



Windows 8 and Office 2013 For Dummies

Andy Rathbone, Wallace Wang

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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 — see how to launch programs, customize Windows 8, and create user accounts
- Apps and more — install and update apps, locate missing ones, and identify which ones are running
- Get social — add your social networking and e-mail accounts to Windows 8 for quicker updating
- Welcome to Office 2013 — navigate the Ribbon and create and format Word documents and Excel spreadsheets
- Get organized — 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

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