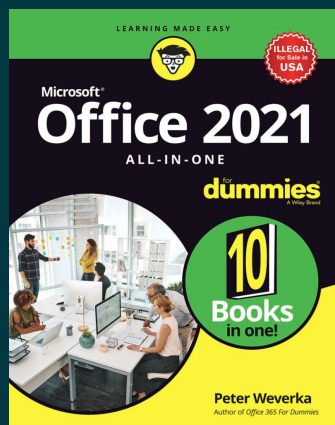




Microsoft Office 2021 All-in-One For Dummies

By [Peter Weverka](#)

Paperback

9789357460439

₹959.00

Pages: 804

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

To purchase this product, please visit:

<https://www.wileyindia.com/microsoft-office-2021-all-in-one-for-dummies.html>



Scan to buy