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STEVE SCHWARTZ

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Microsoft Office 2008 for Macintosh Steve Schwartz, 2010-04-16

Microsoft's Office 2008 is packed with new tools that will help users work smarter and more efficiently such as the new Elements Gallery Word's publication layout tools Excel's ledger sheets templates for common financial tasks Entourage's improved Exchange Server support and My Day for tracking appointments and to do items In this latest updated edition of the bestselling Visual Quick Start Guide for Microsoft Office veteran author Steve Schwartz guides the user along with clear concise instructions and loads of visual aids that make learning easy and painless Table of Contents Part 1 Introduction Chapter 1 Essential Office Techniques Part 2 Microsoft Word Chapter 2 Introducing Word 2008 Chapter 3 Document Formatting Chapter 4 Text Formatting Chapter 5 Adding Graphics Chapter 6 Creating Tables Chapter 7 Working in Other Views Chapter 8 Other Word Features Part 3 Microsoft Excel Chapter 9 Spreadsheet Essentials Chapter 10 Modifying Worksheets Chapter 11 Formulas and Functions Chapter 12 Working with Lists Chapter 13 Charts and Graphs Chapter 14 Database Techniques Chapter 15 Data Analysis Chapter 16 Sharing Workbooks Part 4 Microsoft PowerPoint Chapter 17 Creating a Presentation Chapter 18 Charts and Tables Chapter 19 The Presentation Part 5 Microsoft Entourage Chapter 20

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Microsoft Office 2007 for Windows Steve Schwartz, 2007-05-31 Completely redesigned to help users finish tasks more quickly and manage information more effectively Microsoft Office 2007 will offer users a new look and smarter ways of getting things done From the expanded depth and power of Excel 2007 to the new graphics capabilities and formatting tools of PowerPoint Microsoft has rethought and reworked the entire suite And in this new edition of our Office Visual QuickStart Guide author Steve Schwartz has rewritten from the ground up the entire book to better aid readers as they get up to speed with the new Office tools The book is essential reference tool for the home and small business user covering everything in the Office Basic Home Student Standard and Small Business suites Software covered includes Word Excel OneNote Outlook PowerPoint and Publisher Easy visual approach uses pictures to guide you through Microsoft Office and show you what to do Concise steps and explanations let you get up and running in no time Page for page the best content and value around Table of Contents Part I Introducing Microsoft Office 2007 Chapter 1 What's New in Office 2007 Chapter 2 Office Basics Part II Microsoft Word Chapter 3 Getting Started with Word 2007 Chapter 4 Formatting Documents Chapter 5 Creating Outlines Chapter 6 Tables Charts and Art Chapter 7 Sharing Word Documents Part III Microsoft Excel Chapter 8 Getting Started with Excel 2007 Chapter 9 Formatting Worksheets and Data Chapter 10 Formulas and Functions Chapter 11 Working with Tables Chapter 12 Creating Charts Part IV Microsoft PowerPoint Chapter 13 Getting Started with PowerPoint 2007 Chapter 14 Creating a Presentation Chapter 15 Completing a Presentation Part V Microsoft Outlook Chapter 16 Getting Started with Outlook 2007 Chapter 17 Using the Address Book Chapter 18 Composing and Sending Mail Chapter 19 Receiving Mail Chapter 20 Managing the Mail Chapter 21 Tasks and Appointments Part VI Microsoft OneNote Chapter 22 Getting Started with OneNote 2007 Chapter 23 Creating Notes Chapter 24 Embellishing and Editing Notes Chapter 25 Managing Notes Part VII Microsoft Publisher Chapter 26 Getting Started with Publisher 2007 Chapter 27 Distributing and Printing Index *iMac Portable Genius* Guy Hart-Davis, Kate Binder, 2010-03-25 The most up to date coverage on the latest iMac advice tools and shortcuts Cool and useful tips full color screenshots and savvy advice show you how to get the most out of your iMac Fully updated to cover the iMac's latest features and capabilities this guide is packed with indispensable information on iLife 09 and Mac OS X Snow Leopard and shows you how to customize your iMac in a way that it will work best for you Explores all the bells and whistles of the iMac including the new Magic Mouse iLife apps such as iPhoto and iMovie and Mac OS X Snow Leopard Shows you how to get more from your iMac whether you're switching from an older Mac or migrating from Windows Provides you with the most up to date accessible useful information on the most used features of the iMac Covers troubleshooting and maintaining your iMac and its related hardware and software Discover ways to get more from your iMac

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Microsoft Windows Vista Chris Fehily, 2010-04-07 Microsoft's Windows Vista will open up for its users a whole new way of using their PCs With plenty of screenshots to guide users along the way respected author Chris Fehily takes readers through Vista's breakthrough capabilities including its new user interface Sidebar Internet Explorer Media Player anti spyware Mail SideShow and photo sharing capabilities as well as all the new enhancements included in the Service Pack 1 update Windows Vista Service Pack 1 will deliver improvements and enhancements to the existing Vista features that will significantly impact customers and this book is the quickest way to mastering them The updates in Windows Vista SP1 cover quality improvements reliability security and performance support for emerging hardware and standards and more Windows Vista SP1 will include improvements that target some of the most common causes of crashes and hangs giving users a more consistent experience

Office 2000 Visual Quickstart Guide Package Rebecca Bridges Altman, 2000

Word 2001/X Advanced for Macintosh Maria Langer, 2003 Written by the author of bestselling Visual QuickStart Guides this volume covers both Mac OS 9 and OS X versions of Microsoft Word Langer's guide follows the same step by step visual approach of the Visual QuickStart series but targets a more advanced audience Assuming a working knowledge of Word this book takes readers beyond the basics

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