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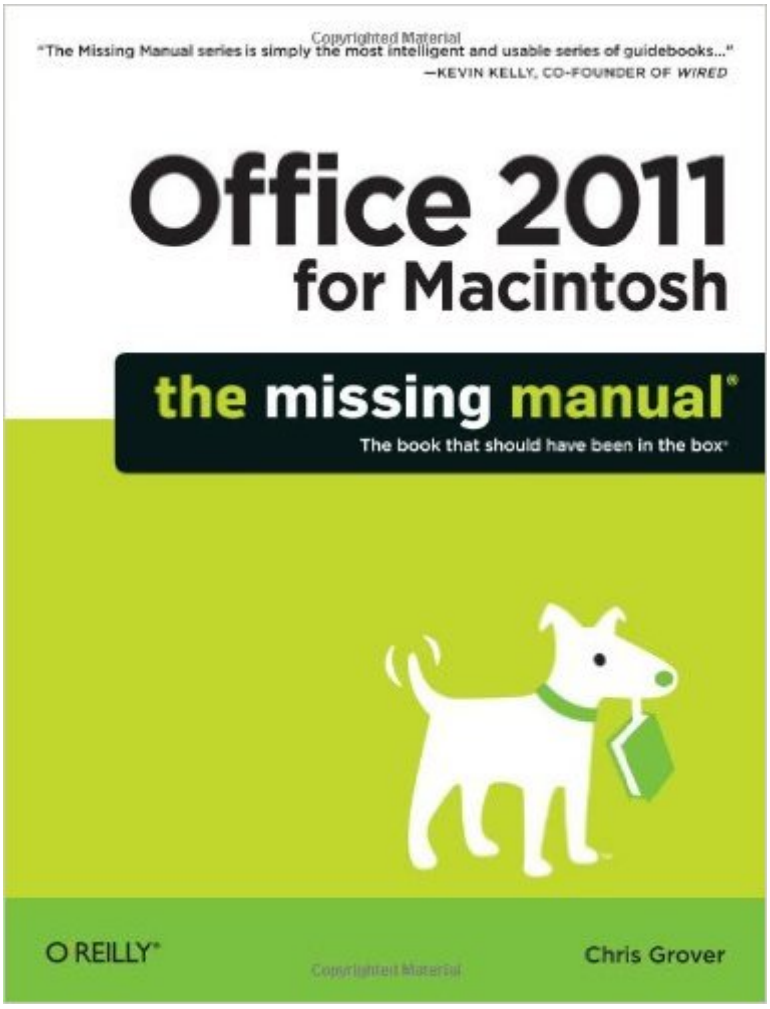
Office 2011 For Macintosh: The Missing Manual



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Synopsis

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. 6 Reasons to Move to Office 2011 for Mac Gather a bunch of Mac fans around a water cooler and ask what they want most from Microsoft Office. Two requests soon bubble to the surface: make Office more Mac-like, and give it the same features as the Windows version. Office 2011 for Mac doesnâ ™t completely fulfill both of these (albeit conflicting) desires, but it comes closer than ever. Office 2011 for Mac: The Missing Manual reveals features new and old to make you more productive than ever. Hereâ ™s a short list of reasons you may want to move up to the latest, greatest version of Office. 1. A More Mac-like Office While it still looks like Microsoft, Office 2011 makes great use of the Mac OS X tools you know and love -- Spotlight search, Color Pickers, Mac OS X Help tools, and Finder file windows. You wonâ ™t have to relearn standard routines just to be compatible with Windows coworkers. 2. The Ribbon The most visible change in Office 2011 for the Mac is the ribbon. Yes, the ribbon is similar to the toolbars that Office has had forever, but itâ ™s easier to use because the layout is more consistent. Common commands are grouped logically under tabs. Need more room for your document? Just click the current tab, and the ribbon collapses until you need it again. If you prefer the old ways, Office 2011 for Mac: The Missing Manual explains how to hide the ribbon entirely and create custom toolbars. 3. Out with Entourage, In with Outlook Entourage, which has been part of Office since 2001, was a fabulous email, calendar, and information management program, but it was never designed to work with the corporate powerhouse Outlook. In Office 2011, Mac fans finally get to join the Outlook nation and coordinate meetings, mailing lists, and tasks with their Windows counterparts. In Office 2011 for Mac: The Missing Manual, youâ ™ll learn how to customize Outlook to match your work style. 4. The Return of Visual Basic Many Mac fans were disappointed when Visual Basic

disappeared in Office 2008. Microsoft got the message, and brought back Visual Basic in all its glory. You can once again use Microsoftâ ™s scripting language to automate and customize Word, Excel, and PowerPoint. 5. Broadcast Your PowerPoint Presentation Want to show your presentation to an audience thatâ ™s scattered around the globe? Rather than having everyone burn jet fuel to meet at a Holiday Inn, you can broadcast your presentation over the Internet. Upload your slides to a Microsoftâ ™s free server, and then invite your audience via instant messages or email. You control the presentation, so your audience only sees slides as you click to show them. For sound, you can synchronize the presentation with a conference call. 6. Excel Sparklines Excel 2011 now includes sparklines -- â œsmall, intense, simple datawords,â • as described by statistician Edward Tufte. While full-blown charts are great for comparing the values of different elements, sparklines are better for tracking the changes in a single element. Sparklines fit in a single cell yet express data relationships. For example, a sparkline might tell a doctor how a patientâ ™s glucose level or respiration changes each day. For a meteorologist, a sparkline might express daily changes in temperature or barometric pressure.

Book Information

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Customer Reviews

.Reviewed by C J SinghAs a longtime Windows user, but a newbie to Apple products, I have been comparing guides in the University of California, Berkeley, libraries. After studying David Pogue's Switching to the Mac: The Missing Manual ; Mac OS X Snow Leopard: The Missing Manual; iPhone:

The Missing Manual: the fourth edition and comparing them with several other guides, I've become a fan of the "missing manual" series. So, I pre-ordered "Office 2011 for the Mac: The Missing Manual" by Chris Grover.The 789-page missing manual covers, in detail, all four Office applications: Word, Outlook, Excel, and PowerPoint. It will serve newbies and intermediate users well. Advanced users are likely to find it too basic, except, perhaps, for an occasional reference.As a professional editor, I am impressed with the clarity of Chris Grover's writing. It takes high-level skill to achieve this. (No dummy author can write a book in the "for dummies" series -- another good series, despite its reader-denigrating subtitle.) Let's see how Grover introduces two of the basic new features in Office 2011 for the Mac, the Ribbon and Outlook, and two advanced features, Visual Basic Applications and AppleScripts.

Microsoft 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.

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