Covers Word, Excel<sup>®</sup>, PowerPoint<sup>®</sup>, and Entourage<sup>®</sup>

Sherry Kinkoph Gunter, Jennifer Ackerman Kettell, and Greg Kettell

Microsoft<sup>®</sup>

## Office 2008 for Nac.

Master the full Mac Special Media Edition

Create reports for work or school

**Design** flyers, Web pages, or budgets



The book you need to succeed!

### Microsoft<sup>®</sup> Office 2008 for Mac<sup>®</sup> Bible

### **Table of Contents**

```
Part I: Getting to Know Office 2008
 Chapter 1: Introducing the New Office
  What Is Office 2008?
      Word 2008
      Excel 2008
      PowerPoint 2008
      Entourage 2008
  Learning a Little Office History
  Discovering What's New and Improved in Office
      Word
      Excel
      PowerPoint
      Entourage
  <u>Summary</u>
 Chapter 2: Installing Office 2008
  System Requirements
  Using the Installer
```

Running the Installer

```
Using the Microsoft Office Setup Assistant
     Uninstalling Office
 Checking for Updates
 Troubleshooting
 <u>Summary</u>
Chapter 3: Office 2008 Program Basics
 Starting and Exiting Programs
 Working with Program Windows
     Closing, minimizing, and zooming windows
     Moving and resizing windows
     Scrolling around windows
     Hiding windows
 Opening Files
 <u>Using Multiple Windows</u>
 <u>Using Menus, Toolbars, and the Toolbox</u>
     <u>Using menus</u>
     Using toolbars
     <u>Using the Toolbox</u>
 <u>Summary</u>
Chapter 4: Finding Help with Office 2008
 <u>Accessing Help</u>
     Opening the Help files
     Getting around the Help window
 Searching for Help
 <u>Using the Office Reference Tools</u>
```

```
<u>Using the Thesaurus</u>
       <u>Using the Dictionary</u>
       Using the Encarta Encyclopedia
       <u>Translating text</u>
       Using the Bilingual Dictionary
       Performing a Web search
   <u>Summary</u>
Part II: Working with Word
 Chapter 5: Word Basics
   Navigating the Word Window
       Viewing window parts
       Using the Navigation Pane
       <u>Using the Toolbox</u>
   Creating, Opening, and Saving Documents
       Creating new files
       Saving files
       <u>Using the Compatibility Report feature</u>
       Opening files
   Changing Views
       <u>Using the view modes</u>
       Using the Zoom feature
   Setting Document Properties
   Protecting Documents
       Assigning read-only status
       Assigning passwords
```

