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Microsoft Office

2011

for Mac

STEVE SCHWARTZ

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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 *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

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