

Office 2011 For Mac All In One For Dummies

Get expert techniques and best practices for creating professional-looking documents, slide presentations, and workbooks. And apply these skills as you work with Microsoft Word, PowerPoint, and Excel in Office 2010 or Office for Mac 2011. This hands-on guide provides constructive advice and advanced, timesaving tips to help you produce compelling content that delivers—in print or on screen. Work smarter—and create content with impact! Create your own custom Office themes and templates Use tables and styles to help organize and present content in complex Word documents Leave a lasting impression with professional-quality graphics and multimedia Work with PowerPoint masters and layouts more effectively Design Excel PivotTables for better data analysis and reporting Automate and customize documents with Microsoft Visual Basic for Applications (VBA) and Open XML Formats Boost document collaboration and sharing with Office Web Apps Your companion web content includes: All the book's sample files for Word, PowerPoint, and Excel Files containing Microsoft Visio samples—Visio 2010 is required for viewing

Eight minibooks thoroughly cover the newest Mac operating system—Mac OS X Lion Macs continue to gain market share, and Mac OS X Lion is expected to draw even more converts as it adds the magic of some of your favorite iPad and iPhone features to the legendary power of the Mac. This easy-to-follow guide to Mac OS X Lion features eight self-contained minibooks covering every phase of navigating, customizing, and expanding Mac OS X Lion; the iLife and iWork applications; maintenance and troubleshooting; Internet activities; and much more. Mac OS X Lion All-in-One For Dummies is ideal for those switching to a Mac, anyone upgrading from an earlier version of Mac OS X, beginning Mac users, and experienced users looking for a more comprehensive reference. Minibooks include: Introducing Mac OS X, Customizing and Sharing, the Digital Hub, Using iWork, the Typical Internet Stuff, Networking in Mac OS X, Expanding Your System, and Advanced Mac OS X Covers Mac OS X Lion basics, using the Finder and Spotlight, customizing the desktop, setting up multi-user accounts, working with the Address Book and Apple Mail, and using the amazing iTunes, iLife and iWork applications Highlights the new features of Mac OS X Lion showing readers how to find and download apps from the Mac App Store, organize their desktop with Launchpad and Mission Control, take advantage of full-screen apps, and more Features advanced advice on using AppleScript, troubleshooting your system, staying secure, and setting up a network You'll tame your Lion in no time with this book and a little help from For Dummies.

Se hai sempre utilizzato Office sul tuo vecchio PC e adesso che hai un Mac non sai proprio come fare, allora questo eBook è per te.

The fun and easy way® to understand the basic concepts and problems of pre-algebra Whether you're a student preparing to take algebra or a parent who needs a handy reference to help kids study, this easy-to-understand guide has the tools you need to get in gear. From exponents, square roots, and absolute value to fractions, decimals, and percents, you'll build the skills needed to tackle more advanced topics, such as order of operations, variables, and algebraic equations. Open the book and find: How to find the greatest common factor and least common multiple Tips for adding, subtracting, dividing, and multiplying fractions How to change decimals to fractions (and vice versa) Hints for solving word problems Different ways to solve for x

The focus of this book is to bring clarity and understanding to the ministry of the teacher. This information will help individuals to recognize the operation of this gift in their lives and in the lives of others. It is our hope that believers will develop a greater respect and appreciation for the teaching office and gift.

Find out why the iPad mini has never been bigger This new edition of iPad mini For Dummies covers all the latest tips and tricks for getting an even bigger bang out of your iPad mini.

