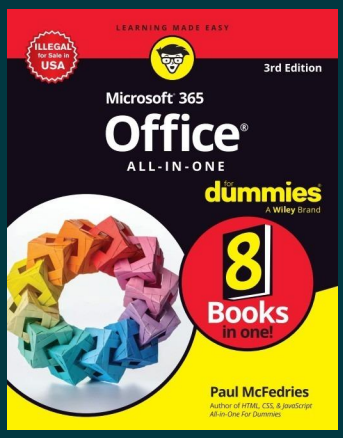
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Microsoft 365 Office All-in-One For Dummies, 3ed

By Paul McFedries , Peter Weverka

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Description

A 365 view into all things Microsoft Office.

Whether utilizing Office for your personal or professional endeavors, Office 365 All-in-One For Dummies, 3rd Edition is your all-encompassing resource to help you use Word to draft content, use Teams productively, create an Outlook system that helps you organize and clean out your inbox, use the new Copilot artificial intelligence feature to help you save time and energy, and more. With this useful resource, you'll have the latest on Word, Excel, PowerPoint, Outlook, Access, Teams--with quick, to-the-point answers on any issues or questions you run into.

Minibooks cover:

- Common Office Tasks
- Document creation with Word
- Number crunching in Excel
- Presentation building in PowerPoint
- Communication with Outlook
- Data wrangling with Access
- Visual communication with Office tools
- Collaboration in Teams
- File sharing tips

About the Author

Paul McFedries , Peter Weverka

Paul McFedries (Toronto, Canada) is a long-time technical author with more than 100 published titles. His For Dummies work includes HTML, CSS, & JavaScript All-in-One For Dummies, Web Coding & Development All-in-One For Dummies, and Excel Data Analysis For Dummies.

Peter Weverka (San Francisco, CA) was the author of previous editions of the book.

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