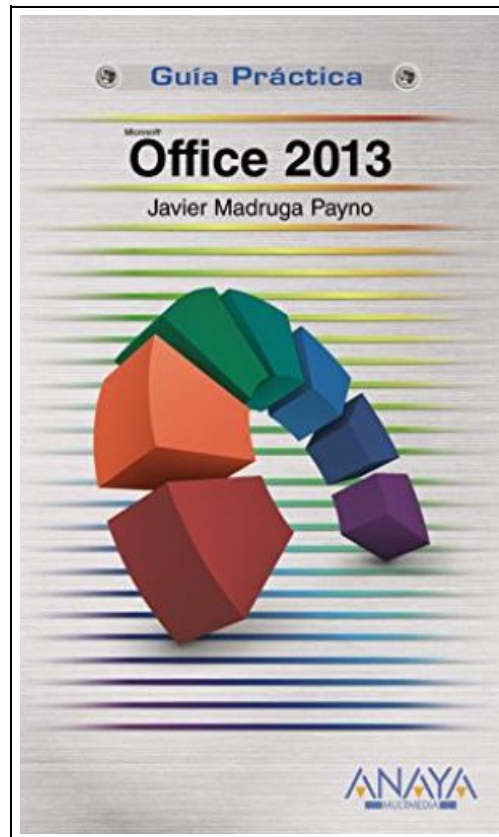


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Anaya Multimedia. Encuadernación de tapa blanda. Book Condition: Nuevo. Microsoft ha convertido a Office 2013 en una aplicación descentralizada con la que es posible compartir configuración y documentos entre todos nuestros dispositivos. Además, el lanzamiento de versiones nativas para dispositivos de Apple y Android abre nuevos horizontes a Office 2013. Hay otros cambios importantes: la creación de perfiles para los usuarios, la fusión con la nube, la mejora de su aspecto y la optimización de la fluidez de sus tareas para que sea más fácil crear documentos, trabajar en grupo o trabajar con plantillas. Este libro es la clave para dominar Office 2013 porque en él se estudian todas sus herramientas fundamentales. Hay una especial atención a las más conocidas: Word, Excel, Access, PowerPoint, Outlook y Publisher. Se incluyen todas las novedades y se analizan también herramientas como OneNote, Lync, InfoPath y SkyDrive, los complementos que convierten a Office 2013 en el mejor paquete de ofimática hasta la fecha. Hemos pensando en todos los usuarios de Office. Aquellos que nunca la hayan utilizado, encontrarán una guía sencilla para desarrollar cualquier tarea. Los usuarios con experiencia en otras versiones, podrán saltar directamente a las novedades de esta versión y actualizar sus conocimientos. Todos tienen cabida en esta Guía Práctica.



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