### <u>Summary</u>

### Chapter 6: Building Word Documents

```
Typing Text
    Typing with AutoCorrect
    <u>Using AutoText</u>
Editing Text
    Selecting text
    <u>Using Undo and Redo</u>
   Moving and copying text
    Removing text
    Finding and replacing text
Adding Text in Columnar Layouts
    <u>Tabbing text</u>
   Creating columns
Adding Special Text
    Adding drop caps
   Adding symbols and special characters
    Changing text case
    Adding text boxes
Building Documents Using Outlines
    Assigning headings
    Changing the outline view
    Adding outline numbers
Building Documents Using Notebook Layout View
    Adding note text
    Organizing notes with text levels
```

```
Sorting and flagging notes
     <u>Using the Scribble tool</u>
     Using audio notes
 Building Documents Using Publishing Layout View
 <u>Summary</u>
Chapter 7: Formatting Word Text
 <u>Understanding Formatting</u>
 <u>Using the Formatting Palette</u>
 Changing Fonts and Sizes
     Changing fonts with the Formatting Palette
     Changing font sizes
     Adding color
 Modifying Fonts with the Font Dialog Box
     <u>Using font effects</u>
     <u>Using ligatures</u>
     Character spacing
 Adding Bullets and Numbers
     Changing bullet or number styles
     <u>Customizing bullets</u>
     Creating an outline-numbered list
 Changing Alignment and Spacing
     Setting horizontal spacing
     Specifying line spacing
     Changing text orientation
     Setting paragraph spacing
     Setting indents
```

```
Caring for widows and orphans
 Adding Borders and Shading
     Creating borders
     Adding shading
     Applying page borders
 Changing Document Margins
     Setting gutters and mirrors
     Changing margins and orientation for a section
 Changing Document Themes
 Copying Formatting
 <u>Understanding AutoFormatting</u>
 <u>Using the Formatting Toolbar</u>
 <u>Summary</u>
Chapter 8: Adding Tables
 Creating Tables
     Inserting Quick Tables
     <u>Inserting tables on the fly</u>
     Inserting tables with the Insert Table dialog box
     Drawing your own tables
     Converting text into tables
 Editing Tables
     Entering table text
     Selecting table elements
     <u>Using the Table pane</u>
     Resizing columns and rows
     <u>Inserting and deleting table elements</u>
```

```
Merging and splitting cells
 Formatting Tables
     Using table formatting attributes
     AutoFormat a table
     Adding repeating headings
     Controlling cell margins and spacing
 <u>Performing Table Actions</u>
     Sorting a table
     Summing table data
 <u>Summary</u>
Chapter 9: Editing Lengthy Documents
 <u>Using the Navigation Pane</u>
     Switching to the Document Map
     <u>Customizing the Document Map</u>
 <u>Using Styles</u>
     Applying styles
     <u>Creating styles</u>
     Modifying and deleting styles
     Organizing styles
 <u>Using and Creating Templates</u>
     Attaching a template
     Modifying templates
     <u>Creating new templates</u>
 Adding Line and Page Breaks
 Turning On Hyphenation
     Manually hyphenating
```

```
Using optional and nonbreaking hyphens
    Removing hyphens
Adding Headers and Footers
    Formatting page numbers
    <u>Creating section-based headers and footers</u>
<u>Inserting Fields</u>
    Building and modifying fields
<u>Creating Citations and Bibliographies</u>
    Editing citation data
    Managing citations
    <u>Using citations</u>
    <u>Deleting a citation</u>
Inserting Footnotes and Endnotes
    Converting footnotes to endnotes
    Deleting footnotes and endnotes
Adding Captions
    Editing captions
    <u>Using the AutoCaption feature</u>
Navigating with Bookmarks
    Adding and deleting bookmarks
    <u>Using bookmarks</u>
<u>Using Cross-References</u>
Creating a Table of Contents
    Using the table of contents document element
    Creating a table of contents through the dialog box
    Adding other tables
```

```
Creating an Index
     Creating index entries
     Generating an index
     AutoMarking an index
 Adding Line Numbers
 <u>Using Master Documents</u>
 <u>Summary</u>
Chapter 10: Collaborating on Documents
 Adding Comments
     Adding comments
     Adding comments with the Reviewing pane
 Tracking Changes
 Reviewing Changes
 Merging and Comparing Documents
     Merging documents
     Comparing documents
 <u>Summary</u>
<u>Chapter 11: Proofing and Printing Documents</u>
 Proofreading a Document
     Setting spelling and grammar options
     Checking spelling and grammar as you type
    Checking spelling and grammar on demand
 Counting Words and Lines
 <u>Inserting a Watermark</u>
 Printing Documents
```

```
Printing to PDF
       <u>Previewing documents</u>
       Setting page setup options
       Printing envelopes and labels
   Creating Mass Mailings
       Creating a form letter
       Using data source files
       Adding fields to the form letter
       Creating labels and envelopes in the Mail Merge Manager
   <u>Summary</u>
Part III: Using Excel
 Chapter 12: Excel Basics
   Navigating the Excel Window
       Title and menu bar
       Formula bar
       Rulers
       Scroll box and scroll bars
       Standard toolbar
       Toolbox
       Status bar and view buttons
   Creating and Opening Workbooks and Worksheets
       Starting a new workbook
       Adding and deleting sheets
       Opening an existing workbook
       <u>Using the Project Gallery</u>
```

```
Elements Gallery
 Changing Views
     Working with view modes
     <u>Creating custom views</u>
 Saving Excel Workbooks
     Saving for the first time
     Checking compatibility
 <u>Setting Workbook Properties</u>
 Protecting Workbooks and Data
     Assigning read-only status
     Assigning passwords
 <u>Summary</u>
Chapter 13: Entering and Editing Data
 Typing Data
     Moving around
     Entering data
     <u>Using AutoComplete</u>
     <u>Using AutoFill</u>
     <u>Importing Data</u>
 Selecting Cells
     Selecting a range of cells
     Selecting multiple cells
 Adding and Deleting Cells
     Adding cells
     Deleting cells
     <u>Deleting content</u>
```

```
Working with Rows and Columns
    Adding and deleting rows and columns
    Resizing rows and columns
    Hiding rows and columns
   Moving rows and columns
    Freezing and splitting panes
Working with Sheets
    Renaming sheets
   Moving and copying sheets
    Hiding sheets
    Changing sheet backgrounds
Working with Named Ranges
    Naming ranges
   Reviewing named ranges
Moving and Copying Cells
Creating Lists
    Exploring the List Wizard
   Working with lists
Sorting and Filtering Data
    Sorting data
    Filtering
Finding and Replacing Data
    <u>Using the Find dialog box</u>
    <u>Using the Replace dialog box</u>
<u>Using Undo and Redo</u>
<u>Summary</u>
```

