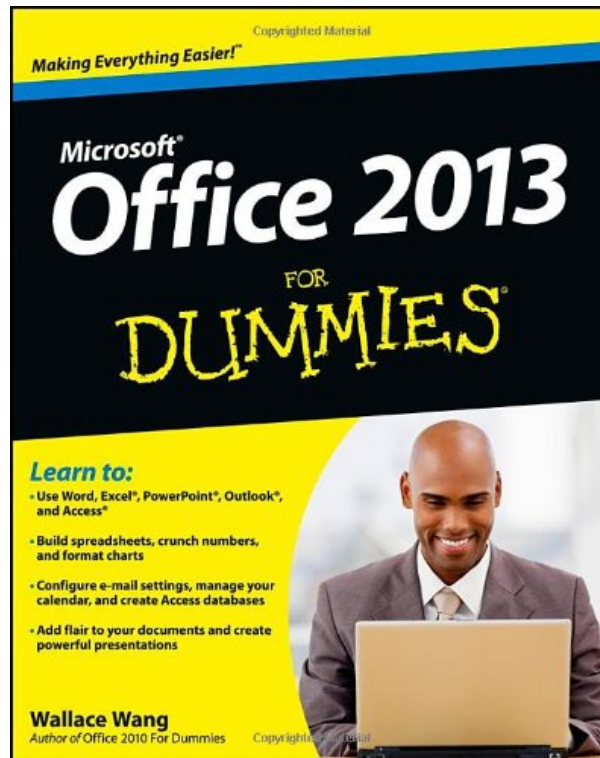
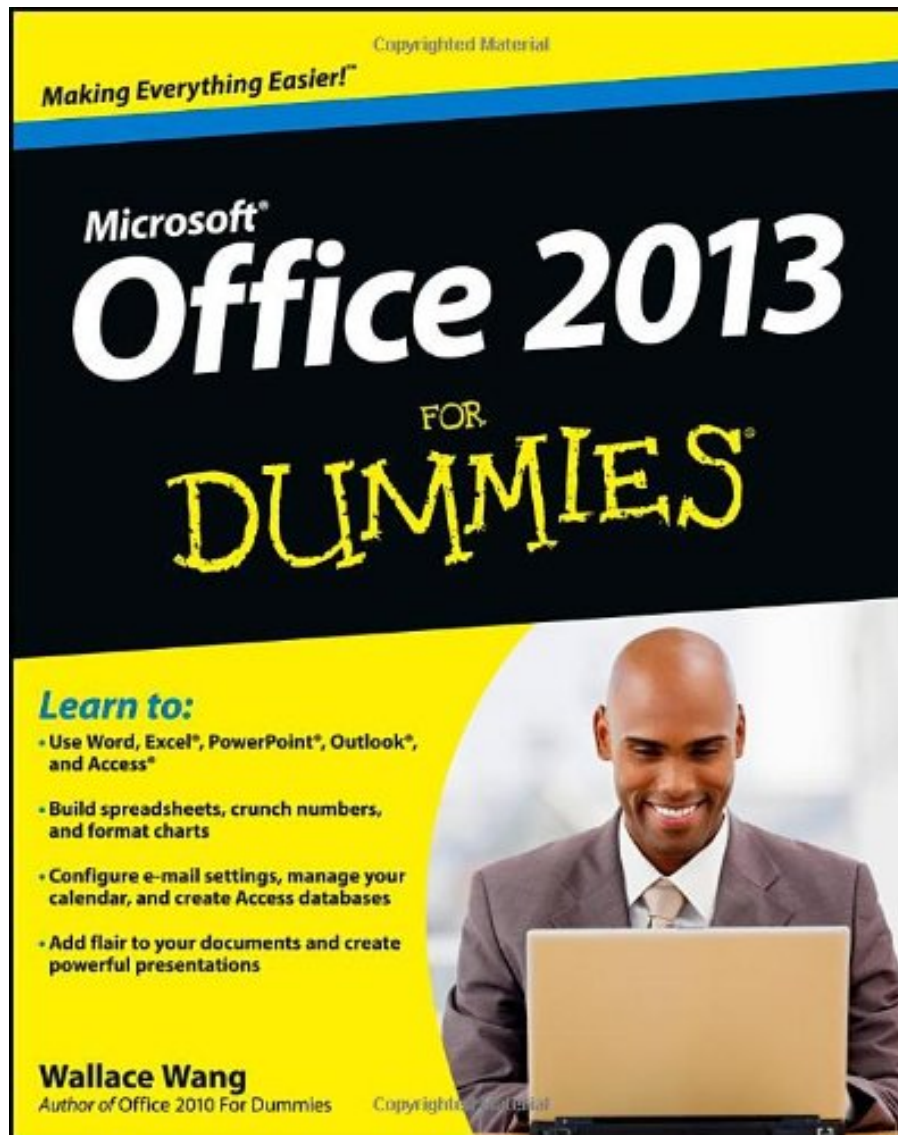


