

Microsoft Office 2013 Training Manuals

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Microsoft Word 2013 Fundamentals Manual

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Microsoft Office Excel 2013 Training Manual 150 March 2014 ANRS ICT Development Agency Selecting cell range A13:B17 2. Select the Data tab on the Ribbon and then click the Sort command. Clicking the Sort command 3. The Sort dialog box will appear. Choose the column you wish to sort by. In our example, we want to sort the

Microsoft Office Excel 2013 Training Manual

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Outlook training - Office Support

Microsoft Excel is a spreadsheet application that is commonly used for a variety of uses. At its core, Excel is a table consisting of rows and columns. Excel is composed of rows and columns and uses a spreadsheet to display data. Features include: calculation, graphing tools, pivot tables, and a macro programming language

Microsoft Excel Manual - Administration and Finance

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Starting Microsoft PowerPoint To load Microsoft PowerPoint: 1. Click on the Start button again but this time choose All Programs 2. From the sub-menu choose Microsoft Office 2013 then PowerPoint 2013 - choose Blank Presentation You are presented with the screen below, ready to enter information onto your first (title) slide: 3.

Microsoft PowerPoint 2013 A Beginners Guide

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This manual provides instructions with the fundamental spreadsheet features of Microsoft Excel Topics covered in this document 2013. become more will help you proficient with the Excel application. Specific focuses include building spreadsheets, worksheet fundamentals, working with basic formulas, and creating charts.

Microsoft Excel 2013 Fundamentals Manual

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