

# Microsoft® Office for Mac 2011

**Fundamentals** 



Kelley P. Shaffer

# <u>Microsoft Office 2011 For Macintosh Illustrated</u> <u>Fundamentals</u>

**R Sandford** 

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7 Creating Tables Chapter 8 Working in Other Views Chapter 9 Other Word Features PART III MICROSOFT EXCEL Chapter 10 Spreadsheet Essentials Chapter 11 Modifying Worksheets Chapter 12 Formulas and Functions Chapter 13 Working with Tables Chapter 14 Charts and Graphs Chapter 15 Database Techniques Chapter 16 Sharing Workbooks PART IV MICROSOFT POWERPOINT Chapter 17 Creating a Presentation Chapter 18 Charts and Tables Chapter 19 Wrapping up a Presentation PART V MICROSOFT OUTLOOK Chapter 20 Introducing Outlook Chapter 21 Email Chapter 22 Contacts Chapter 23 Calendar Chapter 24 Tasks Chapter 25 Notes Chapter 26 My Day Part VI ADVANCED TOPICS Chapter 27 Combining Office Data Chapter 28 Office 2011 and the Internet Chapter 29 The Office Web Apps Index **2011 for Mac** Steve Schwartz, 2011 Learn Office 2011 for Mac the guick and easy way Easy visual approach Concise steps and explanations Essential reference guide Whether you re new to Office for Mac or you ve been using it for years this book has something for you P 4 of cover Microsoft Office 2008 for Mac, Illustrated Brief Kelley Shaffer, 2009-07-22 Designed to meet the needs of users across all experience levels Microsoft Office 2008 for Mac Illustrated Brief equips your students with Microsoft Office 2008 skills starting with the basics As part of the Illustrated Series this text is written in a user friendly format employing the Illustrated Series hallmark two page spread design The left page contains concise step by step instruction the right page presents large full color screenshots to illustrate exactly what readers should see on their screen The visual approach to the Illustrated Series aligns perfectly with the learning styles of many Mac users Important Notice Media content referenced within the product description or the product text may not be available in the ebook version

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