

Illustrated Microsoft Office 365 Office 2024 Intermediate: A Comprehensive Guide for Power Users



Illustrated Microsoft Office 365 & Office 2024: Intermediate by John P Jeffries

★★★★☆ 4.4 out of 5

Language : English

File size : 68493 KB

Screen Reader: Supported

Print length : 461 pages



Master the latest features of Microsoft Office 365 and Office 2024

Microsoft Office 365 and Office 2024 are the latest versions of Microsoft's popular productivity suite. They offer a wide range of new features and improvements that can help you work more efficiently and effectively.

If you're an intermediate user of Microsoft Office, then this book is for you. It will provide you with step-by-step instructions, real-world examples, and expert insights to help you unlock the full potential of these powerful tools.

What's inside?

This book covers all of the essential features of Microsoft Office 365 and Office 2024, including:

- Word: Create and edit documents, collaborate with others, and track changes.
- Excel: Analyze data, create charts and graphs, and manage budgets.
- PowerPoint: Design and deliver presentations that engage your audience.
- Outlook: Manage your email, calendar, and contacts.
- Teams: Collaborate with colleagues on projects, share files, and video chat.
- OneNote: Take notes, organize your ideas, and share your work with others.
- SharePoint: Create and manage websites, store and share files, and collaborate with colleagues.
- OneDrive: Store and share files in the cloud.
- Access: Create and manage databases.
- Publisher: Design and publish professional-looking documents.
- Visio: Create and share diagrams and flowcharts.

Benefits of reading this book

By reading this book, you will learn how to:

- Use the latest features of Microsoft Office 365 and Office 2024.
- Work more efficiently and effectively.
- Collaborate with colleagues more effectively.

- Create and deliver presentations that engage your audience.
- Manage your time and tasks more effectively.
- Use Microsoft Office 365 and Office 2024 to achieve your goals.

About the author

The author of this book is a Microsoft Certified Trainer and has over 20 years of experience teaching Microsoft Office. He has written several books on Microsoft Office and is a regular contributor to Microsoft Office blogs.

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