



VISUAL QUICKSTART GUIDE



# MICROSOFT OFFICE 2008



*Learn Microsoft Office  
the Quick and Easy Way!*

FOR MACINTOSH

STEVE SCHWARTZ

# Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz

**Steven A Schwartz**



## **Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz:**

**Microsoft Office 2008 for Macintosh** Steven A. Schwartz, 2008 In this latest updated edition of this bestselling reference to Microsoft Office 2008 veteran author Schwartz guides Mac users along with clear concise instructions and loads of visual aids that make learning easy and painless *Microsoft Office 2008 for Macintosh* Steve Schwartz, 2010-04-16 Microsoft's Office 2008 is packed with new tools that will help users work smarter and more efficiently such as the new Elements Gallery Word's publication layout tools Excel's ledger sheets templates for common financial tasks Entourage's improved Exchange Server support and My Day for tracking appointments and to do items In this latest updated edition of the bestselling Visual Quick Start Guide for Microsoft Office veteran author Steve Schwartz guides the user along with clear concise instructions and loads of visual aids that make learning easy and painless Table of Contents Part 1 Introduction Chapter 1 Essential Office Techniques Part 2 Microsoft Word Chapter 2 Introducing Word 2008 Chapter 3 Document Formatting Chapter 4 Text Formatting Chapter 5 Adding Graphics Chapter 6 Creating Tables Chapter 7 Working in Other Views Chapter 8 Other Word Features Part 3 Microsoft Excel Chapter 9 Spreadsheet Essentials Chapter 10 Modifying Worksheets Chapter 11 Formulas and Functions Chapter 12 Working with Lists Chapter 13 Charts and Graphs Chapter 14 Database Techniques Chapter 15 Data Analysis Chapter 16 Sharing Workbooks Part 4 Microsoft PowerPoint Chapter 17 Creating a Presentation Chapter 18 Charts and Tables Chapter 19 The Presentation Part 5 Microsoft Entourage Chapter 20 Introducing Entourage Chapter 21 Email Chapter 22 Address Book Chapter 23 Calendar Chapter 24 Tasks Chapter 25 Notes Chapter 26 Newsgroups Chapter 27 My Day Chapter 28 Entourage and Exchange Server Part 6 Integrating Applications Chapter 29 Combining Office Data Chapter 30 The Project Center Chapter 31 Office 2008 and the Internet Index

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PowerPoint and Outlook provides in depth instructions on many of the new features and changes introduced in Office 2011 and offers a thorough introduction to the Office Web Apps 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 Steve Schwartz is uniquely qualified and readers benefit from his 30 years of experience as a software expert technical support director magazine editor and writer Steve has written almost 60 books many on Office and other Microsoft products and has been using Office since the first version Although this book is geared toward the beginning through intermediate user Steve won't waste your time with pages of stories and analogies before actually discussing the topic at hand Each page is clearly focused 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 2011 *Microsoft Office 2010 for Windows* Steven A. Schwartz, 2010 A complete overview of the integrated software package provides helpful guidelines on how to use Microsoft Office 2010 for Windows covering the new features of Excel Word Outlook and PowerPoint **Office 2008 for the Mac on Demand** Steve Johnson, Perspection Inc., 2008-10-16 Office 2008 for the Mac on Demand Steve Johnson Perspection Inc What you need when you need it Need answers quickly Office 2008 for the Mac on Demand provides those answers in a visual step by step format We will show you exactly what to do through lots of full color illustrations and easy to follow instructions You will learn how to use all the applications in Office 2008 including Word Excel PowerPoint Entourage Project Gallery and Messenger Inside the Book Office Organize information and add impact with clip art SmartArt diagrams tables and charts Word Create great looking documents publications and notebooks using themes styles and templates Excel Use organizing processing and presenting tools to create data lists and charts PowerPoint Create powerful presentations faster using ready made design templates and themes Entourage Use tools for creating and managing your e mail calendar contacts and tasks Project Center Gather and manage important Office and non Office project documents in a convenient centralized place On the Web Online Workshops Keyboard shortcuts Transitional tools Additional chapters [www.perspection.com](http://www.perspection.com) **Office 2008 for Mac All-in-One For Dummies** Geetesh Bajaj, Jim Gordon, 2009-09-18 The perfect companion for taking the Microsoft Office suite to the Mac So you finally got a Mac but you're not looking forward to figuring out how Office works in a different environment No worries All you need is Microsoft Office 2008 For Mac All in One For Dummies to learn the fundamentals of Office 2008 With six books in one it shows you how to use every Office 2008 for Mac application so you can start getting things done right away Written by Microsoft MVPs Microsoft Office 2008 For Mac All in One For Dummies provides a user friendly guide on how to master all the programs Excel Word PowerPoint and Entourage This book explores ways to Use the new galleries to find features formats wizards templates and recently used files Create your own templates on Excel and open Web pages in HTML format Take advantage of PowerPoint by adding animation to your slides inserting music from your

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