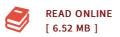


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Office 2011 for Macintosh: The Missing Manual

By Chris Grover

O'Reilly Media. Paperback. Book Condition: New. Paperback. 816 pages. Dimensions: 9.1in. x 7.0in. x 1.8in.Office 2011 for Mac is easy to use, but to unleash its full power, you need to go beyond the basics. This entertaining guide not only gets you started with Word, Excel, PowerPoint, and the new Outlook for Mac, it also reveals useful lots of things you didnt know the software could do. Get crystal-clear explanations on the features you use most -- and plenty of power-user tips when youre ready for more. Take advantage of new tools. Navigate with the Ribbon, use SmartArt graphics, and work online with Office Web Apps. Create professional-looking documents. Use Word to craft beautiful reports, newsletters, brochures, and posters. Crunch numbers with ease. Assemble data, make calculations, and summarize the results with Excel. Stay organized. Set up Outlook to track your email, contacts, appointments, and tasks. Make eye-catching presentations. Build PowerPoint slideshows with video and audio clips, animations, and other features. Use the programs together. Discover how to be more productive and creative by drawing directly in Word documents, adding spreadsheets to your slides, and more. 6 Reasons to Move to Office 2011 for Mac Gather a bunch of Mac...



Reviews

This is an remarkable publication that I have ever read. Indeed, it is actually engage in, nevertheless an interesting and amazing literature. I am just happy to inform you that this is the best publication i have got go through during my personal lifestyle and may be he finest ebook for actually. -- Toby Baumbach

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