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for Mac

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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

[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 [iMac Portable Genius](#) Guy Hart-Davis, Kate Binder, 2010-03-25 The most up to date coverage on the latest iMac advice tools and shortcuts Cool and useful tips full color screenshots and savvy advice show you how to get the most out of your iMac Fully updated to cover the iMac's latest features and capabilities this guide is packed with indispensable information on iLife 09

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Ironically while Web pages have become more flexible and capable over the past few years Web creation tools have become increasingly more complex Tom Negrino's Macromedia Contribute 2 for Windows and Macintosh Visual QuickStart Guide however teaches those who are not Web experts how to build and maintain Web pages with Macromedia Contribute 2 which returns easy Web page editing to the many business and academic users for whom other Web creation tools have become too difficult to use effectively With Contribute 2 anyone can add content to Web sites without the possibility of accidentally breaking the site Now in its second edition this visual task based reference has been revised to cover all of Contribute's newest features including all new Mac OS X compatibility improved speed and user response the ability to connect to sites securely and Flash Paper a new way to publish any document on the Web Windows only New PayPal Merchant Tools let any small business owner add the ability to accept credit cards on their website with just a few clicks With the capable guidance of veteran Visual QuickStart author and Macworld contributing editor Tom Negrino you'll soon master how to build Web pages edit page content create tables use Macromedia Dreamweaver templates work with external documents manage sites with Dreamweaver customize Contribute and more Like all Visual QuickStart Guides this book is broken up into bite sized tasks to help you solve problems and answer questions quickly Whether you're a beginner looking to learn Contribute 2 from the ground up or an experienced user who just needs a quick refresher course on the product's newest features Macromedia Contribute 2 for Windows and Macintosh Visual QuickStart Guide is an all access pass to just the information you need

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[Macromedia Flash 8 for Windows and Macintosh](#) Katherine Ulrich,2005-12-14 An improved script editor with a visual interface a revamped library interface a new Undo feature powerful run time effects breakthrough motion graphics capabilities these are just a few of the reasons Web designers are raving about the newest version of their favorite Web tool Macromedia Flash 8 Whether you re a beginning user looking for a good introduction to the topic or a veteran user seeking a convenient update reference you ll find what you need in this task based guide Using simple step by step instructions straightforward language loads of screen shots and a plethora of readily accessible examples author Katherine Ulrich shows you how to create engaging interactive content for the Web with Flash Basic 8 and Flash Professional 8 From basic vector graphics to animation with motion tweening and beyond this inexpensive easy to use guide promises to get you up to speed fast on the most important application in your design toolbox Macromedia Flash 8

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