Presented in full-color and written in the straightforward but fun language that has defined the For Dummies brand for more than twenty years, this friendly guide walks you through the multitouch interface, going online, getting connected, packing your iPad mini with apps, games, e-books, photos, music, and movies, synchronizing your data, texting with iMessage, working with Siri, importing pictures and launching slideshows, getting organized with Reminders, finding your way with Maps, working with the Calendar, protecting your information, accessorizing your iPad mini, and much more. Updated and revised throughout to cover Apple's newest iPad mini hardware and iOS software, iPad mini For Dummies is the ideal companion to help you make the most out of your device. Plus, if you run into any problems along the way, you'll find easy-to-follow, expert troubleshooting and maintenance tips. Richly illustrated in full color and updated to reflect the latest iPad mini hardware and iOS software Shows you how to turn your iPad mini into an entertainment hub Covers the key features and tools readers need to become iPad mini mavericks Written by Edward C. Baig, the Personal Tech columnist for USA Today, and Bob LeVitus, often referred to as "Dr. Mac" Your iPad mini may be small, but it packs a big punch. In this full-color guide, you'll unlock all of its incredible capabilities—and have a blast while you're at it!

The full-color guide to getting the most out of your iPhone Completely updated and revised to include iOS 6, iCloud, and the latest iPhone 5 features, this full-color book is your guide to all things iPhone. Bestselling veteran authors Edward Baig and Bob "Dr. Mac" LeVitus introduce you to the capabilities of the iPhone for making phone calls, browsing the Internet, sending and receiving e-mails, working with the calendar, watching and recording HD videos, taking and editing great photos, and much more. You'll discover how to set up iTunes, buy music and videos, protect your information, troubleshoot, multitask, and download the hundreds of thousands of apps available from the App Store. Includes coverage of iPhone 5 and iPhone 4S as well as the older iPhone 4 model Gets you started with your iPhone, and introduces you to the multitouch interface, synching with iCloud, making phone and video calls, texting, working with the calendar, and more Explains setting up iTunes, watching your favorite movies and TV shows, taking stunning photos, and listening to your favorite music Helps you get organized with the calendar and Reminders features, keep on top of the latest news with Notification Center, and communicate with Siri, your voice-activated virtual assistant Walks you through connecting wirelessly, sending and receiving e-mails, making FaceTime video calls, getting directions from the all new Maps app, protecting your information, and troubleshooting Addresses the latest updates, iCloud, and new iOS 6 features that make your iPhone even more powerful and easy to use iPhone 5 For Dummies, 6th Edition is presented in the straightforward-but-fun style that defines the series. It's just the book you need to get acquainted with your brand-new iPhone.

Microsoft Excel 2011 for Mac OS X is a powerful application, but many of its most impressive features can be difficult to find. Learn Excel 2011 for Mac by Guy Hart-Davis is a practical, hands-on approach to learning all of the details of Excel 2011 in order to get work done efficiently on Mac OS X. From using formulas and functions to creating databases, from analyzing data to automating tasks, you'll learn everything you need to know to put this powerful application to use for a variety of tasks.

Get started with Office 2011 for Mac and discover the creative possibilities The leading suite of productivity software for the Mac, Microsoft Office helps users complete common business tasks, including word processing, e-mail, presentations, financial analysis, and much more. Office 2011 for Mac For Dummies is the perfect companion for Microsoft Office for Mac users upgrading to the newest version, new computer users, and those who may have switched from the Windows version of Office. Written by one of the most popular gurus in

the Mac community, Bob "Dr. Mac" LeVitus, the book explains every 2011 application so you can become savvy in no time. Addresses ways to refine and edit documents with Word Explains how to add pizzazz to your slide shows with PowerPoint Guides you through crunching numbers and data with Excel Demonstrates how to send, receive, and manage your e-mail on Outlook Encourages you to organize your contact information, schedule your time, and more With Office 2011 for Mac For Dummies, you'll learn everything you need to know to make the most of Office on your Mac!

The book comprises of different chapters associated with methodology in Zoology all at one place, describing in detail in a simple and comprehensive way. The importance of creativity and motivation in research, the planning and proposal of research project, the description of different techniques involved in animal research are described in an elaborate way. The book is also a source of different aspects of research methodology in animal science dealt with in a comprehensive manner tailored to the needs of postgraduate students/research scholars for easy understanding. The book is profusely illustrated. This book is intended for providing an overall understanding about the basics of research methodology associated with research, management of scientific information, and all about the communication of findings of research in Zoology. The book also serves as a good reference as well as a text book for PG students as well as research scholars in Animal Science working for their M.Phil. and Ph.D. for understanding the different facets of the process of scientific research.

