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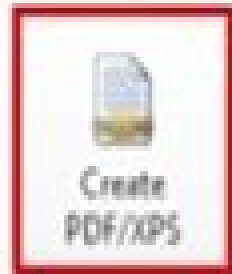
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# Convert Word Document Into

**Dr. S.S. Srivastava**



## Convert Word Document Into:

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Description This second edition book covers the new and exciting features of Microsoft Office 2021 for desktop and web apps helping you broaden the skills from the previous edition Using real world experiences this book will guide you through practical examples that set off your thought process to boost productivity To build new skills in each application the book ensures that you gain a thorough understanding of new functions such as PivotTables Dashboards and data manipulation methods in Excel You ll explore PowerPoint tools such as Presenter Coach Presenter View the record tool and setting reading order to mention a few You ll also manipulate slide elements using Auto Fix draw features insert video captions explore playback options and rehearse presentations using the body language Presenter Coach feature The book demystifies the Transform feature and shows you how to dictate directly in Word You ll even be able to work with Styles by refining the layout and multiple tables of contents Finally you ll focus on making the best use of Outlook enhancements and working remotely using Teams By the end of this book you ll have understood the features of each app inside out and enhanced your existing skills using new techniques to make your professional life more efficient What you will learn Uncover OneDrive features and Word enhancements such as dictation co authoring embedding styles referencing and media tools Manage Word document layouts online forms recording document automation and track compare and combine Create engaging PowerPoint presentations using Presenter Coach Auto Fix Record and drawing tools Explore Excel functions such as XLOOKUP LET XMATCH IFS arrays and IFERROR and VLOOKUP Work with database and COUNTIF functions Advanced Filter clean data and PivotTables and Dashboards Explore Outlook enhancements Who this book is for If you work with Microsoft Office applications but are yet to discover the complete range of features this second edition is tailored to broaden your skillset with new features and functionalities It would be of value for those working in any industry and for students moving into the workplace or preparing for Microsoft Office certification The book uses real world practical workplace examples to help you get ready to apply your skills and make the most of the recent features of Microsoft Office Although not a prerequisite a solid understanding of the Microsoft Office applications will be beneficial

**MS-Office** Dr. S.S. Srivastava,2008 **PowerPoint** Kath Attree,Michael Lowbridge,2006 *Adobe Acrobat DC Classroom in a Book* Lisa Fridsma,Brie Gyncild,2017-06-16 *Adobe Acrobat DC Classroom in a Book Second Edition* is the most thorough and comprehensive way for you to learn how to reliably create edit and sign PDF documents and forms with Adobe Acrobat DC Each of the 12 lessons in this step by step project based guide contains a project that builds on your growing knowledge of the program while end of chapter review questions reinforce each lesson This cross platform Mac and Windows book shows you how to collaborate effectively through electronic reviews easily share your work across multiple platforms and devices including via the Adobe Document Cloud service and speed up your production and business task workflows with Acrobat DC All of the book s screenshots have been updated for this new edition You will learn how to easily convert files from any application to PDF and how to directly edit text and images in PDF documents You ll also learn how to use the newly refreshed tools to build PDF or web forms and to

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