



# Office 2016 für Dummies Alles-in-einem-Band (German Edition)

*Peter Weverka*

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Sie können viel Zeit und Nerven sparen, wenn Sie sich mit Office 2016 ein wenig auskennen! Grund genug, um sich von Peter Weverka in die Benutzeroberfläche und die neuen Funktionen von Office 2016 einführen zu lassen. Natürlich finden Sie in diesem umfassenden Werk neben zahlreichen übersichtlichen Anleitungen für den täglichen Gebrauch vielfältige Tipps und Anregungen, die Ihnen helfen, Ihre Arbeit effizienter zu gestalten. Nutzen Sie die Möglichkeiten, die Ihnen die Office-Werkzeuge bieten, um Ihre Daten für unterschiedliche Medien vom PDF bis zum Blog vorzubereiten, lästige Arbeitsschritte zu automatisieren und vieles, vieles mehr.

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