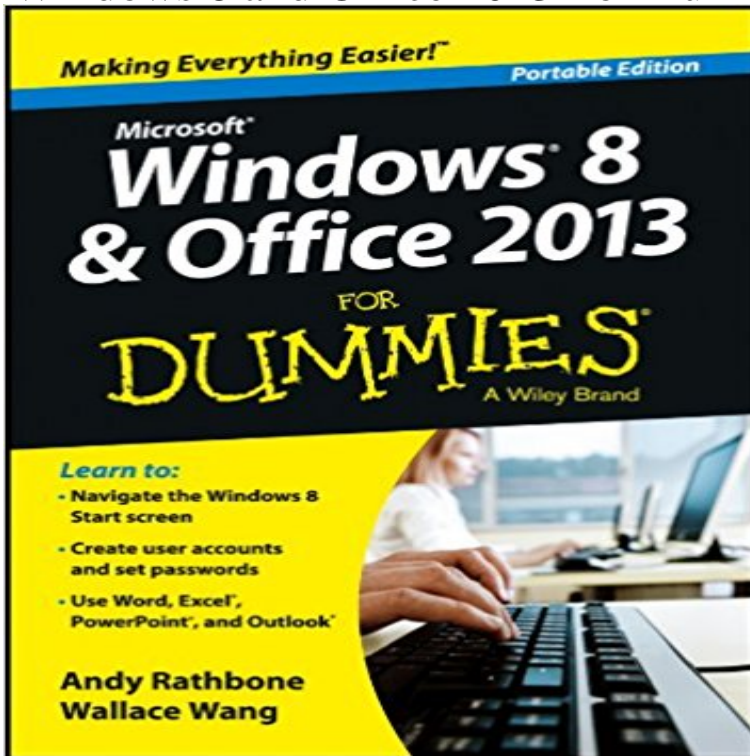


Windows 8 and Office 2013 For Dummies



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
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 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
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