

Office 2011 for Mac For Dummies

Bob LeVitus

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- · Addresses ways to refine and edit documents with Word
- Explains how to add pizzazz to your slide shows with PowerPoint
- Guides you through crunching numbers and data with Excel
- Demonstrates how to send, receive, and manage your e-mail on Outlook
- Encourages you to organize your contact information, schedule your time, and more

With Office 2011 for Mac For Dummies, you'll learn everything you need to know to make the most of Office on your Mac!



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