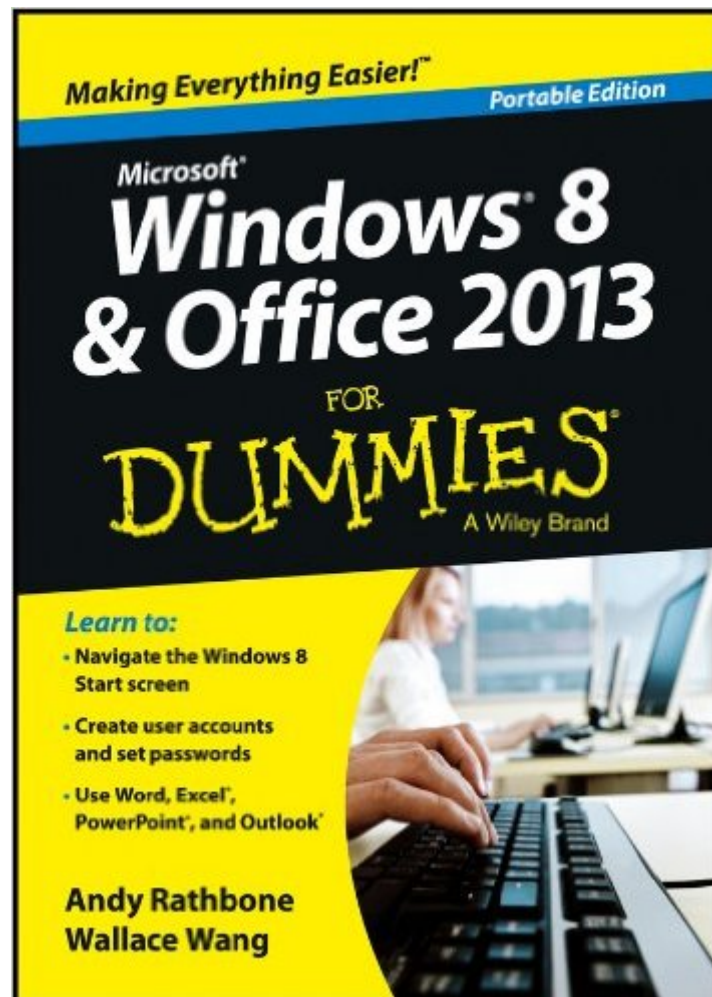


The book was found

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 — 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

Book Information

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Average Customer Review: 4.6 out of 5 starsÂ Â See all reviewsÂ (5 customer reviews)

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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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