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ESSENTIAL MICROSOFT OFFICE 2013

submenu, then in the sub menu select Microsoft Office Word 2013 If you can find Microsoft Word by yourself, open the program now; otherwise get help from a friend, or your instructor, or from the lab supervisor After you have opened Word, you will be presented with the following Office 2013 Backstage window on your computer (Fig 12)

Microsoft Excel 2013 Fundamentals Manual

3 File Tab The File tab has replaced the Office button It helps you to manage the Microsoft application and provide access to its options such as Open, New, Save, As Print, etc 4 Name Box Displays the active cell location 5 Cell The intersection of a row and column; cells are always named with

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previous versions of Microsoft Office in a more visual stream line manner through a series of tabs that include an immense variety of program features Home Tab The Home is the most used tab; it incorporates all text and cell formatting features such as font and Excel 2016 Guide: A Complete Overview for Connect Users

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