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by Geetesh Bajaj and James Gordon



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Dedication

To Steve Jobs and Bill Gates.

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Introduction

Welcome to *Microsoft Office 2008 for Mac All-in-One For Dummies*. We set out to make this book specifically for Mac users who for one reason or another spend a fair amount of time working in Office. Long-time Mac aficionados, recent switchers, and newbies will find valuable tips, advice, and how-to instruction throughout.

Office 2008 has more features than ever before. The only problem is you might not know where to find them! Plenty of workarounds and shortcuts exist, and this book explains everything in the language you converse in each day: plain English.

With this book, you can broaden your own expertise with Office. As you discover new aspects of Office products, you'll create better documents and you can accomplish more tasks in less time.

We also offer simple, straightforward explanations to help you quickly understand in-depth topics, such as performing mail merge using Word and exporting a PowerPoint presentation as a movie, without feeling overwhelmed. We want *Microsoft Office 2008 for Mac All-in-One For Dummies* to be an enjoyable experience, and we hope you grow your knowledge in a friendly, helpful way.

About This Book

We start with all the basic information that you'd expect, such as a look at the interface and options. We then go beyond the basics, providing you with new, quicker ways to do what you do all the time and helping you discover valuable tools that you may have been unaware of.

This book is organized as a series of self-contained minibooks, with each one focusing on a particular application or component in Office 2008. You'll discover that the tricks you use in one application can be used in other Office applications as well. In addition, the valuable Cheat Sheet can be downloaded from the Web site (www.dummies.com/cheatsheet/office2008formacaiio) and printed out to be used as a portable reference for shortcuts and common tasks.

We realize that some might have worked in one of the various versions of Microsoft Office for Windows. Throughout this book, we endeavor to highlight Office features that are available only on the Mac. We don't do that to make Windows users go green with envy; our reasons are infinitely nobler. In fact, we highlight these differences for several reasons:

- ◆ **Mac owners might not be aware that Office 2008 for Mac isn't identical to the Windows version.** Since the earliest versions of Office, Microsoft introduced many new features on the Mac long before the features were brought to the Windows version. As hardware and operating systems have improved, Microsoft has updated the Mac version of Office to incorporate new functionality, speed, file sharing, document delivery, and file formats. Microsoft's *Macintosh Business Unit* (or *MacBU*) is proud of this fact and strives to continue to bring new features to its Macintosh customers.
- ◆ **Mac users need to be aware that if they use Office for Windows, some features used every day simply aren't on the Windows platform.** The topics in this book with Mac Only indicators have no equivalents in Windows Office.
- ◆ **We provide help for the many people who have recently switched from Windows to Mac OS X.** Such users may find comfort in the fact that most of the options in Microsoft Office applications, such as Word, Excel, and PowerPoint, work in the same way on both the Windows and Macintosh platforms. However, the Mac operating system has features not found in Windows. MacBU often incorporates Mac OS X-specific features wherever they make sense in Office for Mac. Many times such features have no equivalent on the Windows version of Microsoft Office.
- ◆ **All the content in this book is very important for users who work on both Windows and Macintosh versions of Office.** Nowadays, a lot of businesses use both Macintosh and Windows computers. Maybe you use a Windows computer at work and a Macintosh at home. Or maybe you have a Macintosh that dual boots to Windows. Indeed, we've often worked in situations stranger than this! The world is changing so fast — who knows what will happen next? But for now and the near future, this book has you covered!

The success of Office for Mac is due to Microsoft's continuous process of innovation. As hardware and operating systems improve, Microsoft updates the Mac version of Office to incorporate new functionality, speed, file sharing, document delivery, and file formats. Competition keeps MacBU on its toes. Apple has iWork, Google has Google Apps, and Sun has OpenOffice. With such strong competition from several other products in word processors, Microsoft has continued to innovate and provide a product that Mac users want to use over competing products. That in itself is no average achievement.