

Office 2001 *for Macintosh*



Nan Barber &
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Office 2001 For Macintosh The Missing Manual

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Office 2001 For Macintosh The Missing Manual:

Office X for Macintosh Nan Barber, Tonya Engst, David Reynolds, 2002 Explains how to maximize the updated integrated software package on a Mac including installation customization and sharing information **Office 2001 for Macintosh: The Missing Manual** Nan Barber, David Reynolds, 2001-05-03 To the surprise of most Mac fans the number one bestselling Macintosh software is Microsoft Office for the Macintosh It s by far the most popular Macintosh software and the first software purchase a new Mac user is likely to make And for the first time Office 2001 comes without a single page of printed instructions The packaging is a five inch square clear plastic case housing the CD ROM and little else Fortunately Pogue Press O Reilly is once again ready to embrace the befuddled and overwhelmed with Office 2001 for Macintosh The Missing Manual It tackles each of the primary Office applications with depth humor and clarity and provides relief for the hapless Mac user who d rather read professionally written printed instructions than hunt through a maze of personality free help screens The book is structured to help the beginner as well as the seasoned user Part One provides an overview of Word From What s New to Basic Word Processing to Document Design to Advanced Word Processing with in depth details on creating Web pages and performing mail merges using Word Part Two covers the new Palm syncable calendar in Entourage including all aspects of email how to best use the calendar and address book and crucial information on the Palm Hotsync Part three explains all the finer points of Excel including Microsoft s exciting new List Manager specifically designed for creating and manipulating lists without the prerequisite of learning spreadsheet tools Office 2001 for Macintosh The Missing Manual is coauthored by a dream team of Missing Manual alumni David Reynolds executive editor of MacAddict magazine and coauthor of AppleWorks 6 The Missing Manual and Nan Barber whose efforts as the copy editor of the first four Missing Manual titles gave her an intuitive feeling for the friendly funny authoritative voice of the series Once again the authors are joined by series founder David Pogue who has closely edited the book to ensure excellence of depth accuracy and prose

Office 2011 for Macintosh: The Missing Manual Chris Grover, 2010-12-17 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 Office 2008 for Macintosh: The Missing Manual

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Mac OS X in a Nutshell Jason McIntosh, Chuck Toporek, Chris Stone, 2003 Complete overview of Mac OS Jaguar Mac OS X 10.2 including basic system and network administration features hundreds of tips and tricks with an overview of Mac OS X's Unix text editors and CVS

iPhoto 4 David Pogue, Derrick Story, 2004 Users will find a lot to like about the new iPhoto 4 With Smart Albums they can organize photos similar to the way iTunes creates playlists And they can share photos over a network using the same Apple technology for sharing music There's much more and our new Missing Manual covers everything in detail and with scrupulous objectivity But this witty and authoritative guide goes much further giving readers the basics they need to make iPhoto really work Essentials of photography Using iPhoto without a grounding in camera technique is like getting a map before you've learned to drive This book offers a friendly guide to the digital camera and professional tips for making everyday snapshots look spectacular Editing basics Even great photos need a little touching up This book shows how to master iPhoto's brightness and contrast controls cropping tools new Enhance and Retouch commands and more Finding an audience iPhoto excels at presenting photos The book goes into detail about creating and

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