



Microsoft Office 2004 for Mac OS X (Visual QuickStart Guide)

Steve Schwartz

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If you're like many people, you wouldn't dream of turning on your computer without also instantly (or almost instantly) launching at least one of the applications included in Microsoft Office. This task-based guide recognizes that and gets down to business fast, taking you step-by-step through all of the key features of the Microsoft Office 2004 suite for Mac OS X: Word 2004, Excel 2004, PowerPoint 2004, Entourage 2004 and MSN Messenger Version 4.0. If you're a beginning user, you'll appreciate the friendly, visual approach to all of Office's word processing, spreadsheet, presentation, calendaring, and email features. And if you're an Office veteran, you'll relish the coverage of Office 2004's newest features (many of them exclusive to Macs): Compatibility Reports, which identify and correct discrepancies between different versions of Office documents (including Mac and Windows versions); Word's Notebook Layout View; Excel's Page Layout View; and much more.

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