Are you ready for a new iPhone or an upgrade to your old one? Start here! Do you have your eye on a brand new iPhone 6s or 6s Plus? Or do are you opting to make an older model run like new? Either way, iPhone For Dummies, 9th Edition is the place to start. This book has the step-by-step guidance you need to learn how to use your phone's many features and functions. Newly updated to cover both the latest features you'll find on the 6s and 6s Plus as well as perennial iPhone features that you'll find on all recent models, this revised text provides you with straightforward, yet fun instructions, tips, and advice to guide you in taking advantage of all that the iPhone's technology has to offer. You first get started with your iPhone by exploring its settings and features. Then you dive into specific topics that accumulate in a comprehensive understanding of how to navigate your new phone, such as using the multi-touch interface, syncing your data, using iCloud, making phone calls, using FaceTime, taking photos and videos, and more. Since June of 2007, Apple has sold more than 500 million iPhones. The success of the iPhone is largely due to the technology that powers it—and it's important that you understand how to use this technology to navigate your phone (and get every penny's worth of functionality out of it). Explore the basics of your new iPhone, from using the interface to organizing your schedule Discover multi-media capabilities of your phone, such as the ability to surf the web, watch videos, listen to music, etc. Keep your data organized and at your fingertips through iCloud and data synchronization Find and add the apps that

make your iPhone your sidekick for all you do in a day iPhone For Dummies, 9th Edition, revised and ready to guide you through the latest technologies, is the perfect resource when you're ready to conquer your new or older iPhone's many features.

Step-by-step guide for using your digital SLR to make quality video With digital SLR cameras becoming more and more popular as replacements for standalone video cameras, this book helps photographers become better videographers and shows videographers how to incorporate DSLRs into their work. The book includes an overview of the DSLR video tools and process and shows how to establish camera settings for effective capture, light a scene, get sound, and achieve the film look. The book also offers the basics on editing footage into a final product using common video editing tools. Offers everything needed to shoot, produce, and edit a professional looking videos using DSLR video equipment Written for both professional photographers and videographers and those just starting out Includes the steps for applying information to a film project, including developing a screenplay, approaching shooting like a cinematographer, and directing Contains a walkthrough of common video projects including making a music video, a wedding video, and video greeting card Digital SLR Video and Filmmaking for Dummies is designed to help photographers ramp up their video skills, videographers add DSLRs to their toolkits, and amateurs begin shooting their own short films and videos.

The new version of Office for Mac is Microsoft's most collaborative, compatible, and easy-to-use version for Mac to date--bringing the Mac version on an even level with Office 2010 for the PC while remaining truly Mac-like. Using Microsoft Office 2011 for Mac explains the tasks you need to perform if you must switch between platforms, as well as the rich, new features in this version if you are upgrading from an older Mac version. Using Microsoft Office 2011 for Mac is broken into five sections--one section for each of the four applications and a fifth section on Document Connection that teaches you how to use the collaboration features of Office via SharePoint or SkyDrive. For Word, PowerPoint, and Excel, each section includes an introductory chapter to get you comfortable with the basics and subsequent chapters that teach you how to enhance your work and use productivity tools. Additionally, online audio and video instruction enhance the book by explaining additional topics and demonstrating real-world tasks.

Designed to meet the needs of users across all experience levels, MICROSOFT OFFICE 2011 FOR MAC ILLUSTRATED FUNDAMENTALS equips your students with Microsoft Office 2011 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 is easy to follow and absorb, helping students transfer their skills to life outside of the classroom. Important Notice: Media content referenced

within the product description or the product text may not be available in the ebook version.

