDF Settings 7. The Color Category in Preset Adobe PDF Settings 8. The Advanced Category in Preset Adobe PDF Settings 9. The Standards Category in Preset Adobe PDF Settings 10. Create PDF and Share via Outlook in Excel, PowerPoint, and Word 11. Mail Merge and Email in Word 12. Create PDF and Share Link in Excel, PowerPoint, and Word 13. PDF Settings and Automatic Archival in Outlook Basic PDF Editing 1. Initial View Settings for PDFs 2. Full Screen Mode 3. The Edit Panel in Acrobat 4. Adding, Formatting, Resizing, Rotating and Moving Text 5. Editing Text 6. Managing Text Flow with Articles 7. Adding and Editing Images 8. Changing the Page Number Display 9. Cropping Pages and Documents Advanced PDF Settings 1. Adding and Removing Watermarks 2. Adding and Removing Page Backgrounds 3. Adding Headers and Footers 4. Attaching Files to a PDF 5. Adding Metadata 6. Optimizing a PDF for File Size and Compatibility Bookmarks 1. Using Bookmarks in a PDF 2. Modifying and Organizing Bookmarks 3. Assigning Actions to Bookmarks Adding Multimedia Content and Interactivity 1. Creating Links in Acrobat 2. Creating and Editing Buttons 3. Adding Video and Sound Files 4. Adding 3D Content to PDFs 5. Adding Page Transitions Combining and Rearranging PDFs 1. Extracting and Replacing Pages 2. Splitting a PDF into Multiple Files 3. Inserting Pages from Files and Other Sources 4. Moving and Copying Pages 5. Combining PDFs Exporting and Converting Content 1. Exporting Text 2. Exporting Images 3. Exporting PDFs to Microsoft Word 4. Exporting PDFs to Microsoft Excel 5. Exporting PDFs to Microsoft PowerPoint Sharing and Collaborating 1. Sharing a PDF as an Email Attachment 2. Sharing a File in Acrobat 3. Adding Comments 4. The Comments Panel 5. Using Drawing Tools 6. Stamping and Creating Custom Stamps Creating and Working With Portfolios 1. Creating a PDF Portfolio 2. Managing Portfolio Content 3. Changing the View of a PDF Portfolio Forms 1. Creating a Form from an Existing PDF 2. Designing a Form in Microsoft Word 3. Creating a Form from a Scanned Document 4. Creating Text Fields 5. Creating Radio Buttons and Checkboxes 6. Creating Drop-Down and List Boxes 7. Creating Buttons 8. Creating a Digital Signature Field 9. General Properties of Form Fields 10. Appearance Properties of Form Fields 11. Position Properties of Form Fields 12. Options Properties of Form Fields 13. Actions Properties of Form Fields 14. Selection Change and Signed Properties of Form Fields 15. Format Properties of Form Fields 16. Validate Properties of Form Fields 17. Calculate Properties of Form Fields 18. Align, Center, Match Size, and Distribute Form Fields 19. Setting Form Field Tab Order 20. Enabling Users and Readers to Save Forms 21. Distributing Forms 22. Collecting Distributed Form Responses 23. Using Tracker with Forms 24. Sending a Form for One or More Signatures in Acrobat 25. Sending a Form in Acrobat for Signature in Bulk 26. Manually Signing a PDF in Acrobat Professional Print Production 1. Overview of Print Production Support 2. Previewing Color Separations 3. Color Management and Conversion 4. Using the Object Inspector 5. Using the Preflight Dialog Box 6. Correcting Hairlines 7. Saving as a Standards-Compliant PDF Scanning and Optical Character Recognition 1. Recognizing Text in a Scanned PDF 2. Manually Recognizing Text in PDFs Automating Routine Tasks 1. Using Actions 2. Creating Custom Actions 3. Editing and Deleting Custom Actions Document Protection and Security 1. Methods of Securing a PDF 2. Password-Protecting a PDF 3. Creating and Registering Digital IDs 4. Using Certificate Encryption 5. Creating a Digital Signature 6. Digitally Signing a PDF 7. Certifying a PDF 8. Redacting Content in a PDF 9. Redaction Properties 10. Sanitizing a Document in Acrobat

microsoft office 2013 manual: Microsoft® Office 2013 QuickSteps Carole Matthews, Marty Matthews, Bobbi Sandberg, 2013-07-16 Full-color, step-by-step guide to the new release of the world's most popular suite of productivity applications Features a new, simplified, two-column design that works equally well in print and digital formats Covers the essentials and many advanced features, including the all-new command structure, Metro interface, touch screen techniques, shortcuts, and cloud integration The book's wide page format allows it to lie flat on the desk for ease-of-use while following along High production quality, breadth of coverage, and low price make

this the best value on the market

microsoft office 2013 manual: *Excel 2013: The Missing Manual* Matthew MacDonald, 2013-04-18 The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, *Excel 2013: The Missing Manual* shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses.

microsoft office 2013 manual: *The O'Leary Series: Microsoft Office 2013* Linda O'Leary, Timothy O'Leary, 2013-07-26 Timothy and Linda O'Leary Microsoft Office 2013: A Case Approach Making Office Relevant Timothy and Linda O'Leary and the Computer Information Technology Team at McGraw-Hill Higher Education offer your students a fully integrated learning program with time-tested quality and reliability. Office 2013: A Case Approach offers a running case study throughout the text to help students understand the material in a consistent, relevant environment. Through the theme "Making Office Relevant," this text helps students understand why they need this course and skills. Updated for Office 2013, student success is assured through clear step-by-step instruction, plentiful screen captures, and conceptual explanations. Each lab, designed to be covered in 1 hour of class time, combines conceptual coverage with detailed software-specific instructions. The labs opens with a running case study that highlights real-world applications of each software program and leads students from problem to solution. The O'Leary Series helps students learn specific applications skills along with skills that cross all Office applications, which is especially important in mastering this version of Office. The O'Leary Series correlates with SIMnet Online, McGraw-Hill's online training and assessment program for Microsoft Office skills and basic computer concepts. Projects, however, are 1:1 within the SIMgrader component and allow students to practice their skills live in the Office application to receive immediate feedback via autograding. This integration with SIMnet helps meet the diverse needs of students and accommodate individual learning styles. Additional textbook resources can be found on the text's Online Learning Center: www.mhhe.com/olearyoffice2013. For more information on O'Leary; Microsoft Office 2013: A Case Approach and SIMnet Online for Office 2013, please visit www.simnetkeepitsimple.com or contact your McGraw-Hill representative.

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