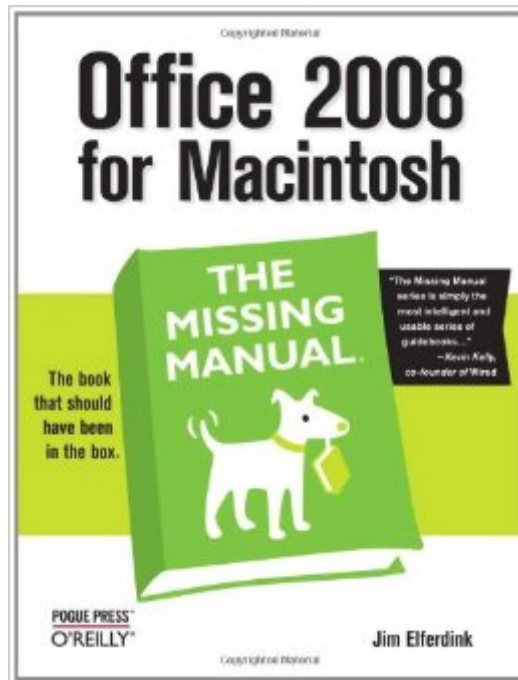# Office 2008 For Macintosh: The Missing Manual

Synopsis

Still the top-selling software suite for Mac usersÂ, Microsoft Office has been improved and enhanced to take advantage of the latest Mac OS X features. You'll find lots of new features in Office 2008 for Word, Excel, PowerPoint and Entourage, but not a page of printed instructions to guide you through the changes. Office 2008 for Macintosh: The Missing Manual gives you the friendly, thorough introduction you need, whether you're a beginner who can't do more than point and click, or a power user who's ready to tackle a few advanced techniques. To cover Word, Excel, PowerPoint and Entourage, this guide gives you four superb books in one -- a separate section each for program! You can manage your day and create professional-looking documents, spreadsheets, and presentations in no time. Office 2008 has been redesigned so that the windows, toolbars, and icons blend in better with your other Mac applications. But there are still plenty of oddities. That's why this Missing Manual isn't shy about pointing out which features are gems in the rough -- and which are duds. With it, you'll learn how to: Navigate the new user interface with its bigger and more graphic toolbars Use Word, Excel, PowerPoint, and Entourage separately or together Keep track of appointments and manage daily priorities with the My Day feature Create newsletters, flyers, brochures, and more with Word's Publishing Layout View Build financial documents like budgets and invoices with Excel's Ledger Sheets Get quick access to all document templates and graphics with the Elements Gallery Organize all of your Office projects using Entourage's Project Center Scan or import digital camera images directly into any of the programs Customize each program with power-user techniques With Office 2008 for Macintosh: The Missing Manual, you get objective and entertaining instruction to help you tap into all of the features of this powerful suite, so you can get more done in less time. --This text refers to the Digital edition.

Book Information

Series: Missing Manual

Paperback: 914 pages

Publisher: O'Reilly Media; 4th edition (March 30, 2008)

Language: English

ISBN-10: 059651431X

ISBN-13: 978-0596514310

Product Dimensions: 7 x 1.8 x 9.2 inches

Shipping Weight: 3.2 pounds (View shipping rates and policies)

Average Customer Review: 4.1 out of 5 starsÂ Â See all reviewsÂ (37 customer reviews)

Best Sellers Rank: #886,720 in Books (See Top 100 in Books) #84 inÂ Books > Computers & Technology > Software > Utilities #211 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Word #255 inÂ Books > Computers & Technology > Software > Word Processing

Customer Reviews

The first 348 pages of this book are on Word. Then there's 158 pages on Entourage. 132 pages on Excel and then a scant 80 on PowerPoint.That's too bad--I was mostly interested in Excel and PowerPoint. I use Office pretty heavily--my use of Word is limited to making small modifications to existing documents and sending those documents back to my colleagues.However, I do a lot of original document creation with Excel and PowerPoint. Altogether, this book weighs in a little shy of 900 pages but only 212 of them apply to me.Perhaps the most annoying thing about the PowerPoint section is that the first chapter discusses presentation basics that have nothing to do with PowerPoint. I suppose that's not terrible, but there are many better books out there about how to build and deliver a presentation. There's very few if any other books out there about PowerPoint 2008 for Mac. I give a _lot_ of presentations and I was looking for a tool to help me wield PowerPoint better--little tips and tricks to avoid all the clicking, to better link my spreadsheets into PowerPoint, or how to set up my own Quick Theme artwork or best practices of dealing with OmniGraffle figures in my PowerPoint slides...The book is well written, well organized, makes good use of screenshots--the team did a great job. I did learn a few things from this and I'm sure I will get more out of it in the coming weeks--and at this price, there's no downside even if there is so little information applicable for me today.Perhaps I am being unfair here, perhaps there really isn't so much to say about Excel or PowerPoint. But I suspect that's not the case--the Missing Manual for the _Windows_ version of PowerPoint is 488 pages.

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