



Picture Yourself Learning Microsoft Office 2008 for Mac

By David Boles

Paperback. Book Condition: New. Not Signed; Get ready to maximize all the dynamic features of Microsoft Office on your Mac with Picture Yourself Learning Microsoft Office 2008 for Mac! Whether you are new to using the Microsoft Office suite on your Mac or just want to get up-to-speed quickly with this latest version, this book is packed with clear, step-by-step instructions and full-color images that will walk you through the basics of each application. You'll learn how to install the software and explore the basic key strokes and techniques that work across all of the applications to help you get familiar with Office 2008. Once you're comfortable, you'll dive right in, customizing the Toolbar, working within Word for all your document and publishing needs, utilizing Excel for spreadsheets and charting, creating attention grabbing presentations with PowerPoint, and organizing your email communications and schedule with Entourage. You'll even learn how to set up Messenger for Mac for live chat communication and how to use the Microsoft Project Gallery to start and then manage all your projects. Picture Yourself Learning Microsoft Office 2008 for Mac will help you get the most out of your Office for Mac experience. book.



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