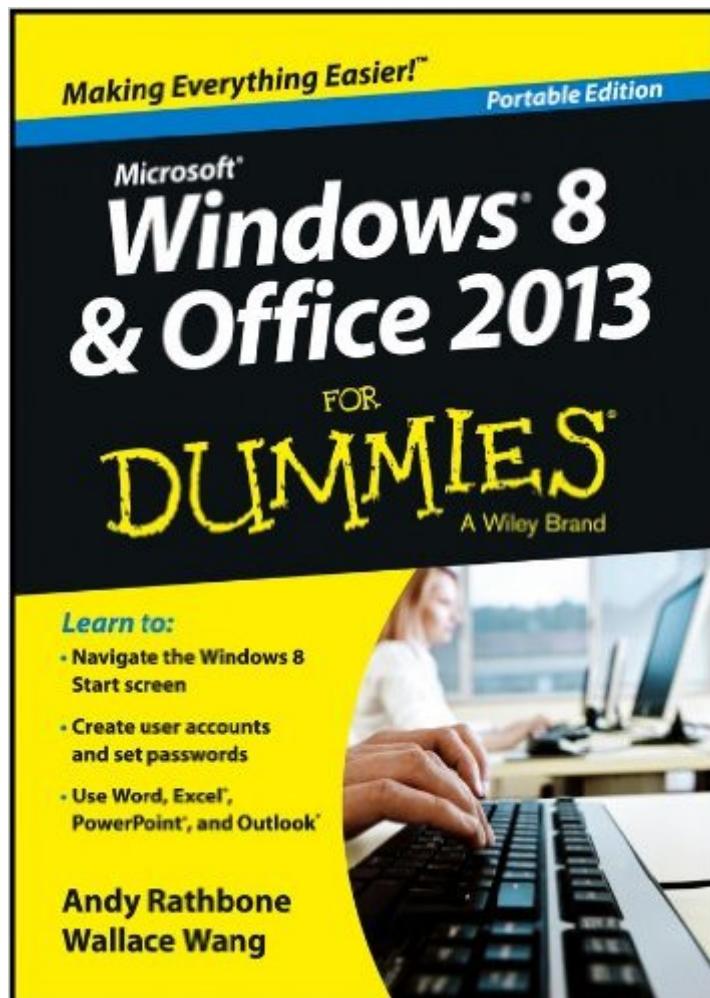


The book was found

# Windows 8 And Office 2013 For Dummies



## Synopsis

Learn to: Navigate the Windows 8 Start screen  
Create user accounts and set passwords  
Use Word, Excel®, PowerPoint®, and Outlook®  
Master the basics of Windows 8 and Office 2013!  
Windows and Office work together to turn your PC into a productivity tool. The unique Windows 8 interface combines with updates to Office 2013 to create a new computing experience. This book offers quick answers for when you get stuck. Learn your way around the Windows 8 Start screen and Charms bar as well as Office 2013 applications. The new Windows 161; see how to launch programs, customize Windows 8, and create user accounts  
Apps and more 161; install and update apps, locate missing ones, and identify which ones are running  
Get social 161; add your social networking and e-mail accounts to Windows 8 for quicker updating  
Welcome to Office 2013 161; navigate the Ribbon and create and format Word documents and Excel spreadsheets  
Get organized 161; manage your e-mail and contacts and track your appointments  
Open the book and find:  
A tour of the Windows 8 Start screen  
How to password-protect your user account  
Tips for adding or removing Start screen items  
Advice on customizing Office 2013  
Ways to punch up your PowerPoint presentations  
Hints for analyzing data with Excel

## Book Information

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## Customer Reviews

I had just purchased a new computer and wasn't familiar with Windows 8 or Office 2013. This book has helped me come up to speed with operating my computer. I love the fact that the book is small so I can take it along with me. Will recommend this product.

Has been a huge help to me. Windows 8.1 has thrown me off a bit. Excel works a little differently so I really needed help. I bought it on my Kindle so it's with me all the time. Worth the money.

not enough time to get into same....but looks good so far...will have to set aside time to get thru the book and 'bbok' learnright now I am doing trial and error

It did help with my new Windows 8. I will have to keep looking at it to find all my answers.

Book arrived in great condition.

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