### **Chapter 14: Formatting Data and Worksheets**

```
Formatting Cells
     Choosing a number format
     Changing alignment and spacing
     Changing fonts
     Adding and modifying borders
     Setting a background pattern
 <u>Using the Format Toolbar</u>
 <u>Using the Formatting Palette</u>
 Copying Formatting
 Using AutoFormat
 Applying Conditional Formatting
 <u>Using Styles</u>
     <u>Creating styles</u>
     <u>Applying styles</u>
     Copy and merge styles
 Applying Document Themes
 <u>Summary</u>
Chapter 15: Using Formulas and Functions
 Working with Formulas
     <u>Understanding formulas</u>
     Writing formulas
 Exploring Absolute and Relative Cell References
     <u>Using absolute references</u>
     <u>Using named ranges</u>
```

```
Naming formulas
 Working with Functions
     <u>Understanding functions</u>
     Exploring function categories
     <u>Using AutoComplete</u>
     <u>Using AutoSum functions</u>
 Fixing Formula Errors
     <u>Checking for errors</u>
     Showing formulas in the worksheet
     <u>Using the Formula Auditing toolbar</u>
 Controlling Automatic Recalculation
 <u>Summary</u>
Chapter 16: Creating Charts
 Adding Charts
     <u>Understanding chart parts</u>
     Choosing a chart type
     Inserting a chart
 Editing Chart Data
 Formatting Charts
     Formatting with the chart tools
     Formatting individual chart elements
 <u>Using Advanced Charting Techniques</u>
     Adding error bars
     Adding trend lines
 <u>Summary</u>
```

### Chapter 17: Using the Excel Database Tools

```
Retrieving External Data
     Connecting to your database
     Importing data using ODBC
     Returning results to Excel
 Updating the Data
     Refreshing data
     Editing a query
     <u>Using parameters</u>
 Analyzing Data with PivotTables
     <u>Creating PivotTables</u>
     Analyzing PivotTable data
     <u>Using advanced PivotTable settings</u>
 Using Goal Seek
 <u>Using Scenarios</u>
     Adding scenarios
     Merging scenarios
     Generating a scenario summary
     Flagging for follow-up
 <u>Using Data Forms</u>
 <u>Summary</u>
Chapter 18: Proofing, Printing, and Collaborating in Excel
 Proofreading Workbooks
     Checking spelling
     Looking up words
```

```
Enabling AutoCorrect
   Printing Worksheets and Workbooks
       Defining a print area
       Changing page setup
       Printing data
       Previewing your work
   <u>Using Collaboration Features</u>
       Sharing workbooks
       <u>Tracking changes</u>
       Using the Reviewing toolbar
   <u>Summary</u>
Part IV: Presenting with PowerPoint
 Chapter 19: PowerPoint Basics
   Navigating the PowerPoint Window
       Viewing window parts
   Creating, Opening, and Saving Presentations
       Creating new files
       Saving files
       <u>Using the Compatibility Report feature</u>
       Opening files
   Changing Views
       <u>Using the view modes</u>
       Using the Zoom feature
   Setting Presentation Properties
   <u>Summary</u>
```

