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keyboard shortcuts It also boasts features that include Analysis Toolpak and Pivot Table both ideal for efficient analytical functions and filters Microsoft Office 2008 for Mac, Step by Step Joan Preppernau, 2009 Microsoft Office 2004 for Mac OS X Steve Schwartz, 2005 If you re like many people you wouldn't dream of turning on your computer without also instantly or almost instantly launching at least one of the applications included in Microsoft Office This task based guide recognizes that and gets down to business fast taking you step by step through all of the key features of the Microsoft Office 2004 suite for Mac OS X Word 2004 Excel 2004 PowerPoint 2004 Entourage 2004and MSN Messenger Version 4 0 If you re a beginning user you ll appreciate the friendly visual approach to all of Office's word processing spreadsheet presentation calendaring and email features And if you re an Office veteran you ll relish the coverage of Office 2004 s newest features many of them exclusive to Macs Compatibility Reports which identify and correct discrepancies between different versions of Office documents including Mac and Windows versions Word s Notebook Layout View Excel s Page Layout View and much Microsoft Office 98 for Macintosh Dan Henderson, Stephen W. Sagman, 1998 A succinct yet information packed tour of the most popular integrated software package The audience for this book will be large because many Mac users have been awaiting new versions of Word and Excel Screen shots and clear explanations explore all the latest features of Office including its new interface Running Microsoft Office 2001 for Mac Steven Schwartz, Robert Correll, 2000-09-29 Here s a one stop comprehensive reference for readers using the latest version of Office for the Macintosh This definitive guide covers all the applications in the suite including Microsoft Excel Word PowerPoint RM and Internet Explorer for the Macintosh and introduce the new Alpaca e mail application and Picasso publishing application Like all Microsoft Running titles this book makes authoritative information easy to access and use with everything from concise to the point procedures to detailed explanations and extensive cross referencing Microsoft Office 2008 for Macintosh Steven A. Schwartz, 2008 In this latest updated edition of this bestselling reference to Microsoft Office 2008 veteran author Schwartz guides Mac users along with clear concise instructions and loads of visual aids that make learning easy and painless

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