



# Office 2008 for Mac Step by Step

*Joan Preppernau*

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## **Office 2008 for Mac Step by Step** Joan Preppernau

The smart way to learn the latest version of Microsoft Office for Mac one step at a time! Work at your own pace through the easy numbered steps and master the fundamental skills for working with the core programs Word 2008, Excel® 2008, PowerPoint® 2008, and Entourage® 2008 and the new user interface. With this learn-by-doing tutorial, you'll teach yourself how to create professional-quality documents, powerful spreadsheets, and compelling slide presentations. You'll also discover how to get your Web site up and running, how to take notes electronically, and how to manage your e-mail communications and workday. With STEP BY STEP, you can take just the lessons you need or work from cover to cover. Either way, you drive the instruction building and practicing the skills you need, just when you need them!

### Key Book Benefits

Covers the fundamentals of working with Word 2008, Excel 2008, PowerPoint 2008, and Entourage 2008 for the Macintosh. Introduces the new Microsoft Office user interface Features easy-to-follow lessons and hands-on skill-building exercises.

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