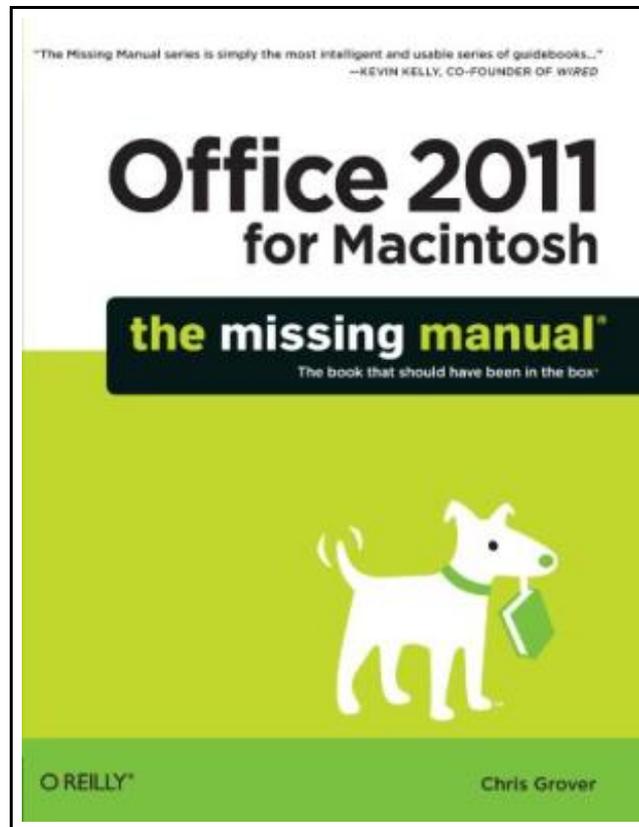


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O'Reilly Media. Paperback. Book Condition: New. Paperback. 816 pages. Dimensions: 9.1in. x 7.0in. x 1.8in. Office 2011 for Mac is easy to use, but to unleash its full power, you need to go beyond the basics. This entertaining guide not only gets you 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 fans around a water cooler and ask what they want most from Microsoft Office. Two requests soon bubble to the surface: make Office more Mac-like, and give it the same features as the Windows version. Office 2011 for Mac doesnt completely fulfill both of these (albeit conflicting) desires, but it comes closer than ever. Office 2011 for Mac: The Missing Manual reveals features new and old to make you more productive than ever. Heres a short list of reasons you may want to move up to the latest, greatest version of Office. 1. A More Mac-like Office While it still...



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