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Learn Office 2016 For Mac

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Master the most useful features of Word, Excel, PowerPoint, and Outlook for Mac

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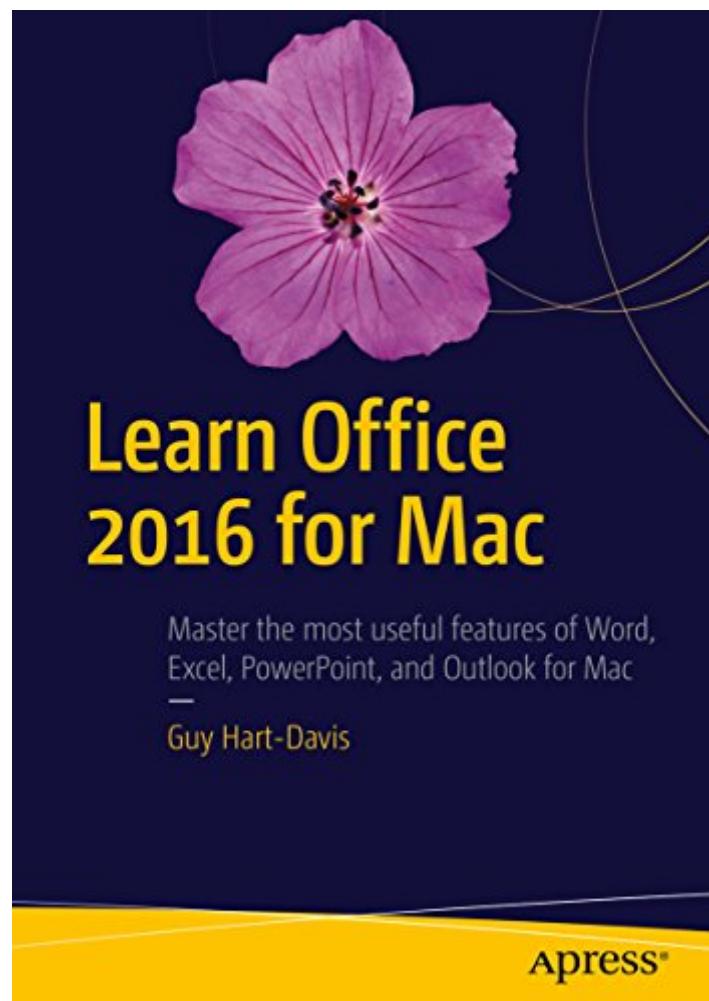
Synopsis

A practical, hands-on approach to using Office 2016 applications to create and edit documents and get work done efficiently. You'll learn how to customize Office, design, create, and share documents, manipulate data in a spreadsheet, and create lively presentations. You'll also discover how to organize your email, contacts, and tasks with the new Outlook for Mac. Conveying information quickly and concisely, the book brings you from beginner or intermediate to an experienced and confident user. Office for Mac remains the leading productivity suite for Mac, with Appleâ ™s iWork and the free OpenOffice.org trailing far behind. Now, it's been updated with a cleaner interface and more compatibility with Exchange and SharePoint.This book provides the best combination of accessible and focused coverage of the Office 2016 applications. Rather than cover every seldom-used feature, the book covers real-world usage, putting emphasis on practical tasks and troubleshooting common problems, such as sharing documents with Windows users andÂ older versions of Office.What You Will LearnCreate professional documents for home and business using WordEdit documents collaboratively in real time with your colleaguesRecord and manipulate data using spreadsheetsUse your data to create powerful and convincing chartsBuild persuasive multimedia presentations in PowerPointDeliver presentations like an expertKeep your e-mail under controI with OutlookStay on top of your schedule and your tasksWho This Book Is ForÂ Any Mac user who needs to work with Word, Excel, PowerPoint, or Outlook either for business or for pleasure. Professionals, students, and home user alike will benefit from straightforward explanations, step-by-step instructions, and effective workarounds for everyday problems.

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