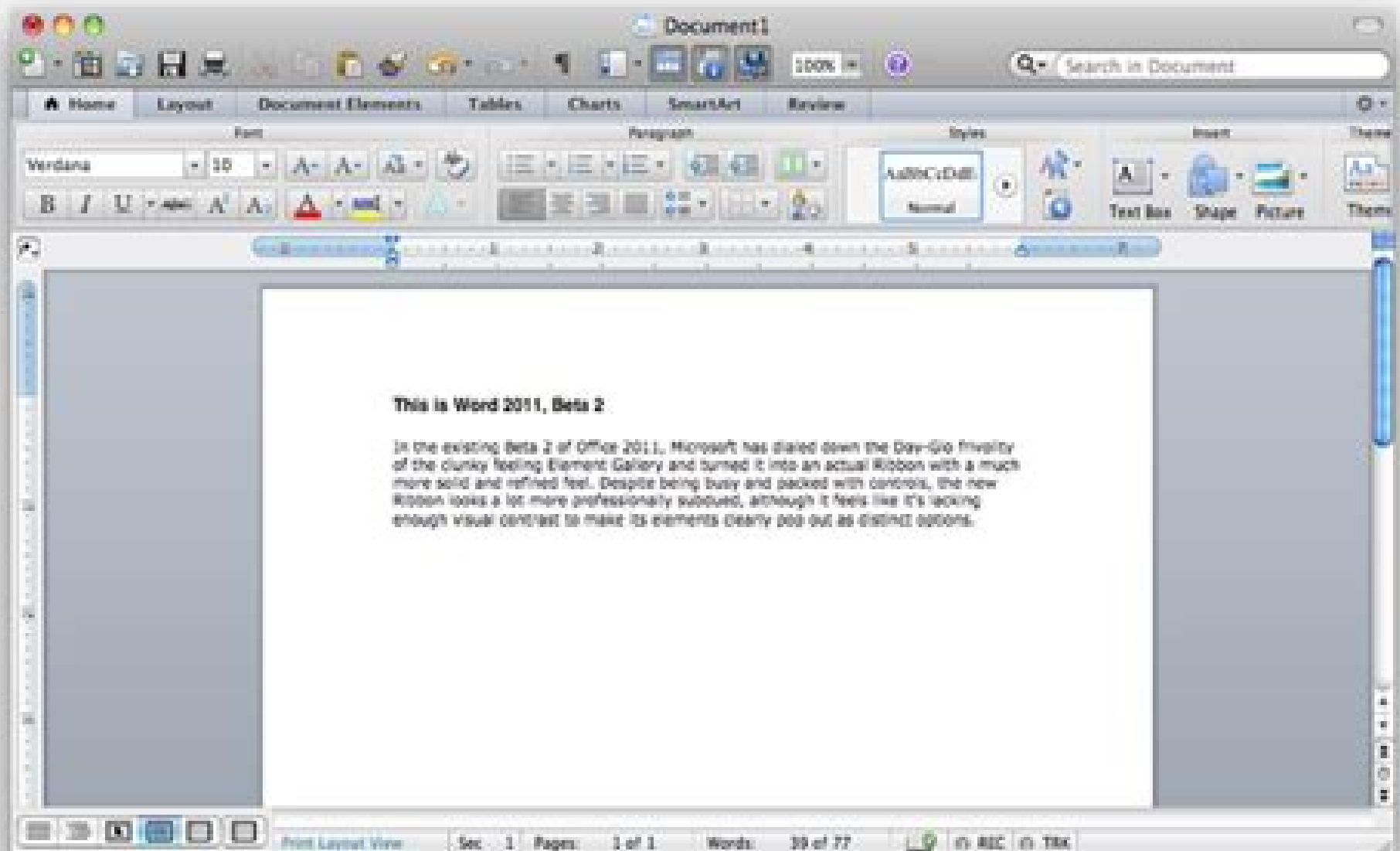


Office 2011 presents a cleaner, more professional look with controls that feel less experimental and more refined and mature. The new design mixes more standard Mac OS X elements with Microsoft's Fluent user interface Ribbon concept.



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N Noddings



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Using Microsoft Office for Mac 2011 Yvonne Johnson, 2011-01-25 The new version of Office for Mac is Microsoft's most collaborative compatible and easy to use version for Mac to date bringing the Mac version on an even level with Office 2010 for the PC while remaining truly Mac like. Using Microsoft Office 2011 for Mac explains the tasks you need to perform if you must switch between platforms as well as the rich new features in this version if you are upgrading from an older Mac version. Using Microsoft Office 2011 for Mac is broken into five sections: one section for each of the four applications and a fifth section on Document Connection that teaches you how to use the collaboration features of Office via SharePoint or SkyDrive. For Word, PowerPoint and Excel, each section includes an introductory chapter to get you comfortable with the basics and subsequent chapters that teach you how to enhance your work and use productivity tools. Additionally, online audio and video instruction enhance the book by explaining additional topics and demonstrating real world tasks. *Using Mac OS X Lion* Yvonne Johnson, 2012 A guide to the features of Mac OS X Lion covers such topics as creating a user account using the system profiler, managing applications, browsing the Web using TextEdit, using widgets, importing music using iChat and FaceTime and encrypting data.

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