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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®

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Nancy Conner has a PhD in English from Brown University. Besides writing numerous books on technical subjects, she has worked as a corporate trainer and taught business and technical writing.

Matthew MacDonald is a science and technology writer with over a dozen books to his name, including *Missing Manuals on Access 2013*, *Excel 2013*, and *HTML5*, as well as *Creating a Website: The Missing Manual* and *WordPress: The Missing Manual*.

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In a digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Office 2013 The Missing Manual Matthew Macdonald**," compiled by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we shall delve to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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