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Microsoft Office 2008 for Macintosh Steve Schwartz, 2010-04-16

Microsoft s Office 2008 is packed with new tools that will help users work smarter and more efficiently such as the new Elements Gallery Word s publication layout tools Excel s ledger sheets templates for common financial tasks Entourage s improved Exchange Server support and My Day for tracking appointments and to do items In this latest updated edition of the bestselling Visual Quick Start Guid e for Microsoft Office veteran author Steve Schwartz guides the user along with clear concise instructions and loads of visual aids that make learning easy and painless Table of Contents Part 1 Introduction

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