### Chapter 20: Building Presentations

Planning a Presentation **Using Outlines** Creating an outline <u>Importing a Word outline</u> Adding Slide Content Working with layouts Adding text Adding clip art Adding a picture Adding a table Adding a chart Adding a SmartArt graphic Adding a movie or sound clip <u>Assigning Themes</u> Navigating and Working with Slides Navigating slides Adding and deleting slides Moving slides Hiding slides <u>Inserting slides from other presentations</u> Working with Slide Masters <u>Summary</u>

### **Chapter 21: Formatting Slides**

Formatting Text

<u>Using the Formatting Palette</u>

Applying bold, italics, and underline

Formatting with fonts and sizes

Formatting bullets and numbering

Formatting with alignment and spacing

Formatting with color

Applying Quick Styles and Effects for text

<u>Copying formatting</u>

**Easy Formatting for Slide Elements** 

<u>Applying Quick Styles and Effects</u>

Formatting with shadows and reflections

Formatting with colors, weights, and fills

Formatting for size, rotation, and slide order

<u>Customizing themes</u>

Working with Backgrounds

<u>Summary</u>

### Chapter 22: Fine-tuning a Presentation

Rearranging Slides

**Adding Transition Effects** 

Assigning transitions from the Elements Gallery

Setting transition options

**Adding Animation Effects** 

Customize animation settings

Assigning more effect options

Setting animation timings

Applying text animation settings

```
Applying chart animation settings
 Adding Slide Controls and Action Buttons
 Adding Sound and Narration
     Play a CD during a presentation
     Play a soundtrack throughout a presentation
     Recording narration
 Rehearsing Timings
 <u>Summary</u>
Chapter 23: Preparing and Presenting a Slide Show
 Setting Up a Slide Show
     Choosing a show type
     Creating a custom show
 Ways to Present a Slide Show
     Presentation scenarios
     Presentation tips
 Running a Slide Show
     Starting and navigating a slide show
     <u>Using pointer tools</u>
     <u>Using Presenter Tools</u>
 <u>Printing Presentations</u>
     Making changes to Page Setup
     Printing slides, handouts, and notes
 Saving Slides as Other Objects
     Saving a presentation as a QuickTime movie
     Saving slides as graphics files
     Saving a presentation as a Web page
```

### <u>Summary</u>

### Part V: Working with Entourage

### Chapter 24: Entourage Basics

<u>Using the Setup Assistant</u>

Navigating the Entourage Window

<u>Viewing the main Entourage features</u>

<u>Viewing window elements</u>

<u>Summary</u>

### Chapter 25: E-mailing with Entourage

Setting Up an E-mail Account

Working with the Mail Tool

<u>Introducing Mail</u>

Using Mail Views in the Folders List

Inbox columns and icons

Receiving and Sending E-mail

Checking for e-mail

Reading e-mail messages

Creating and sending an e-mail

Replying to an e-mail

Forwarding an e-mail

Adding a signature

Scheduling message checking

Sending an automatic response

Managing Messages

Deleting messages

```
<u>Printing messages</u>
     Filing messages
     Getting rid of junk e-mail
     Marking messages
     Setting message rules
     <u>Linking messages</u>
     Working with attachments
 <u>Using the Address Book</u>
     <u>Introducing the Address Book</u>
     Adding a contact
     Working with contacts
     <u>Creating groups</u>
     <u>Importing and exporting contacts</u>
 <u>Viewing Newsgroups</u>
     Setting up a news account
     Accessing newsgroups
 <u>Summary</u>
Chapter 26: Organizing Your Calendar
 Working with the Calendar
     <u>Using Calendar views</u>
 Recording Appointments and All-day Events
     Recording a time-slot appointment
     Recording an all-day event
     Recording a recurring event
 Editing Calendar Items
     Editing events
```

```
Deleting events
 Working with Categories
 Working with Reminders
 Adding Holidays
 Working with Invitations
     Creating an invite
     Receiving an invite
     Tracking an invite
 Printing Calendar Items
 <u>Summary</u>
Chapter 27: Tracking Tasks, Notes, and Projects
 Organizing Tasks
     Creating tasks
     Editing tasks
     Sorting and filtering tasks
     Handling reminders
     Working with the To Do List
 Making Notes
 Printing Tasks and Notes
 Working with Projects
     Starting a new project
     <u>Viewing projects in the Project Center</u>
     Sharing projects
     Backing up projects
 <u>Using My Day</u>
 <u>Summary</u>
```

