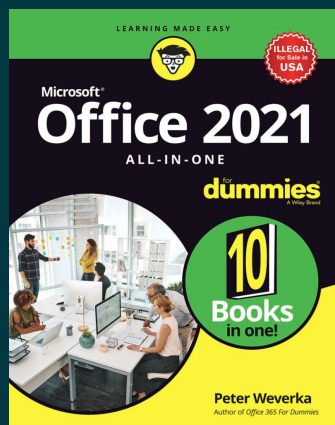




Microsoft Office 2021 All-in-One For Dummies

By [Peter Weverka](#)

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Description

Every Office user has days where they just need to know how to format something in Word or use the right Excel function or figure out how to set up a meeting on Teams. Office 2021 All-in-One For Dummies serves up quick and simple answers to those questions along with the hundreds of other tasks you're expected to know how to do in Office. Filled with mini books to cover the key Office 2021 applications, this updated edition offers guidance on the core Office applications as well as the tools that make collaborating with remote colleagues a cinch. Whether you're new to Office or just need a refresher for the newest updates, this book answers your questions.

About the Author

Peter Weverka

Peter Weverka may be the last person living in San Francisco city limits who didn't found a huge tech company. Instead

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