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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.

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The important stuff you need to know

- **Create professional-looking documents.** Use Word to craft reports, newsletters, and brochures.
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- **Get to know the whole suite.** Use other handy Office tools: Publisher, OneNote, and the Office Web Apps.
- **Create and share documents in the cloud.** Upload and work with your Office files in SkyDrive.

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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