

Microsoft Office 2008 for Mac Administrator Guide

Microsoft Office For Mac 2008 Manual

David Pogue

Microsoft Office For Mac 2008 Manual:

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 guick 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 Office 2008 for Macintosh Jim Elferdink, 2008-03-20 Provides information on using Microsoft Office 2008 with a Mac covering the features and functions of Word Entourage Calendar Excel and PowerPoint Mac OS X Leopard: The Missing Manual David Pogue, 2007-12-07 With Leopard Apple has unleashed the greatest version of Mac OS X yet and David Poque is back with another meticulous Missing Manual to cover the operating system with a wealth of detail The new Mac OS X 10 5 better known as Leopard is faster than its predecessors but nothing s too fast for Poque and this Missing Manual It s just one of reasons this is the most popular computer book of all time Mac OS X The Missing Manual Leopard Edition is the authoritative book for Mac users of all technical levels and experience If you re new to the Mac this book gives you a crystal clear jargon free introduction to the Dock the Mac OS X folder structure and the Mail application There are also mini manuals on iLife applications such as iMovie iDVD and iPhoto and a tutorial for Safari Mac s web browser This Missing Manual is amusing and fun to read but Pogue doesn t take his subject lightly Which new Leopard features work well and which do not What should you look for What should you avoid Mac OS X The Missing Manual Leopard Edition offers an objective and straightforward instruction for using Leopard s totally revamped Finder Spaces to group your windows and organize your Mac tasks Quick Look to view files before you open them

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