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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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including creating an account and sending receiving and managing email      *Microsoft Entourage 2004 for Mac OS X* Steven A. Schwartz,2005 Both by itself and as part of Microsoft Office 2004 for Mac OS X Entourage 2004 is about more than just email It s about managing contacts and setting up appointments and creating task lists But most of all it s about organization providing a unified view for sharing creating and managing the information that threatens to engulf us Here to help you make the most of it is the first Visual QuickStart Guide devoted entirely to the topic In these pages you ll find all the task based step by step instruction you need to master every aspect of Entourage from managing multiple email accounts to setting up groups creating customized send and receive schedules and more Best of all youAll get the skinny on all of Entourage 2004 s new features most notably the very cool Project Center which provides a single location from which you can view and organize all of the email files contacts meetings and tasks associated with a given project      **Internet**

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