

Contents at a Glance

	Introduction	1
Part I	Introducing Microsoft Office 2013	
1	Getting Started with Microsoft Office 2013	3
2	Working with Office Applications	13
3	Working with Text	33
4	Working with Pictures	51
5	Working with Shapes and SmartArt	69
6	Using Microsoft Office on the Web and Mobile Devices	91
Part II	Microsoft Word 2013	
7	Word 2013 Basics	99
8	Formatting Pages	107
9	Using Templates	123
10	Applying Advanced Formatting	129
11	Adding Tables and Charts	149
12	Printing Documents	183
13	Working with Longer Documents	207
14	Collaborating, Reviewing, and Sharing Documents	229
Part III	Microsoft Excel 2013	
15	Excel 2013 Basics	243
16	Entering Sheet Data	261
17	Formatting Sheets and Cells	283
18	Using Formulas	301
19	Using Functions	317
20	Sorting Data	327
21	Filtering and Consolidating Data	335
22	Preparing Workbooks for Distribution and Printing	349
23	Creating Subtotals and Grouping Data	361
24	Creating Charts and Sparklines	373
25	Creating Pivot Tables and Slicers	389
Part IV	Microsoft PowerPoint 2013	
26	PowerPoint 2013 Basics	401
27	Customizing Themes and Backgrounds	417
28	Formatting and Organizing Objects, Slides, and Presentations	429

29	Adding Tables to a Presentation	441
30	Outlining Presentations	453
31	Reviewing Presentations	461
32	Working with Charts	471
33	Working with Audio and Video	485
34	Working with Animation and Transitions	503
35	Working with Slide Masters	515
36	Creating and Printing Presentation Materials	525
37	Presenting a Slide Show	535
Part V Microsoft Outlook 2013		
38	Outlook 2013 Basics	553
39	Setting Up Accounts and Personalizing Outlook	561
40	Performing Basic Email Tasks	575
41	Managing Email	595
42	Working with Advanced Email Features	609
43	Using the Calendar	619
44	Working with Contacts	637
45	Working with Tasks and To-Do Lists	647
46	Using Social Connector	657
47	Synchronizing and Sharing Outlook Data	663
48	Using Color Categories	669
49	Working with Notes	677
50	Using Folders	681
51	Using Search	685
52	Working with Views	691
Part VI Microsoft OneNote 2013		
53	OneNote 2013 Basics	699
54	Inserting Notebook Content	711
55	Viewing and Managing Notebooks	725
	Index	739