A guide to the Pages, Numbers, and Keynote productivity apps for Mac covers such topics as iOS versions of the apps, the similarities in the interfaces and tools, and workflows using iCloud Drive, with a review of Apple certification exam topics.

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 didn't know the software could do. Get crystal-clear explanations on the features you use most -- and plenty of power-user tips when you're 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.

This content is a direct excerpt of Chapter 6 from the book Microsoft Exchange Server 2013 Inside Out: Connectivity, Clients, & UM (ISBN 9780735678378). This concise ebook is offered independently of the larger book for Exchange administrators seeking specific, focused information on managing Unified Messaging. Directly excerpts Chapter 6 from the book Microsoft Exchange Server 2013 Inside Out: Connectivity, Clients, & UM Offered as concise, standalone content for Exchange professionals looking for narrowly focused reference or specific problem-solving information on managing Unified Messaging and voice-related features Written by popular author Paul Robichaux, MVP for Exchange Server

Office 2011 for Mac All-in-One For Dummies John Wiley & Sons

Office for Mac remains the leading productivity suite for Mac, with Apple's iWork and the free OpenOffice.org trailing far behind. Now, it's been updated with a cleaner interface and more compatibility with Exchange and SharePoint. Learn Office 2011 for Mac OS X offers a practical, hands-on approach to using Office 2011 applications to create and edit documents and get work done efficiently. You'll learn how to customize Office, design, create, and share documents, manipulate data in a spreadsheet, and create lively presentations. You'll also discover how to organize your email, contacts, and tasks with the new Outlook for Mac. Conveying information quickly and concisely, the book brings you from beginner or intermediate to an experienced and confident user. This book provides the best combination of accessible and focused coverage of the Office

2011 applications. Rather than cover every seldom-used feature, the book covers real-world usage, putting emphasis on practical tasks and troubleshooting common problems, such as sharing documents with Windows users and older versions of Office.

Prepare for Microsoft Exam 70-347--and help demonstrate your real-world mastery of the skills needed to help securely and efficiently provide Microsoft Office 365 services in any environment. Designed for experienced IT pros ready to advance their status, Exam Ref focuses on the critical-thinking and decision-making acumen needed for success at the MCSA level. Focus on the expertise measured by these objectives: Manage clients and end-user devices Provision Microsoft SharePoint Online site collections Configure Microsoft Exchange Online and Skype for Business for end users Plan for Exchange Online and Skype for Business This Microsoft Exam Ref: Organizes its coverage by exam objectives Features strategic, what-if scenarios to challenge you Provides exam preparation tips written by a top trainer, consultant, and sysadmin Assumes you have experience with the Office 365 Admin Center and an understanding of Exchange Online, Skype for Business, SharePoint Online, Office 365 ProPlus, and Microsoft Azure Active Directory

A great American crank, in the best sense of the word, Charles Hoy Fort (1874-1932) spent his life hunting down reports of "anomalous phenomena"- "damned" events such rains of frogs, cattle mutilations, and UFO sightings-and studying them from a true outsider's perspective, one that characterized even objective science as wearing blinders in its approach to them. In this modern classic of analytical biography, Colin Bennett examines not only the life of this one-man investigator of real-life X-Files but his work as well, likening him to such diverse figures that loom in the cultural imagination as Lee Harvey Oswald and Shakespeare's Hamlet. A must-read for fans of the strange, this riveting book explores why the 20th century, which gave rise to conspiracy-theory philosophies and widespread distrust of social authority, embraced Fort so wholly that his name has been immortalized in the adjective "Fortean." In the course of a delightfully misspent youth, COLIN BENNETT was employed as both a musician and as a mercenary soldier. He was far better at the second than at the first. Educated at Balliol College, Oxford, he is the author of the novels *Infantryman* and *The Entertainment Bomb*, and paranormal nonfiction including *Looking for Orthon*, a biography of George Adamski; *Politics of the Imagination*, a biography of Charles Fort; and *An American Demonology*, about the head of the 1950s UFO-hunting agency Project Blue Book.

