

LEARNING MADE EASY



2nd Edition

Microsoft®

# Office 365®

ALL-IN-ONE

for  
**dummies**®  
A Wiley Brand



**11**  
**Books**  
in one!

**Peter Weverka**

That's "Mr. Office" to you

with **Matt Wade**





# Microsoft<sup>®</sup> Office 365<sup>®</sup>

ALL-IN-ONE

2nd Edition

by Peter Weverka with Matt Wade

for  
**dummies**<sup>®</sup>  
A Wiley Brand

## Microsoft® Office 365® All-in-One For Dummies®, 2nd Edition

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# Introduction

**T**his book is for users of Microsoft Office 365 who want to get to the heart of Office without wasting time. Don't look in this book to find out how the different Office 365 applications work. Look in this book to find out how you can get *your* work done better and faster with these applications.

We show you everything you need to make the most of each of the Office applications. On the way, you have a laugh or two. No matter how much or how little skill you bring to the table, this book will make you a better, more proficient, more confident user of the Office 365 applications.

Comprising 11 minibooks, this book is your guide to making the most of the Office applications. It's jam-packed with how-to's, advice, shortcuts, and tips.

Book 1, "Common Office Tasks," looks into the many commands and features that are common to all or several of the Office programs. Book 1 explains handling text, the proofing tools, and speed techniques that can make you more productive in most of the Office applications.

Book 2, "Word 365," explains the numerous features in Office's word processor, including how to create documents from letters to reports. Use the techniques described here to construct tables, manage styles, turn Word into a desktop-publishing program, and quickly dispatch office tasks such as mass mailings. You also discover how to get Word's help in writing indexes, bibliographies, and other items of interest to scholars and report writers.

Book 3, "Excel 365," shows the many different ways to crunch the numbers with the bean counter in the Office suite. You find out how to design worksheets that are easy to read and understand, use data-validation rules to cut down on entry mistakes, write meaningful formulas, and analyze your data with PivotTables and the goal-analysis tools. You also find out just how useful Excel can be for financial analyses, data tracking, and forecasting.

Book 4, "PowerPoint 365," demonstrates how to construct a meaningful presentation that makes the audience say "Wow!" See how to make a presentation livelier and more original, both when you create your presentation and when you deliver it.

Book 5, "Outlook 365," shows you how to send and receive email messages and files, as well as track tasks, maintain an address book, and keep a calendar with Outlook. You will also be delighted to discover all the ways to track and manage email — and junk email — in Outlook.

Book 6, “Access 365,” describes how to create a relational database for storing information, as well as query the database for information and gather the data into meaningful reports. Don’t be frightened by the word *database*. You will be surprised to discover how useful Access can be in your work.

Book 7, “Publisher 365,” shows you how to create brochures, pamphlets, newsletters, and other publications with the “print shop in a can.”

Book 8, “Working with Charts and Graphics,” explains how to present information in charts and diagrams, and how to use photos and graphics in your Word documents, PowerPoint presentations, and Excel spreadsheets. You also discover how to create lines, shapes, and text boxes to illustrate your ideas.

Book 9, “Office 365: One Step Beyond,” delves into customizing the Office 365 applications and distributing your work.

Book 10, “Microsoft Teams,” shows how to use Microsoft Teams to hold meetings online, chat, create channels, and otherwise organize coworkers into Teams.

Book 11, “File Sharing and Collaborating,” explores how coworkers can join forces to store and share files and work together through OneDrive and SharePoint.

## What Makes This Book Different

You are holding in your hands a computer book designed to make learning the Office 365 applications as easy and comfortable as possible. Besides the fact that this book is easy to read, it’s different from other books about Office:

» **Easy-to-look-up information:** This book is a reference, which means that readers have to be able to find instructions quickly. To that end, I have taken great pains to make sure that the material in this book is well organized and easy to find. The descriptive headings help you find information quickly. The bulleted and numbered lists make following instructions simpler. The tables make options easier to understand and compare. I want you to be able to look down the page and see a heading or list with the name of the topic that concerns you. I want you to be able to find instructions quickly. Compare the table of contents in this book to the book next to it on the bookstore shelf. The table of contents in this book is put together better and presents topics so that you can find them in a hurry.