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As with all the other Microsoft Office software, a quick link to the help system is provided by the [Microsoft Excel Help] button on the right, above the Ribbon tabs. The <F1> key also loads the help system.

Microsoft Excel 2013 A Beginners' Guide

Click File > Account in Access 2013 to manage your user information, change the background or theme, view and add available web services, display information about your Office products, and manage your product subscriptions.

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Quick Start Guide When you first open Word 2013, you'll see that you have several choices for getting started – using a template, a recent file, or a blank document.

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further information see Microsoft Access 2013 - An Intermediate Guide. Introduction A database is a computer program for storing information in an easily retrievable form.

Microsoft Access 2013 A Beginners' Guide

Working with Outlook – A Tiny Primer. Outlook isn't going to dazzle you when you first open it. For all intents and purposes, it's another application in the Microsoft Office ecosystem and as such, it's going to have quite a few familiar elements.

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