A savvy guide to Office 2011 for Mac users Mac users, you don't have to give up one ounce of cool to use Office 2011 on your Mac. Here's the hip guide you need to get the most out of Word, Excel, PowerPoint, and Outlook. Get started with Office 2011, find out what features are shared between apps, and start creating stylish Word docs, lively PowerPoint presentations, awesome Excel reports, and totally organized Outlook lists and calendars. And you'll love the

portable size—just perfect for keeping this guide on hand while you work. Features facts, tips, and secrets to help you get the most of out of Office 2011 for Mac Provides the key tools and shortcuts you need to accomplish tasks, without bogging you down in too much detail Covers how to get started with Office, an overview of shared features, and how to use each application in the Office 2011 suite Helps you create smart Word docs, organize your calendar and contacts with Outlook, build compelling PowerPoint presentations, and use Excel formulas and functions to generate reports and analyze data Zero in on the Office 2011 features you use most on your Mac, with Office 2011 for Mac Portable Genius. Visual QuickStart Guides, designed in an attractive tutorial and reference format, are the quickest, easiest, and most thorough way to learn applications, tasks, and technologies. The Visual QuickStart Guides are a smart choice and guide the learner in a friendly and respectful tone. Visually presented with copious screenshots, the focused discussions by topic and tasks make learning a breeze and quickly take you to exactly what you want to learn. Microsoft Office 2011 for Macintosh: Visual QuickStart Guide, written by best-selling author Steve Schwartz, has been extensively rewritten to provide expanded coverage of the core Office applications: Word, Excel, PowerPoint, and Outlook, provides in-depth instructions on many of the new features and changes introduced in Office 2011, and offers a thorough introduction to the Office Web Apps. Coverage of each application is jam-packed with information and tips that not only explain HOW to perform a task, but WHY you need this procedure and WHEN it's best to use it. Table of Contents PART I: GETTING STARTED Chapter 1: Introducing Office 2011 Chapter 2: Office Basics Chapter 3: Working with Graphics PART II: MICROSOFT WORD Chapter 4: Introducing Word 2011 Chapter 5: Document Formatting Chapter 6: Text Formatting Chapter 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

The long-awaited version of Microsoft Office for the iPad gives Office users the opportunity to use Excel, PowerPoint, and Word on their Apple tablet. In this practical, no fluff guide, author Tom Negrino gets straight to point, showing users how to get the most out of the Office apps on an iPad. Assuming you have some existing knowledge of the desktop Office apps this book focuses on maximizing your productivity on the new iPad version. After showing how to install the Office

apps on your iOS and desktop devices, Tom covers how to set up OneDrive, Microsoft's cloud services for uploading and syncing files across devices. Tom then moves on to showing you how to accomplish the most common Office tasks on the iPad, including how to create and edit documents with the touch interface. Tom also covers how to use the popular OneNote on the iPad.

This easy-to-use guide covers troubleshooting tips and tricks for Mac hardware and software, written by the well-known Macworld columnist and Macintosh guru Chris Breen. The book contains troubleshooting tips and techniques for both Mac OS 9 and OS X, and additional projects for making a Macintosh more productive-sharing files, making Mac OS X work more like Mac OS 9, and more.

Get comfortable and confident with your MacBook! Combining the fun-but-straightforward content of nine minibooks, this new edition of MacBook All-in-One For Dummies delivers helpful coverage of the rich features and essential tools you need to know to use the MacBook to its fullest potential. You'll learn an array of MacBook basics while veteran author Mark Chambers walks you through setting up your MacBook, running programs, finding files with Finder, searching with Spotlight, keeping track with Address Book, enjoying music with iTunes, creating cool multimedia projects with iLife, and more. This exciting new edition dives right in to help you create a web site with iWeb, get on the Internet, use Apple Mail, stay in touch with iChat, and find your way around the latest Mac OS X. And if you must do some work, do it the Mac way with the iWork productivity applications and this helpful guide. Serves as an up-to-date introduction to the basics of MacBook models, including working with the new OS, OS X Lion Shows you how to upgrade, maintain, and troubleshoot your system Features nine minibooks: Say Hello to Your MacBook, Using Mac OS X, Customizing and Sharing, Going Mobile with iLife, iWork for the Road Warrior, Typical Internet Stuff, Networking in Mac OS X, Expanding Your System, and Advanced Mac OS X Offers a straightforward-but-fun approach to getting familiar with this innovative laptop MacBook All-in-One For Dummies, 2nd Edition will get you Mac-savvy in no time!

