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Microsoft Office **2011** for Mac

STEVE SCHWARTZ

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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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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

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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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