



Office 2008 for Macintosh: The Missing Manual

By Elferdink, Jim

O'Reilly Media, 2008. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Office 2008 for Macintosh: The Missing Manual The Missing Credits About the Author About the Creative Team Acknowledgments The Missing Manual Series Introduction Keeping Up with the Macs More Integrated Than Ever What's New in Office 2008 The Very Basics About This Book Part I: Word Chapter 1: Basic Word Processing 1.1 Creating and Opening Documents 1.2 Word Processing Basics 1.3 A Window into Word 1.4 The Views 1.5 Every Conceivable Variation on Saving 1.6 Printing Chapter 2: Editing in Word 2.1 The Many Ways to Select Text 2.2 Moving Text Around 2.3 Navigating Your Documents 2.4 Finding and Replacing 2.5 Spelling and Grammar 2.6 Five Ways to Type Less Chapter 3: Formatting in Word 3.1 The Formatting Palette 3.2 Character Formatting 3.3 Formatting 3.4 Paragraph Formatting 3.5 Document Formatting 3.6 Section Formatting Chapter 4: Styles, Page Layout, and Tables 4.1 Styles 4.2 Print Layout 4.3 Automatic Hyphenation 4.4 Text Boxes 4.5 Pictures and Drawings 4.6 Charts and Spreadsheets 4.7 Tables Chapter 5: Working Collaboratively 5.1 Comments 5.2 Change Tracking 5.3 Comparing Documents Chapter 6: Working with Notebooks, Outlining, and Master Documents 6.1...



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