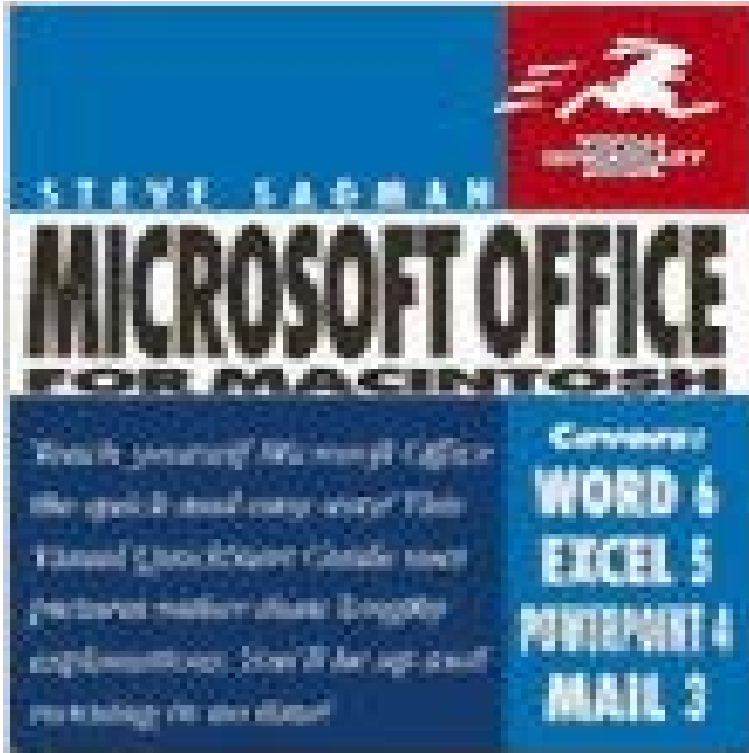


Microsoft Office for Macintosh Visual QuickStart Guide



You've got yer word processor (Word for Macintosh 6.0). You've got yer integrated spreadsheet (Excel 5.0). You've got yer presentation graphics package (PowerPoint 4.0) and electronic mail system (Mail) - all the tools for a productive office bundled together in Microsoft Office for Macintosh, the most popular office suite by about four or five to one. What's missing from this professional package is a quick and easy way to learn how to use each of the component applications and then how to use them together. That's where Microsoft Office for Macintosh: Visual QuickStart Guide comes in. With simple step-by-step instructions and more than 1,200 pictures showing just what should appear on screen, this book gets readers up and running with this package faster than they can say Let's do lunch. The first part of the book explains the basics of the Macintosh and the techniques common to each of the four Office applications. The next section shows in depth how to use each of the applications. In the third section readers learn what is so special about this package: the ability to combine the Office applications to accomplish various office tasks, such as putting an Excel chart into a presentation, sending data to a mail merge, or copying a slide show to a Word document.

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