It's all iPad, all the time - at home, at work, and on the go - updated for iOS 6! The iPad was an overnight sensation and now it's simply indispensable. Whether you use it for work, play, or everyday life, the new iPad is packed with even more features and power than ever. In this fun and practical guide, veteran For Dummies author Nancy C. Muir walks you through the latest features and functions, including what the new iOS6 software brings to the table. Go beyond the basics, get serious about using your iPad for all it's worth, and don't miss the ways to have fun with it as well. This book covers it all, and in full color! Covers the third-generation iPad, iPad 2 and original iPad and is fully updated for iOS 6 Packs six minibooks in one full-color guide: iPad Basics, Just for Fun, iPad on the Go, Getting Productive with iWork, Using iPad to Get Organized, and Must-Have iPad Apps Explores the latest iPad and iOS 6 features, including Siri, Passbook, FaceTime video calls over cellular, a brand new Maps app, Facebook integration, and more Walks you through enhanced functions, such as improved e-mail with a VIP inbox and new iCloud browsing tabs Shows you how to use iWork and other productivity apps to dress up your documents, create stellar spreadsheets, add pizzazz to your presentations, and maintain your schedule on the run Covers the best-of-the-best business, travel, educational, news, weather, and financial apps Your world is just a touch away with iPad and iPad All-in-One For Dummies, 5th Edition.

Get up to speed on the revolutionary changes in Office for the Mac The 2011 version of the Microsoft Office productivity suite for the Mac sports major changes from what Mac users are accustomed to. This soup-to-nuts guide gets the Mac crowd up to date quickly and easily. Individual minibooks thoroughly cover the Project Gallery, Word, Excel, PowerPoint, Outlook (new for Mac), and the Project Center. You'll learn how the new Office integrates with the

Windows version, how to use and customize the new Ribbon interface, and much more. Office for Mac is the most popular office productivity suite for the Mac, used by 1.5 to 2 million people. The new version includes new features such as the Ribbon interface, Outlook (which replaces Entourage), and greater integration with the Windows version. Covers everything you'll want to know about the Project Gallery, Word, Excel, PowerPoint, Outlook, and the Project Center. With Office 2011 for Mac All-in-One For Dummies, you'll be ready to use the newest version of Office like a pro.

Features information on the new features and functions of the operating system, covering such topics as working with the Dock, Launchpad, and Mission Control; using Safari to access the Internet; setting up email; and downloading music.

Office 2010 Made Simple for Windows is a practical and highly effective approach to using the Office 2010 Home & Business (Word, Excel, PowerPoint, Outlook, OneNote) and Home & Student (Word, Excel, PowerPoint, OneNote) programs to create and edit documents and get work done efficiently. Conveying information quickly and concisely, the book brings you from a beginner or low intermediate to an experienced and confident user. Illustrated graphical approach shows what happens at each stage. Short sections provide instant access to each task the reader needs to perform. Step-by-step instructions help the reader grasp even complex procedures in full confidence.

The smart way to learn Microsoft Outlook 2011 for Mac—one step at a time! Experience learning made easy—and quickly teach yourself how to organize your email, arrange your calendar, and manage tasks using Outlook on your Mac. With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! Switch from Microsoft Entourage with minimal disruption. Manage all your e-mail accounts in one place with Outlook. Use the Calendar to schedule meetings and appointments. Set custom rules to sort your email automatically. Prioritize and track every task—business and personal. Customize Outlook to accommodate the way you work. Your Step by Step digital content includes: All the book's practice files—ready to download and put to work. Fully searchable online edition of this book—with unlimited access on the Web. Free online account required. Video tutorials illustrating important procedures and concepts.

