

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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10 Spreadsheet Essentials Chapter 11 Modifying Worksheets Chapter 12 Formulas and Functions Chapter 13 Working with Tables Chapter 14 Charts and Graphs Chapter 15 Database Techniques Chapter 16 Sharing Workbooks PART IV  
MICROSOFT POWERPOINT Chapter 17 Creating a Presentation Chapter 18 Charts and Tables Chapter 19 Wrapping up a Presentation PART V MICROSOFT OUTLOOK Chapter 20 Introducing Outlook Chapter 21 Email Chapter 22 Contacts Chapter 23 Calendar Chapter 24 Tasks Chapter 25 Notes Chapter 26 My Day Part VI ADVANCED TOPICS Chapter 27 Combining Office Data Chapter 28 Office 2011 and the Internet Chapter 29 The Office Web Apps Index **Vqs Mic Off08**

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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 **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 Part I Introducing Microsoft Office 2007 Chapter 1 What's New in Office 2007 Chapter 2 Office Basics Part II Microsoft Word Chapter 3 Getting Started with Word 2007 Chapter 4 Formatting Documents Chapter 5 Creating Outlines Chapter 6 Tables Charts and Art Chapter 7 Sharing Word Documents Part III Microsoft Excel Chapter 8 Getting Started with Excel 2007 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 2007 Chapter 14 Creating a Presentation Chapter 15 Completing a Presentation Part V Microsoft Outlook Chapter 16 Getting Started with Outlook 2007 Chapter 17 Using the Address Book Chapter 18 Composing and Sending Mail Chapter 19 Receiving Mail Chapter 20 Managing the Mail Chapter 21 Tasks and Appointments Part VI Microsoft OneNote Chapter 22 Getting Started with OneNote 2007 Chapter 23 Creating Notes Chapter 24 Embellishing and Editing Notes Chapter 25 Managing Notes Part VII Microsoft Publisher Chapter 26 Getting Started with Publisher 2007 Chapter 27 Distributing and Printing Index *Microsoft Office 2007 for Windows* Steven A. Schwartz, 2007 Step by step instructions and pictures show how to use the Microsoft Office 2007 applications Word Excel PowerPoint Outlook Publisher and OneNote Microsoft Office 2011 for Mac, 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 expanded coverage of the core Office applications Word Excel

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*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

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## **Table of Contents Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz**

1. Understanding the eBook Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz
  - The Rise of Digital Reading Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz
  - Personalized Recommendations

- Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz User Reviews and Ratings
- Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz and Bestseller Lists

5. Accessing Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz Free and Paid eBooks

- Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz Public Domain eBooks
- Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz eBook Subscription Services
- Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz Budget-Friendly Options

6. Navigating Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz eBook Formats

- ePUB, PDF, MOBI, and More
- Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz Compatibility with Devices
- Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz
- Highlighting and Note-Taking Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz
- Interactive Elements Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz

8. Staying Engaged with Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz

9. Balancing eBooks and Physical Books Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz

- Setting Reading Goals Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz

- Fact-Checking eBook Content of Microsoft Office 2008 For Macintosh Visual Quickstart Guide Steve Schwartz
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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