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How To View Word Documents Without Word On Mac

**Heather Ackmann,Bill
Kulterman,Ramit Arora**



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exercises and keyboard shortcuts You will learn document creation editing proofing formatting styles themes tables mailings and much more Topics Covered CHAPTER 1 Getting Acquainted with Word 1 1 About Word 1 2 The Word Environment 1 3 The Title Bar 1 4 The Ribbon 1 5 The File Tab and Backstage View 1 6 The Quick Access Toolbar 1 7 Touch Mode 1 8 The Ruler 1 9 The Scroll Bars 1 10 The Document View Buttons 1 11 The Zoom Slider 1 12 The Status Bar 1 13 The Mini Toolbar 1 14 Keyboard Shortcuts CHAPTER 2 Creating Basic Documents 2 1 Opening Documents 2 2 Closing Documents 2 3 Creating New Documents 2 4 Saving Documents 2 5 Recovering Unsaved Documents 2 6 Entering Text 2 7 Moving through Text 2 8 Selecting Text 2 9 Non Printing Characters 2 10 Working with Word File Formats 2 11 AutoSave Online Documents CHAPTER 3 Document views 3 1 Changing Document Views 3 2 Showing and Hiding the Ruler 3 3 Showing and Hiding Gridlines 3 4 Using the Navigation Pane 3 5 Zooming the Document 3 6 Opening a Copy of a Document in a New Window 3 7 Arranging Open Document Windows 3 8 Split Window 3 9 Comparing Open Documents 3 10 Switching Open Documents 3 11 Switching to Full Screen View CHAPTER 4 Basic Editing Skills 4 1 Deleting Text 4 2 Cutting Copying and Pasting 4 3 Undoing and Redoing Actions 4 4 Finding and Replacing Text 4 5 Selecting Text and Objects CHAPTER 5 BASIC PROOFING Tools 5 1 The Spelling and Grammar Tool 5 2 Setting Default Proofing Options 5 3 Using the Thesaurus 5 4 Finding the Word Count 5 5 Translating Documents 5 6 Read Aloud in Word CHAPTER 6 FONT Formatting 6 1 Formatting Fonts 6 2 The Font Dialog Box 6 3 The Format Painter 6 4 Applying Styles to Text 6 5 Removing Styles from Text CHAPTER 7 Formatting Paragraphs 7 1 Aligning Paragraphs 7 2 Indenting Paragraphs 7 3 Line Spacing and Paragraph Spacing CHAPTER 8 Document Layout 8 1 About Documents and Sections 8 2 Setting Page and Section Breaks 8 3 Creating Columns in a Document 8 4 Creating Column Breaks 8 5 Using Headers and Footers 8 6 The Page Setup Dialog Box 8 7 Setting Margins 8 8 Paper Settings 8 9 Layout Settings 8 10 Adding Line Numbers 8 11 Hyphenation Settings CHAPTER 9 Using Templates 9 1 Using Templates 9 2 Creating Personal Templates CHAPTER 10 Printing Documents 10 1 Previewing and Printing Documents CHAPTER 11 Helping Yourself 11 1 The Tell Me Bar and Microsoft Search 11 2 Using Word Help 11 3 Smart Lookup CHAPTER 12 Working with Tabs 12 1 Using Tab Stops 12 2 Using the Tabs Dialog Box CHAPTER 13 Pictures and Media 13 1 Inserting Online Pictures 13 2 Inserting Your Own Pictures 13 3 Using Picture Tools 13 4 Using the Format Picture Task Pane 13 5 Fill Line Settings 13 6 Effects Settings 13 7 Alt Text 13 8 Picture Settings 13 9 Inserting Screenshots 13 10 Inserting Screen Clippings 13 11 Inserting Online Video 13 12 Inserting Icons 13 13 Inserting 3D Models 13 14 Formatting 3D Models CHAPTER 14 DRAWING OBJECTS 14 1 Inserting Shapes 14 2 Inserting WordArt 14 3 Inserting Text Boxes 14 4 Formatting Shapes 14 5 The Format Shape Task Pane 14 6 Inserting SmartArt 14 7 Design and Format SmartArt 14 8 Inserting Charts CHAPTER 15 USING BUILDING BLOCKS 15 1 Creating Building Blocks 15 2 Using Building Blocks CHAPTER 16 Styles 16 1 About Styles 16 2 Applying Styles 16 3 Showing Headings in the Navigation Pane 16 4 The Styles Task Pane 16 5 Clearing Styles from Text 16 6 Creating a New Style 16 7 Modifying an Existing Style 16 8 Selecting All

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3 Assigning Macros CHAPTER 32 WORD OPTIONS 32 1 Setting Word Options 32 2 Setting Document Properties 32 3 Checking Accessibility CHAPTER 33 DOCUMENT SECURITY 33 1 Applying Password Protection to a Document 33 2 Removing Password Protection from a Document 33 3 Restrict Editing within a Document 33 4 Removing Editing Restrictions from a Document *Switching to the Mac: The Missing Manual, Mavericks Edition* David Pogue, 2014-02-05 Ready to move to the Mac This incomparable guide from New York Times columnist and Missing Manuals creator David Pogue helps you make a smooth transition to OS X Mavericks a beautiful machine with a thoroughly reliable system Whether you're using Windows XP Windows 7 or Windows 8 we've got you covered Word 2001 for Macintosh Maria Langer, 2001 The squirrels at Mt Mercy College are getting too friendly they're frightening the students making the nuns jumpy and they're super messy It's time to call the Animal Rescue Team Meanwhile Keisha's got a problem of her own The Grand River Steppers jump rope team has a chance to win first place in their school district this year but Keisha's so nervous she keeps messing up When she and Daddy go to the Veterans' Facility to check out their squirrel situation Keisha meets Sergeant Pinkham who's learning how to use his new prosthetic leg Could Sarge be just the person to help Keisha stay calm do well and have fun at the competition Perfect for independent readers the Animal Rescue Team books offer adventurous and heartwarming stories with lots of laughs and plenty of critters From the Hardcover edition **PDF Hacks** Sid Steward, 2004-08-16 Shows readers how to create PDF documents that are far more powerful than simple representations of paper pages helps them get around common PDF issues and introduces them to tools that will allow them to manage content in PDF navigating it and reusing it as necessary **Switching to the Mac: The Missing Manual, Leopard Edition** David Pogue, 2008-02-26 Is Windows giving you pause Ready to make the leap to the Mac instead There has never been a better time to switch from Windows to Mac and this incomparable guide will help you make a smooth transition New York Times columnist and Missing Manuals creator David Pogue gets you past three challenges transferring your stuff assembling Mac programs so you can do what you did with Windows and learning your way around Mac OS X Why is this such a good time to switch Upgrading from one version of Windows to another used to be simple But now there's Windows Vista a veritable resource hog that forces you to relearn everything Learning a Mac is not a piece of cake but once you do the rewards are oh so much better No viruses worms or spyware No questionable firewalls inefficient permissions or other strange features Just a beautiful machine with a thoroughly reliable system And if you're still using Windows XP we've got you covered too If you're ready to take on Mac OS X Leopard the latest edition of this bestselling guide tells you everything you need to know Transferring your stuff Moving photos MP3s and Microsoft Office documents is the easy part This book gets you through the tricky things extracting your email address book calendar Web bookmarks buddy list desktop pictures and MP3 files Re-creating your software suite Big name programs Word Photoshop Firefox Dreamweaver and so on are available in both Mac and Windows versions but hundreds of other programs are available only for Windows This guide identifies the Mac

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