

# VISUAL QUICKSTART GUIDE

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# Microsoft Office **2011** for Mac

STEVE SCHWARTZ

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# Microsoft Office 2011 For Mac Visual Quickstart Visual Quickstart Guide

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*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

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*Word 2001/X Advanced for Macintosh* Maria Langer,2003 Written by the 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      **Microsoft Surface** Joni Blecher,2012-12-12 This Visual QuickStart Guide will help you get up and running with the Surface Microsoft s very own entry into the tablet market This guide walks you through how to get the most from the Surface using four color images and step by step instruction You ll learn how to tap and swipe

search find the best Metro apps read books watch movies listen to songs and use Office Along the way you ll pick up indispensable tips for getting the most out of your tablet

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