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Take control of your Office and boost your productivity. This helpful guide walks you step-by-step through the various parts of the Office suite. Get your point across with Word, build spreadsheets with Excel, prepare persuasive presentations with PowerPoint, manage e-mail with Outlook, and organize your data with Access — quickly and easily.

- Step into your new Office — explore the main features of Office 2013, create and edit files, and learn how to navigate around the Ribbon
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Office 2013 For Dummies is the key to your brand new Office!

Packed with straightforward, friendly instruction, this update to one of the bestselling Office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in Office 2013. After coverage of the fundamentals, you'll discover how to spice up your Word documents, edit Excel spreadsheets and create formulas, add pizzazz to your PowerPoint presentation, and much more.

- Helps you harness the power of all five Office 2013 applications: Word, Excel, PowerPoint, Outlook, and Access
- Discusses typing and formatting text in Word and easy ways to dress up your documents with color, graphics, and more
- Demonstrates navigating and editing an Excel spreadsheet, creating formulas, and charting and analyzing Excel data
- Walks you through creating a PowerPoint presentation and adding some punch with color, sound, pictures, and videos
- Explores Outlook, including configuring e-mail, storing contacts, organizing tasks, scheduling your time, and setting appointments
- Delves into designing Access databases, including editing, modifying, searching, sorting, and querying; also covers viewing and printing reports, and more

The fun and friendly approach of Office 2013 For Dummies makes doing Office work easy and efficient!

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18 of 20 people found the following review helpful.

Really Helpful

By Debra Purdy Kong

As someone who's used the old 2003 program for years, I picked up a copy of this book to better understand Word 2010. Although it was created for 2013 programs, it's still really helpful for us luddites who are still adapting from pull-down menus to the ribbon system. Now that I've used the newer programs for a few weeks, I like it. Word 2010 is a big improvement, especially if you work with it and Excel regularly. The 2013 updates offer more flexibility without mind-boggling changes.

Office 2013 for Dummies is an easy, comprehensive read with plenty of excellent tips and useful screen shots for those of us who appreciate visual aides. The book works best if you're actually trying some of new options while reading the how-to steps, especially when working with Excel. I've never had to prepare a

PowerPoint presentation, and although I can't say I'm ready to do one just by reading the PowerPoint chapters, it definitely takes the mystery out of how it works. The tips on controlling junk mail are great as well. Whether you have a new home PC or are returning to the work force, keep this book by your side for quick reference. It will really help!

5 of 5 people found the following review helpful.

I was disappointed in the lack of information on details

By Susan F Fischer

For an experienced user of earlier Word versions, I was disappointed in the lack of information on details, such as setting defaults, finding topics that now require the use of several function keys, .a more detailed index to find information, etc. Illustrations are too small and unclear to be useful.

Pets4hlth@ameritech.net

5 of 5 people found the following review helpful.

Very useful!

By Marye

I bought this book along with the CD; I've used the CD more than the book but am glad that I bought both. In my opinion, all Dummies books are amazing and well written. Without using complicated terms, they explain what you need to know.

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