



# Insider's Guide to Microsoft Office (Word, PowerPoint & Excel) 2013

*Brian West*

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I'm an award winning instructor and I have taught students how to use Microsoft Office for nearly 20 years. One of the biggest complaints that I hear with the current textbooks are the cost. Often, my students complain about having to spend \$80-\$120 just for the Microsoft Office textbook. I hate that, it's absolutely ridiculous. So I decided to do something about it. This book teaches you everything relevant that the others teach but I refuse to charge more than \$19.99. Almost every office job and professional job in existence in the world today will require you to use some, if not all three, of the programs in this book. If you don't already know Word, Excel and PowerPoint, then YOU NEED THIS BOOK!!! if you already know them some, then YOU NEED IT TOO!!! This book will teach you step-by-step, how to use Microsoft Office (Word, Excel and PowerPoint) which is the most popular software in the world. Not only do I walk you through each step, I also have tons of pictures so you can be sure that you're doing it correctly. As a professor of nearly 20 years, I LOVE teaching people how to use these programs. I have taught this exact course (MS Office) again and again. I know what explanations and examples work and I know which ones do not. If you give this book a chance, I think you'll be pleasantly surprised. -Prof West



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