Microsoft\*

Office

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PORTABLE GENIUS



# Office For Mac 2011 Portable Genius

**Christian G. Meyer** 

#### Office For Mac 2011 Portable Genius:

Office for Mac 2011 Portable Genius Dwight Spivey, 2010-10-26 A savvy guide to Office 2011 for Mac users Mac users you don't have to give up one ounce of cool to use Office 2011 on your Mac Here's the hip guide you need to get the most out of Word Excel PowerPoint and Outlook Get started with Office 2011 find out what features are shared between apps and start creating stylish Word docs lively PowerPoint presentations awesome Excel reports and totally organized Outlook lists and calendars And you ll love the portable size just perfect for keeping this guide on hand while you work Features facts tips and secrets to help you get the most of out of Office 2011 for Mac Provides the key tools and shortcuts you need to accomplish tasks without bogging you down in too much detail Covers how to get started with Office an overview of shared features and how to use each application in the Office 2011 suite Helps you create smart Word docs organize your calendar and contacts with Outlook build compelling PowerPoint presentations and use Excel formulas and functions to generate reports and analyze data Zero in on the Office 2011 features you use most on your Mac with Office 2011 for Mac Portable Mac OS X Lion Portable Genius Dwight Spivey, 2011-09-13 Shortcuts tips and tools for making the most of the Genius new Mac OS X Lion Mac OS X Lion is the eagerly anticipated updated desktop operating system installed on every new Apple computer Packed with the latest and greatest tips tricks and techniques for getting the most out of all that Lion has to offer this handy guide is like having an Apple genius at your fingertips Inside you ll find savvy advice on everything from simple tasks like getting started to intermediate level information that covers how to use the coolest features of the new Mac operating system Written in an authoritative and no nonsense yet approachable tone this book can go where you go so you can conveniently find invaluable insight and helpful tips all aimed at making your Max OS X Lion experience as enjoyable as possible Serves as an ideal guide for anyone eager to get started enjoying the new Mac OS X Lion to the max Shares shortcuts tips and tricks about Mac OS X Lion so that you can accomplish whatever task necessary Features a straightforward no nonsense writing style that skips the fluff and pares down to only the essentials Explains how to customize your computer and workspace troubleshoot and maintain your Mac listen to music and podcasts manipulate images copy music to an iPod add a printer and sync to other devices With this book by your side you re well on your way to enjoying the new Mac OS X Lion to its fullest iMac Portable Genius, 2012-09-18 Get to know the newest iMac including OS X Mountain Lion Completely updated to cover the latest iMac the new edition of this savvy guide is just what you need to get the most out of your cool new computer Veteran author Guy Hart Davis reveals all the best tricks and tips as he shows you how to set up and customize your iMac and get every bit of fun and smarts out of iLife the Magic Mouse OS X Mountain Lion and more Packed with useful tidbits full color screenshots and great advice iMac Portable Genius Fourth Edition is the perfect guide whether you re switching from an older Mac or migrating from a Windows PC Explores the best ways to get the very most out of your new iMac whether you re switching from an older Mac or migrating from a Windows PC Highlights all

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