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Learn Office 2011 for Mac OS X

Guy Hart-Davis

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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.

What you’ll learn

- How to use the common features of the Office applications—creating files, editing text and graphics, and customizing the applications to suit your needs
- How to create all kinds of word processing documents with Microsoft Word
- How to create worksheets and analyze data with Excel
- How to use PowerPoint to create persuasive presentations and present them in person or via the Internet
- How to use Outlook—now on the Mac for the first time—to keep e-mail, contacts, appointments, notes, and tasks organized

Who this book is for

Beginning and intermediate Mac users looking to get up to speed quickly with the Office 2011 applications and use them productively, both online and offline.

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