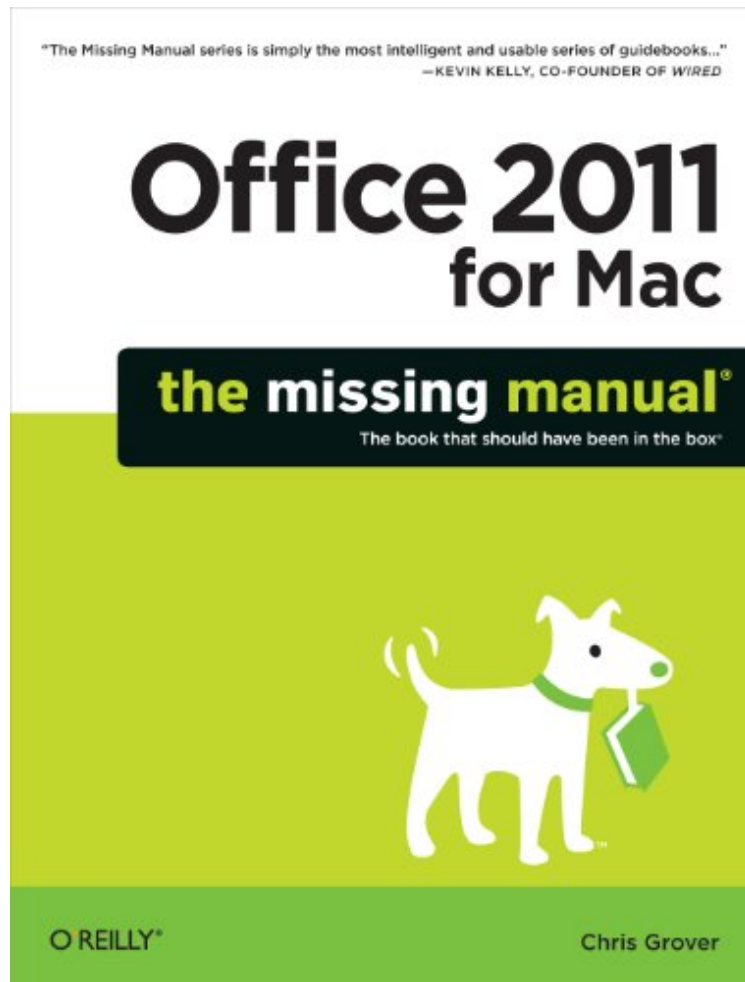


[Download ebook] Office 2011 for Macintosh: The Missing Manual

# Office 2011 for Macintosh: The Missing Manual

Von Chris Grover

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**Von Chris Grover : Office 2011 for Macintosh: The Missing Manual** before purchasing it in order to gage whether or not it would be worth my time, and all praised Office 2011 for Macintosh: The Missing Manual:

KundenrezensionenHilfreichste Kundenrezensionen0 von 0 Kunden fanden die folgende Rezension hilfreich. get these ribbons working fine ;)Von mkoMicrosoft Office 2011 is a big leap in Mac world. It is faster, more stable and filled with lots of new features. It has a new look and feel as well. If you are like me, you'd rather stay with old good interface you have gotten used to. On the other hand, world will not wait and you have to follow the trend. This is the place were Office 2011 for Macintosh comes in handy. It helps you adapt to new circumstances, to completely redesigned user interface. I will not discuss the whole book here, because I don't use Outlook and Power Point at all ' I simply don't belong to target group for these two products. However, when it comes to Word and Excel I can tell that Chris have done really good job. You will get basic information related to creating documents, templates, manipulating ribbon (quite useful), using style (believe me, I know people who format documents using Enter and

space). Book discusses topics related to references and references management. This is really great feature that Pages '09 miss and makes Office better suited for scientific papers (unless you can not imagine anything else than LaTeX). Huge advantage of 2011 version is Visual Basic that was not available in 2008 edition for Mac. This is really, really huge step forward for Microsoft Office in Mac world. It makes this suite even more interesting. Chris touches slightly this topic, however you will be left unfulfilled. I'd recommend here Microsoft Office Excel 2007 Visual Basic for Applications Step by Step instead ' if you are interested in Visual Basic programming. However, it's nice of Chris that he touches this topic as it is definitely worth mentioning. What I have found really interesting was explanation of pivot tables. Pivot tables are the endless topic of miss understanding. Lots of people can not get used to use them. Chris explains this topic very clearly and covers it with lots of examples. After reading this chapter you should say that you don't understand pivot tables no more. I really enjoyed reading this book. I like the way material is presented ' nicely formatted content, lots of examples, simple language. Keep in mind, however, that book addresses beginners and it doesn't cover all the aspects of Microsoft Office 2011.0 von 0 Kunden fanden die folgende Rezension hilfreich. Perfekt Von Thorwest Das Buch ist optisch und inhaltlich von hchster Qualitt. Sobald das Buch registriert ist (beim Verlag) bekommt man fr eine Handvoll Dollar die elektronische Version (ich habe mich fr PDF entschieden). Diese ist fehlerkorrigiert, denn der Verlag hat fr dieses Buch eine extra Seite, auf der alle Tippfehler und inhaltlichen Fehler genannt sind. Toller Service, besser geht es nicht! 0 von 0 Kunden fanden die folgende Rezension hilfreich. Sehr zu empfehlen! Von Ulrich Lukas Das Produkt entsprach der Beschreibung und dem Bild. Es kam schnell und unversehrt bei mir an und ich kann es empfehlen! Es gibt viele praktische Tips und hat einen hohen Nutzen!

Kurzbeschreibung 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.