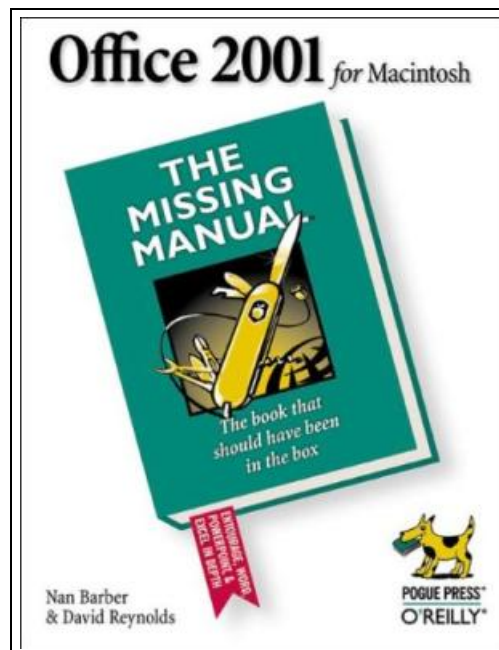


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OFFICE 2001 FOR THE MACINTOSH: THE MISSING MANUAL



O'Reilly Media, Inc, USA. Book. Book Condition: new. BRAND NEW, Office 2001 for the Macintosh: The Missing Manual, Nan Barber, David Reynolds, To the surprise of most Mac fans, the number one bestselling Macintosh software is MicroSoft Office for the Macintosh. It's by far the most popular Macintosh software, and the first software purchase a new Mac user is likely to make. And for the first time, Office 2001 comes without a single page of printed instructions. The packaging is a five-inch-square clear plastic case housing the CD-ROM and little else. This text tackles each of the primary Office applications with depth and clarity, and provides relief for the hapless Mac user who'd rather read professionally written printed instructions than hunt through a maze of personality-free help screens. The book is structured to help the beginner as well as the seasoned user. Part One provides an overview of Word. From "What's New", to "Basic Word Processing", to "Document Design", to "Advanced Word Processing" - with in-depth details on topics such as "Object in Web Pages" and "Footnotes & Cross-References". Part Two covers the Palm-syncable calendar in Entourage, including all aspects of email, how to best use the calendar and address book, and crucial information on the Palm Hotsync. Part three explains all the finer points of Excel, including MicroSoft's exciting new "List Manager," specifically designed for creating and manipulating lists without the prerequisite of learning spreadsheet tools. "Office 2001 for Macintosh: The Missing Manual" is coauthored by a team of "Missing Manual" alumni: David Reynolds, executive editor of MacAddict magazine and coauthor of "AppleWorks 6: The Missing Manual", and Nan Barber, whose efforts as the copy editor of the first four "Missing Manual" titles gave her an intuitive feeling for the friendly, funny, authoritative voice of the series. Once again,...



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