



Learning Guide To Microsoft Office

Judy Lever-Duffy, Jean B. McDonald



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and cover pages tracking changes and performing mail merge You ll then learn how to create impressive PowerPoint presentations and advance to performing calculations and setting up workbooks in Excel 2019 along with discovering its data analysis features Later chapters will focus on Access 2019 assisting you in everything from organizing a database to constructing advanced queries You ll then get up to speed with Outlook covering how to create and manage tasks as well as how to handle your mail and contacts effortlessly Finally you ll find solutions to commonly encountered issues and best practices for streamlining various workplace tasks By the end of this book you ll have learned the essentials of Office business apps and be ready to work with them to boost your productivity What you will learn Use PowerPoint 2019 effectively to create engaging presentations Gain working knowledge of Excel formulas and functions Collaborate using Word 2019 tools and create and format tables and professional documents Organize emails calendars meetings contacts and tasks with Outlook 2019 Store information for reference reporting and analysis using Access 2019 Discover new functionalities such as Translator Read Aloud Scalable Vector Graphics SVG and data analysis tools that are useful for working professionals Who this book is for Whether you re just getting started or have used Microsoft Office before and are looking to develop your MS Office skills further this book will help you to make the most of the different Office applications Familiarity with the Office 2019 suite will be useful but not mandatory

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