



Word 2013 fur Dummies (Für Dummies) (German Edition)

Dan Gookin

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Mit Word 2013 kann man mehr als nur Texte verfassen. Der Bestsellerautor Dan Gookin weiht Sie in die Geheimnisse von Word 2013 und in seine neuen Funktionen ein. Er zeigt Ihnen Schritt für Schritt, wie Sie Texte formatieren und strukturieren, mit Formatvorlagen arbeiten, Tabellen oder Grafiken einfügen und vieles mehr. Außerdem verrät er Ihnen viele Tricks, wie Sie mit Word noch effektiver arbeiten können. Mit diesem Buch kommen Word-Neulinge und Umsteiger auf die Version 2013 schnell und sicher mit diesem Programm zurecht.



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