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Manual Word Mac 2008

Judd E. Hollander



Manual Word Mac 2008:

Office 2008 for Macintosh: The Missing Manual Jim Elferdink, 2008-03-20 Still the top selling software suite for Mac users Microsoft Office has been improved and enhanced to take advantage of the latest Mac OS X features You ll find lots of new features in Office 2008 for Word Excel PowerPoint and Entourage but not a page of printed instructions to guide you through the changes Office 2008 for Macintosh The Missing Manual gives you the friendly thorough introduction you need whether you re a beginner who can t do more than point and click or a power user who s ready to tackle a few advanced techniques To cover Word Excel PowerPoint and Entourage this guide gives you four superb books in one a separate section each for program You can manage your day and create professional looking documents spreadsheets and presentations in no time Office 2008 has been redesigned so that the windows toolbars and icons blend in better with your other Mac applications But there are still plenty of oddities That s why this Missing Manual isn t shy about pointing out which features are gems in the rough and which are duds With it you ll learn how to Navigate the new user interface with its bigger and more graphic toolbars Use Word Excel PowerPoint and Entourage separately or together Keep track of appointments and manage daily priorities with the My Day feature Create newsletters flyers brochures and more with Word s Publishing Layout View Build financial documents like budgets and invoices with Excel s Ledger Sheets Get quick access to all document templates and graphics with the Elements Gallery Organize all of your Office projects using Entourage s Project Center Scan or import digital camera images directly into any of the programs Customize each program with power user techniques With Office 2008 for Macintosh The Missing Manual you get objective and entertaining instruction to help you tap into all of the features of this powerful suite so you can get more done in less time *Microsoft Office 2008 for Mac Bible* Sherry Kinkoph Gunter, Jennifer Ackerman Kettell, Greg Kettell, 2009-04-20 Written by an expert in the field of technology training and author of nearly two dozen titles this complete guide offers readers thorough yet clear instruction on using the Microsoft Office suite Word Excel PowerPoint and Entourage Apple has welcomed Microsoft Office into its world and this reference is the ultimate resource for learning how to best capitalize on each application of Office Reviews creating editing formatting and sharing digital documents with Word gathering and analyzing information with Excel creating dynamic presentations with PowerPoint and using the e mail and calendar of Entourage **Office 2008 for Mac For Dummies** Bob

LeVitus, 2011-02-08 Office 2008 for Mac is here with great new enhancements to all your favorite office productivity tools Who better than Dr Mac Bob LeVitus to show you how to load and use them all From choosing the best version for your needs to managing your life with your online calendar Office 2008 For Mac For Dummies covers what you need to know It compares the Student Teacher Edition Standard Edition and Professional Edition then walks you through installing your preferred version and keeping it up to date You ll find out all the things you can do with Word Excel PowerPoint and Entourage and how to use them all together to get the most bang for your Office buck Get top flight advice on Using the

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