Office 2008 for Mac For Dummies
LeVitus, Bob

Table of Contents

Introduction.

Part I: Introduction to the Microsoft Office 2008 Suite.
   Chapter 1: Overview from 10,000 Feet.
   Chapter 3: Common Knowledge: Things That Work the Same in All Office Applications.

Part II: Mastering Microsoft Word.
   Chapter 4: Getting to Know Microsoft Word.
   Chapter 5: Processing Documents with Word.
   Chapter 6: Refining and Editing Documents with Word.
   Chapter 7: Going for the Designer Look: Using Templates and Other Design Elements.
   Chapter 8: This and That: Advanced and Collaboration Features.

Part III: Powerful Presentations with Microsoft PowerPoint.
   Chapter 9: Getting to Know Microsoft PowerPoint.
   Chapter 10: Creating Slide Shows.
   Chapter 11: Making Your Slide Shows Sing.
   Chapter 12: Presentation Mastery.

Part IV: Crunching Data with Microsoft’s Most Excellent Excel.
   Chapter 13: Getting to Know Microsoft Excel.
   Chapter 14: Crunching Numbers (and Data) with Excel.
   Chapter 15: Enhancing and Printing Your Excel Spreadsheets.
   Chapter 16: Advanced Spreadsheeting.

Part V: Microsoft Entourage: Miraculous Manager of Most Things.
   Chapter 17: Getting to Know Entourage.
   Chapter 18: Entourage Online.
   Chapter 19: Managing Your Affairs with Entourage.
   Chapter 20: Getting Advanced with Entourage.

Part VI: The Part of Tens.
   Chapter 23: Ten Ways to Customize Office.

Index.