Switching from a PC to a Mac is a breeze with this book. Anyone considering making the move to Mac from the Windows world will find this book smoothes the way. While Macs are famous for ease of use, there are fundamental differences in Mac and PC ways of thinking, plus there's the hassle of moving files, calendars, and other essential data from one platform to another. This guide lays out all the information, explains basic Mac procedures for the newcomer, offers great tips on data-sharing (including running Windows applications on a Mac), and provides everything the new Mac user needs to move forward with confidence. Mac sales have recently surpassed the sales of new PCs, and many new Mac users are trying to adjust to a different way of working with the computer and struggling to transfer essential data from an old PC to the Mac. Portable Genius books focus on the most accessible, useful information and deliver it in the most direct way: exactly what these users want. Covers the basics that new Mac users need to get started, intermediate-level information to help them make the most of the Mac, and plenty of advice on transferring important data, running Windows applications on the Mac via Boot Camp, maintaining a Mac, and more. With help from Switching to a Mac Portable Genius, Second Edition, former PC users will find themselves comfortable in the Mac world in no time.

Get up and running with Office on your iPad or Mac! Weverka walks you through every facet, from installing the software to working with the programs. You'll get tips for making the most of your iPad, and learn how to make great PowerPoint presentations, or share content and collaborate online.

Introduce your students to the new generation of Microsoft Office for Mac with the new

generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2011 for Mac, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In Microsoft Office 2011 for Mac: Introductory you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the Office 2011 software through experimentation, exploration, and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Excel X for Mac OS X is the model OS X app, from its Aqua interface to its complete support for OS X's modern architecture. In Excel X for Mac OS X: Visual QuickStart Guide, author Maria Langer, veteran Mac writer and consultant, walks you through all that's new and noteworthy in Microsoft's spreadsheet powerhouse, dispensing lots of expert tips along the way. Maria knows you're a busy professional. That's why Excel X for Mac OS X: VQS was designed to let you learn as you work. Use it as a quick-reference guide: Just look up a topic in the index--or use the page tabs to thumb to it--then follow the simple, concise steps and check your results against the accompanying screenshots. Newcomers can treat the book as a step-by-step introduction to Excel, starting with the basics, then moving on to more advanced techniques, such as inserting objects and multimedia events, creating charts and graphs, and publishing spreadsheets to the Web.

A practical, hands-on approach to using Office 2016 applications to create and edit documents and get work done efficiently. You'll learn how to customize Office, design, create, and share documents, manipulate data in a spreadsheet, and create lively presentations. You'll also discover how to organize your email, contacts, and tasks with the new Outlook for Mac. Conveying information quickly and concisely, the book brings you from beginner or intermediate to an experienced and confident user. Office for Mac remains the leading productivity suite for Mac, with Apple's iWork and the free OpenOffice.org trailing far behind. Now, it's been updated with a cleaner interface and more compatibility with Exchange and SharePoint. This book provides the best combination of accessible and focused coverage of the Office 2016 applications. Rather than cover every seldom-used feature, the book covers real-world usage, putting emphasis on practical tasks and troubleshooting common problems, such as sharing documents with Windows users and older versions of Office. What You Will Learn Create professional documents for home and business using Word Edit documents collaboratively in real time with your colleagues Record and manipulate data using spreadsheets Use your data to create powerful and convincing charts Build persuasive multimedia presentations in PowerPoint Deliver presentations like an expert Keep your e-mail under control with Outlook Stay on top of your schedule and your tasks Who This Book Is For Any Mac user who needs to work with Word, Excel, PowerPoint, or Outlook either for business or for pleasure. Professionals, students, and home user alike will benefit from straightforward explanations, step-by-step instructions, and effective workarounds for everyday problems.

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