



## Microsoft Office 2011 for Mac: Visual Quickstart

By Steve Schwartz

Pearson Education (US). Paperback. Book Condition: new. BRAND NEW, Microsoft Office 2011 for Mac: Visual Quickstart, Steve Schwartz, Visual QuickStart Guides, designed in an attractive tutorial and reference format, are the quickest, easiest, and most thorough way to learn applications, tasks, and technologies. The Visual QuickStart Guides are a smart choice and guide the learner in a friendly and respectful tone. Visually presented with copious screenshots, the focused discussions by topic and tasks make learning a breeze and quickly take you to exactly what you want to learn. Microsoft Office 2011 for Macintosh: Visual QuickStart Guide, written by best-selling author Steve Schwartz, has been extensively rewritten to provide expanded coverage of the core Office applications: Word, Excel, PowerPoint, and Outlook, provides in-depth instructions on many of the new features and changes introduced in Office 2011, and offers a thorough introduction to the Office Web Apps. Coverage of each application is jam-packed with information and tips that not only explain HOW to perform a task, but WHY you need this procedure and WHEN it's best to use it. Table of Contents PART I: GETTING STARTED Chapter 1: Introducing Office 2011 Chapter 2: Office Basics Chapter 3: Working with Graphics PART II:...



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