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Microsoft Office is the most widely used productivity software in the world, but most people just know the basics. This helpful guide gets you started with the programs in Office 2013 and provides lots of power-user tips and tricks when you're ready for more. You'll learn about Office's new templates and themes, touchscreen features, and other advances, including Excel's Quick Analysis tool.

## the missing manual

The book that should have been in the box

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## Office 2013 The Missing Manual Matthew Macdonald

**Ian Pickup** 

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