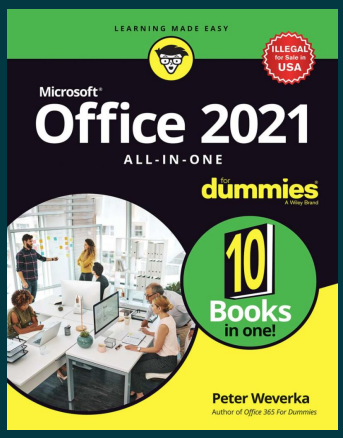
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Microsoft Office 2021 All-in-One For Dummies

By Peter Weverka

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Description

Every Office user has days where they just need to know how to format something in Word or use the right Excel function or figure out how to set up a meeting on Teams. Office 2021 All-in-One For Dummies serves up quick and simple answers to those questions along with the hundreds of other tasks you're expected to know how to do in Office. Filled with mini books to cover the key Office 2021 applications, this updated edition offers guidance on the core Office applications as well as the tools that make collaborating with remote colleagues a cinch. Whether you're new to Office or just need a refresher for the newest updates, this book answers your questions.

About the Author

Peter Weverka

Peter Weverka may be the last person living in San Francisco city limits who didn't found a huge tech company. Instead

Table of Contents

Introduction

What Makes This Book Different

Foolish Assumptions

Conventions Used in This Book

Icons Used in This Book

Beyond the Book

Book 1: Common Microsoft Office Tasks

Chapter 1: Office Nuts and Bolts

Chapter 2: Wrestling with the Text

Chapter 3: Speed Techniques Worth Knowing About

Book 2: Word 2021

Chapter 1: Speed Techniques for Using Word

Chapter 2: Laying Out Text and Pages

Chapter 3: Word Styles

Chapter 4: Constructing the Perfect Table

Chapter 5: Taking Advantage of the Proofing Tools

Chapter 6: Desktop Publishing with Word
Chapter 7: Getting Word's Help with Office Chores
Chapter 8: Tools for Reports and Scholarly Papers
Book 3: Excel 2021
Chapter 1: Up and Running with Excel
Chapter 2: Refining Your Worksheet
Chapter 3: Formulas and Functions for Crunching Numbers
Chapter 4: Making a Worksheet Easier to Read and Understand
Chapter 5: Advanced Techniques for Analyzing Data
Book 4: PowerPoint 2021
Chapter 1: Getting Started in PowerPoint
Chapter 2: Fashioning a Look for Your Presentation
Chapter 3: Entering the Text
Chapter 4: Making Your Presentations Livelier
Chapter 5: Delivering a Presentation
Book 5: Outlook 2021
Chapter 1: Outlook Basics
Chapter 2: Maintaining the People App
Chapter 3: Handling Your Email
Chapter 4: Managing Your Time and Schedule
Book 6: Access 2021
Chapter 1: Introducing Access
Chapter 2: Building Your Database Tables
Chapter 3: Entering the Data
Chapter 4: Sorting, Querying, and Filtering for Data
Chapter 5: Presenting Data in a Report
Book 7: Publisher 2021
Chapter 1: Introducing Publisher
Chapter 2: Refining a Publication
Chapter 3: Putting on the Finishing Touches
Book 8: Working with Charts and Graphics
Chapter 1: Creating a Chart
Chapter 2: Making a SmartArt Diagram
Chapter 3: Handling Graphics and Photos
Chapter 4: Drawing and Manipulating Lines, Shapes, and Other Objects
Book 9: Office 2021: One Step Beyond
Chapter 1: Customizing an Office Program
Chapter 2: Ways of Distributing Your Work

Book 10: File Sharing and Collaborating

Chapter 1: Up and Running on OneDrive

Chapter 2: File Sharing and Collaborating

Index

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