



# My Office 2013 RT

*Paul McFedries*

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**Step-by-step instructions** with callouts to Office 2013 RT photos that show you exactly what to do

**Help** when you run into Office 2013 RT problems or limitations

**Tips and Notes** to help you get the most from Office 2013 RT

**Full-color, step-by-step tasks walk you through doing everything you want to do with Office 2013 on your tablet device. Learn how to**

- Master core skills you can use in every Office RT program
- Quickly create highly visual documents with advanced formatting and graphics
- Build complex documents with outlines, footnotes, tables of contents, bibliographies, and indexes
- Enter and organize Excel data more accurately and efficiently
- Visualize Excel data with charts and analyze it to make better decisions
- Efficiently create high-powered PowerPoint presentations
- Add pizzazz to PowerPoint slide shows with animations and transitions
- Bring all your ideas and notes together in a OneNote notebook
- Customize your Office RT applications to work the way you do
- Store your Office RT data on SkyDrive and access it from anywhere
- Collaborate with others, including people using other versions of Office

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