



## Microsoft® Office v. X for Mac Inside Out

*Tom Negrino, Kirk Elhearn, Kate Binder*

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Hey, you know your way around Mac OS X—so now dig into Microsoft® Office v. X and really put your Mac to work! Covering Microsoft Word, Entourage™, Excel, and PowerPoint®, this supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and handy workarounds in concise, fast-answer format. It's all muscle and no fluff. Discover the best and fastest ways to perform everyday tasks and challenge yourself to new levels of Office mastery!

- Build on what you already know about Office and quickly dive into what's new
- Use Word to produce professional documents and Web pages—and add impact with sound, images, and movies
- Put your e-mail to work, share your calendar over the Web, and use scripts to extend Entourage even further
- Create 3-D charts, hyperlink data, and apply simple to sophisticated number-crunching techniques in Excel
- Deliver compelling PowerPoint presentations and movies in person or over the Web
- Share information seamlessly among Office v. X applications and with colleagues
- Write your own macros and scripts with Microsoft Visual Basic® for Applications (VBA) and AppleScript

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