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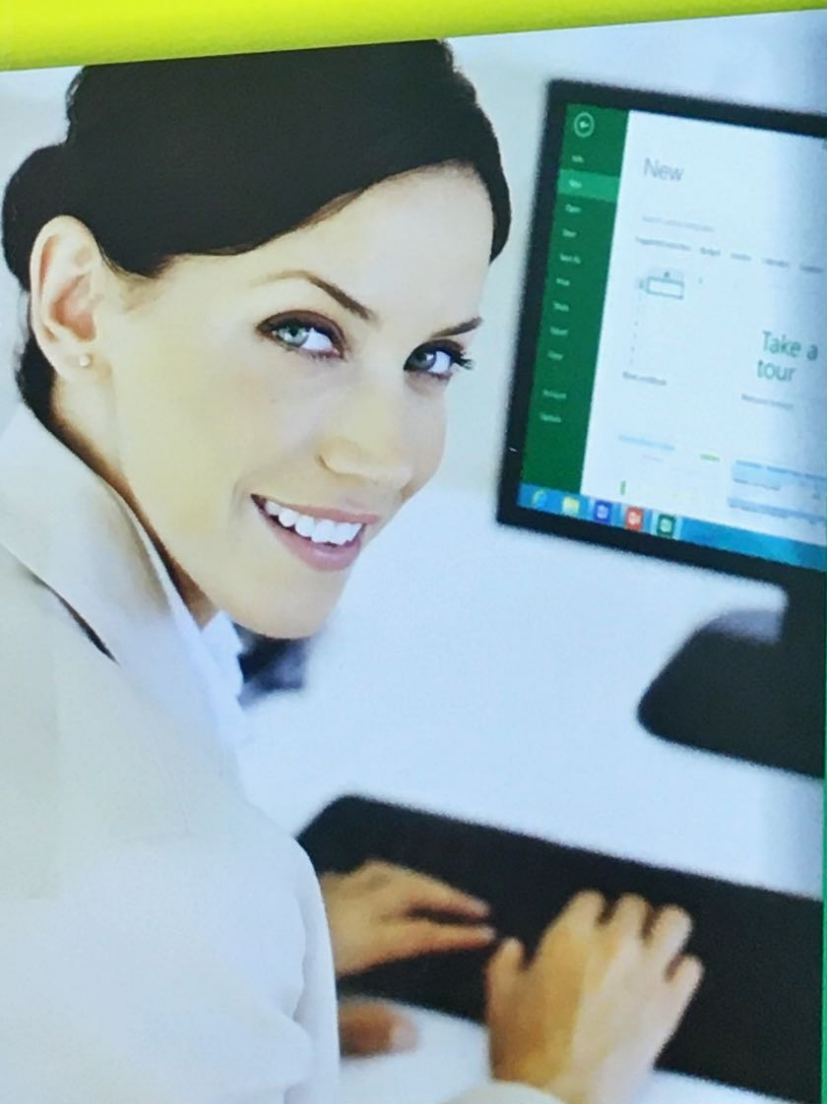
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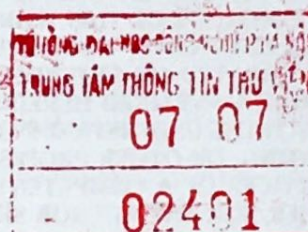
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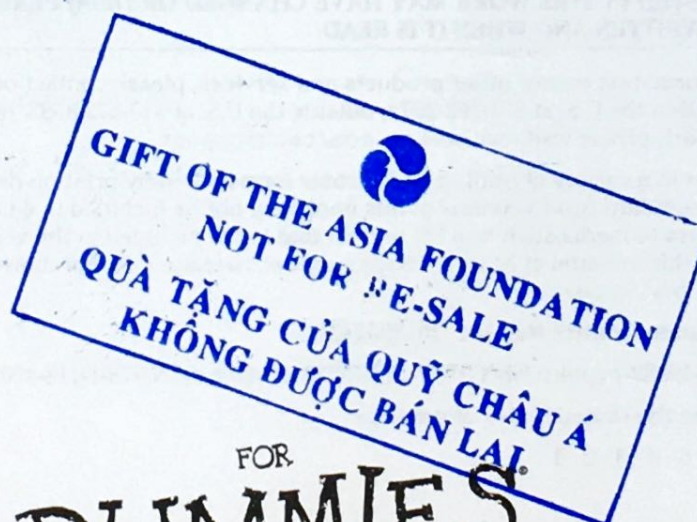
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by **Faithe Wempen**



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Office 2013 For Dummies® eLearning Kit

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Introduction

If you've been thinking about taking a class on the Internet (it is all the rage these days), but you're concerned about getting lost in the electronic fray, worry no longer. *Office 2013 eLearning Kit For Dummies* is here to help you, providing you with a hands-on learning experience that includes not only the book and CD you hold in your hands, but also an online course at <http://learn.dummies.com>. Consider this introduction your primer.

About This Kit

Whether you follow along with the book, go online for the courses, or some combination of the two, the 13 chapters in *Office 2013 eLearning Kit For Dummies* walk you through examples and exercises so that you learn how to do the following:

- ✓ Master the basic features that all Office products have in common, like ribbons, scroll bars, and keyboard shortcuts.
- ✓ Create and format Word documents that include text, headers and footers, tables, and various types of graphics.
- ✓ Use Excel to store, format, and calculate numeric data and present it in easy-to-read formats.
- ✓ Send and receive e-mail in Outlook and manage a calendar and To-Do list items.
- ✓ Create a PowerPoint presentation that contains text, graphics, animation effects, and even sound and video.