



Windows 8 and Office 2013 For Dummies, Book + 2 DVD Bundle

Andy Rathbone, Wallace Wang

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In this value-priced portable book-and-two DVD video training package, veteran and bestselling authors Andy Rathbone and Wallace Wang provide you with everything you need to know to tackle the basics in Windows 8 and Office 2013. Featuring a 400-page book in the compact *Portable Edition* size and boasting more than six hours of video training on two DVDs, this bundle is an ideal companion when navigating the key features of Windows 8 and Office 2013.

The friendly-but-straightforward *For Dummies* tone sets the stage for helping you access the power of the Windows 8 operating system and achieving maximum efficiency with the Office 2013 suite of productivity tools.

- Walks you through the new Windows 8 operating system and basic navigation, managing applications, printing documents, and preventing common security issues
- Shows you how to get connected to the Internet, create CDs and DVDs, and establish an e-mail account
- Details Microsoft Office basics, such as formatting text in Word, navigating an Excel spreadsheet, and creating a PowerPoint presentation

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