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Jessica Thornsby & Josh Clark

# Iwork The Missing Manual Josh Clark

**Josh Clark**



## **iWork The Missing Manual Josh Clark:**

*iWork '09: The Missing Manual* Josh Clark, 2009-04-23 With iWork 09 Apple's productivity applications have come of age. Unfortunately, their user guides are stuck in infancy. That's where iWork 09 The Missing Manual comes in. This book quickly guides you through everything you need to know about the Pages word processor, the Numbers spreadsheet, and the Keynote presentation program that Al Gore and Steve Jobs made famous. Friendly and entertaining, iWork 09 The Missing Manual gives you crystal clear and jargon-free explanations of iWork's capabilities, its advantages over similar programs, and its limitations. You'll see these programs through an objective lens that shows you which features work well and which don't. With this book, you will produce stunning documents and cinema-quality digital presentations. Take advantage of Mac OS X's advanced typography and graphics capabilities. Learn how to use the collection of themes and templates included with iWork. Get undocumented tips, tricks, and secrets for each program. Integrate with other iLife programs to use photos, audio, and video clips. Learn why iWork is the topic most requested by Missing Manual fans. One of the few sources available on Apple's incredible suite of programs, iWork 09 The Missing Manual will help you get the best performance out of Pages, Numbers, Keynote, and more in no time.

**iWork** Jessica Thornsby, Josh Clark, 2014 Provides information on how best to use iWork, including how to create documents, slideshows, and spreadsheets.

**iWork: The Missing Manual** Jessica Thornsby, Josh Clark, 2014-03-18 Apple's iWork is more versatile than ever now that there are versions for Mac, iOS, and even iCloud. The only thing iWork doesn't include is its own how-to guide. That's where this friendly, jargon-free Missing Manual comes in. With complete instructions and helpful examples, you'll quickly learn how to create stunning documents, slideshows, and spreadsheets with iWork's Pages, Keynote, and Numbers. The important stuff you need to know: Create elegant files in minutes. Save tons of time by using iWork's collection of prebuilt templates and themes. Craft a variety of documents. Use Pages to design attractive newsletters, catalogs, brochures, flyers, and posters. Build eye-popping presentations. Turn Keynote's themes and easy-to-use cinematic effects into beautiful custom slideshows. Organize and clearly convey information. Jazz up your Numbers spreadsheets with charts, images, and videos. Always have your work on hand. Store your files in iCloud and have them sync automatically to your Mac and iOS devices. Work anywhere, any time. Use the web-based iWork for iCloud to create projects on any computer, even a PC. Versions covered: This edition covers Pages for Mac 5.1, Keynote for Mac 6.1, Numbers for Mac 3.1, version 2.1 of each iOS app, and iWork for iCloud.

**iPad: The Missing Manual** David Pogue, 2014-11-20 iOS 8 for the iPad is the biggest iOS release ever, and this all-new Missing Manual includes everything you need to know about iPad's exciting features and new user interface. Missing Manual series creator David Pogue takes you on a guided iPad tour, complete with step-by-step instructions, crystal-clear explanations, and lots of tips, tricks, and surprises along the way. Learn how to sync and work on any file anywhere, on any device, with iCloud Drive. Use Family Sharing to circulate your calendars, photos, iBooks, and iTunes and App Store purchases with those closest to you. Track your activity, heart rate, and other fitness

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**Switching to the Mac: The Missing Manual, Yosemite Edition** David Pogue,2015-01-22 What makes Windows refugees decide to get a Mac Enthusiastic friends The Apple Stores Great looking laptops A halo effect from the popularity of iPhones and iPads The absence of viruses and spyware The freedom to run Windows on a Mac In any case there s never been a better time to switch to OS X and there s never been a better more authoritative book to help you do it The important stuff you need to know Transfer your stuff Moving files from a PC to a Mac by cable network or disk is the easy part But how do you extract your email address book calendar Web bookmarks buddy list desktop pictures and MP3 files Now you ll know Recreate your software suite Many of the PC programs you ve been using are Windows only Discover the Mac equivalents and learn how to move data to them Learn Yosemite Apple s latest operating system is faster smarter and more in tune with iPads and iPhones If Yosemite has it this book covers it Get the expert view Learn from Missing Manuals creator David Pogue author of OS X Yosemite The Missing Manual the 1 bestselling Mac book on earth

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**iPhone: The Missing Manual** David Pogue,2010-08-24 With multitasking and more than a 100 other new features iPhone 4 0 is a real treat cooked up with Apple s traditional secret sauce of simplicity intelligence and whimsy iPhone The Missing Manual gives you a guided tour of everything the new iPhone has to offer with lots of tips tricks

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operating system and designed it to run on tablets as well as PCs It s a big change that calls for a trustworthy guide Windows 8 The Missing Manual New York Times columnist David Pogue provides technical insight lots of wit and hardnosed objectivity to help you hit the ground running with Microsoft s new OS This jargon free book explains Windows 8 features so clearly revealing which work well and which don t that it should have been in the box in the first place      *iPhone* David

Pogue,2011-12-15 Explains how to use the pocket computer cellular phone with iPod internet and camcorder in addition to video calling and 240 000 add on apps      **iPhone UK: The Missing Manual** David Pogue,2010-10-27 With multitasking and more than a 100 other new features iPhone 4 0 is a real treat cooked up with Apple s traditional secret sauce of simplicity intelligence and whimsy iPhone UK The Missing Manual gives you a guided tour of everything the new iPhone has

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*Mac OS X Lion: The Missing Manual* David Pogue,2011-10-19 With Lion Apple has unleashed the most innovative version of Mac OS X yet and once again David Pogue brings his humor and expertise to the 1 bestselling Mac book Mac OS X 10 7 completely transforms the Mac user interface with multi touch gestures borrowed from the iPhone and iPad and includes more than 250 brand new features This book reveals them all with a wealth of insight and detail and even does a deep dive into iCloud Apple s wireless free syncing service for Macs PCs iPhones and iPads Perfect for newcomers Get crystal clear jargon free introduction to the Dock the Mac OS X folder structure Safari Mail and iCloud Go in depth Learn how use key new features such as full screen apps Mission Control the new Mac App Store Launchpad Resume Auto Save Versions AirDrop and more Are you even more of a power user Learn to set up a network make a Lion flash drive and even learn the basics of Lion s underlying Unix There s something new on practically every page of this new edition and David Pogue brings his celebrated wit and expertise to every one of them Apple s brought a new cat to town and Mac OS X Lion The Missing Manual is the best way to tame it



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