

Get up to speed on the revolutionary changes in Office for the Mac. The 2011 version of the Microsoft Office productivity suite for the Mac sports major changes from what Mac users are accustomed to. This soup-to-nuts guide gets the Mac crowd up to date quickly and easily. Individual minibooks thoroughly cover the Project Gallery, Word, Excel, PowerPoint, Outlook (new for Mac), and the Project Center. You'll learn how the new Office integrates with the Windows version, how to use and customize the new Ribbon interface, and much more. Office for Mac is the most popular office productivity suite for the Mac, used by 1.5 to 2 million people. The new version includes new features such as the Ribbon interface, Outlook (which replaces Entourage), and greater integration with the Windows version. Covers everything you want to know about the Project Gallery, Word, Excel, PowerPoint, Outlook, and the Project Center. With Office 2011 for Mac All-in-One For Dummies, you'll be ready to use the newest version of Office like a pro.

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The following common commands and features work the same throughout all of Office for Mac's applications (Word, Excel, PowerPoint)

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