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Microsoft Office **2011** for Mac

STEVE SCHWARTZ

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2011 for Mac Steve Schwartz, 2011 Visual QuickStart Guides designed in an attractive tutorial and reference format are the quickest easiest and most thorough way to learn applications tasks and technologies The Visual QuickStart Guides are a smart choice and guide the learner in a friendly and respectful tone Visually presented with copious screenshots the focused discussions by topic and tasks make learning a breeze and quickly take you to exactly what you want to learn Microsoft Office 2011 for Macintosh Visual QuickStart Guide written by best selling author Steve Schwartz has been extensively rewritten to provide **Microsoft Office 2011 for Mac Video Quickstart** Steven A Schwartz, 2011 Visual QuickStart Guides are now even more visual Building on the success of the top selling Visual QuickStart Guide books Peachpit now offers Video QuickStarts As a companion to Microsoft Office 2011 for Macintosh Visual QuickStart Guide Peachpit offers more than an hour of short task based videos that will help you master Office 2011 for Mac top features and techniques instead of just reading about how to use a tool you can watch it in action It's a great way to learn all the basics and some of the newer or more complex features of the program This Video QuickStart guides you through the basics and new features of Word 2011

and Excel 2011 Veteran best selling author and presenter Steve Schwartz provides in depth instructions on many of the new features and changes introduced in Office 2011 Coverage of each application is jam packed with information and tips that not only explain how to perform a task but why you need this procedure and when it s best to use it Resource description page

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on the needs of the reader In fact Steve s guiding principal in creating this and his many other Visual QuickStart Guides is The Three C s The material must be clear concise and correct Thumb through a copy today and find out why this is the quickest and easiest way to learn Microsoft Office 2010 Table of Contents Part I Getting Started Chapter 1 What s New in Office 2010 Chapter 2 Office Basics Chapter 3 Tables Charts and Art Part II Microsoft Word Chapter 4 Getting Started with Word 2010 Chapter 5 Formatting Documents Chapter 6 Creating Outlines Chapter 7 Sharing Word Documents Part III Microsoft Excel Chapter 8 Getting Started with Excel 2010 Chapter 9 Formatting Worksheets and Data Chapter 10 Formulas and Functions Chapter 11 Working with Tables Chapter 12 Creating Charts Part IV Microsoft PowerPoint Chapter 13 Getting Started with PowerPoint 2010 Chapter 14 Creating a Presentation Chapter 15 Wrapping Up a Presentation Part V Microsoft Outlook Chapter 16 Getting Started with Outlook 2010 Chapter 17 Working with Contacts Chapter 18 Composing and Sending Mail Chapter 19 Receiving Mail Chapter 20 Managing the Mail Chapter 21 Tasks and Appointments Part VI Office on the Web Chapter 22 Office Web Apps Index

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Microsoft Office 2011 for Mac Steven A. Schwartz,2011

Microsoft Office 2007 for Windows Steve Schwartz,2007-05-31 Completely redesigned to help users finish tasks more quickly and manage information more effectively Microsoft Office 2007 will offer users a new look and smarter ways of getting things done From the expanded depth and power of Excel 2007 to the new graphics capabilities and formatting tools of PowerPoint Microsoft has rethought and reworked the entire suite And in this new edition of our Office Visual QuickStart Guide author Steve Schwartz has rewritten from the ground up the entire book to better aid readers as they get up to speed with the new Office tools The book is essential reference tool for the home and small business user covering everything in the Office Basic

Home Student Standard and Small Business suites Software covered includes Word Excel OneNote Outlook PowerPoint and Publisher Easy visual approach uses pictures to guide you through Microsoft Office and show you what to do Concise steps and explanations let you get up and running in no time Page for page the best content and value around Table of Contents

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author of bestselling Visual QuickStart Guides this volume covers both Mac OS 9 and OS X versions of Microsoft Word Langer's guide follows the same step by step visual approach of the Visual QuickStart series but targets a more advanced audience Assuming a working knowledge of Word this book takes readers beyond the basics [Office 2011 for Mac All-in-One For Dummies](#) Geetesh Bajaj,James Gordon,2011-02-10 Get up to speed on the revolutionary changes in Office for the Mac The 2011 version of the Microsoft Office productivity suite for the Mac sports major changes from what Mac users are accustomed to This soup to nuts guide gets the Mac crowd up to date quickly and easily Individual minibooks thoroughly cover the Project Gallery Word Excel PowerPoint Outlook new for Mac and the Project Center You'll learn how the new Office integrates with the Windows version how to use and customize the new Ribbon interface and much more Office for Mac is the most popular office productivity suite for the Mac used by 1.5 to 2 million people The new version includes new features such as the Ribbon interface Outlook which replaces Entourage and greater integration with the Windows version Covers everything you'll want to know about the Project Gallery Word Excel PowerPoint Outlook and the Project Center With Office 2011 for Mac All in One For Dummies you'll be ready to use the newest version of Office like a pro [Learn Office 2011 for Mac OS X](#) Guy Hart-Davis,2011-08-18 Office for Mac remains the leading productivity suite for Mac with Apple's iWork and the free OpenOffice.org trailing far behind Now it's been updated with a cleaner interface and more compatibility with Exchange and SharePoint Learn Office 2011 for Mac OS X offers a practical hands on approach to using Office 2011 applications to create and edit documents and get work done efficiently You'll learn how to customize Office design create and share documents manipulate data in a spreadsheet and create lively presentations You'll also discover how to organize your email contacts and tasks with the new Outlook for Mac Conveying information quickly and concisely the book brings you from beginner or intermediate to an experienced and confident user This book provides the best combination of accessible and focused coverage of the Office 2011 applications Rather than cover every seldom used feature the book covers real world usage putting emphasis on practical tasks and troubleshooting common problems such as sharing documents with Windows users and older versions of Office

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