### Part VI: Organizing Digital Media with Expression Media

### Chapter 28: Introducing Expression Media

Navigating the Expression Media Window

Viewing the window parts

Importing digital media

### Chapter 29: Working with Catalogs

Understanding Catalogs

Saving a catalog

Finding catalogs

<u>Viewing Catalogs</u>

<u>Summary</u>

Marking media

<u>Using the Light Table</u>

Organizing Catalogs

Moving media

File renaming

**Batch renaming** 

Searching through catalogs

Filtering catalogs

Viewing Slide Shows

Basic Image Editing Techniques

**Printing Catalogs** 

<u>Summary</u>

### Part VII: Working with Office Graphics and Web Features

### Chapter 30: Adding Graphics

Working with Clip Art <u>Using the Clip Gallery</u> Downloading more clip art <u>Using the Object Palette</u> Adding Pictures Choosing a picture <u>Using the Object Palette</u> Adding SmartArt Graphics Adding WordArt Adding AutoShapes Adding Text Boxes <u>Using the Drawing Toolbar</u> Formatting Graphics

Using the Formatting Palette

<u>Using the Format dialog box</u>

<u>Summary</u>

### Chapter 31: Creating Web Content

Turning Office Files into Web Pages

Previewing a Web Page

Saving Content as a Web Page

Adding Hyperlinks

<u>Summary</u>

### Chapter 32: Using Microsoft Messenger

Setting Up Messenger

```
Signing On and Out with Messenger
   Working with the Personal Contacts Window
       Adding and deleting contacts
       Change your display picture
       Change your status and privacy settings
   Sending Instant Messages
   Sending a File
   E-mailing from Messenger
   <u>Summary</u>
Part VIII: Coordinating and Customizing Your Office
 Chapter 33: Coordinating Projects
   <u>Using the Projects Gallery</u>
       Creating a new project
       Opening recent projects
       <u>Using the Project Center</u>
       <u>Customizing your settings</u>
   <u>Using the Office Scrapbook Tool</u>
       Adding items to the Scrapbook
       <u>Inserting items from the Scrapbook</u>
       Organizing the Scrapbook
      <u>Deleting clippings</u>
   <u>Summary</u>
 Chapter 34: Customizing Office
   <u>Setting Program Preferences</u>
       Setting Word preferences
```

Setting Excel preferences

Setting PowerPoint preferences

<u>Setting Entourage preferences</u>

<u>Customizing Toolbars and Menus</u>

<u>Customizing toolbars</u>

<u>Customizing menus</u>

Customizing Keyboard Shortcut Keys

<u>Summary</u>

### Chapter 35: Working with AppleScript

What Is AppleScript?

<u>Using Scripts in Office</u>

<u>Using Automator workflows</u>

<u>Summary</u>

<u>Glossary</u>

# Microsoft® Office 2008 for Mac® Bible Sherry Kinkoph Gunter with Jennifer Ackerman Kettell and Greg Kettell



### Microsoft® Office 2008 for Mac® Bible

Published by Wiley Publishing, Inc. 10475 Crosspoint Boulevard Indianapolis, IN 46256 www.wiley.com

Copyright © 2009 by Wiley Publishing, Inc., Indianapolis, Indiana

Published simultaneously in Canada

ISBN: 978-0-470-38315-5

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without either the prior written permission of the Publisher, or authorization through payment of the appropriate per-copy fee to the Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923, (978) 750-8400, fax (978) 646-8600. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, (201) 748-6011, fax (201) 748-6008, or online at http://www.wiley.com/go/permissions.

Limit of Liability/Disclaimer of Warranty: The publisher and the author make no representations or warranties with respect to the accuracy or completeness of the contents of this work and specifically disclaim all warranties, including without limitation warranties of fitness for a particular purpose. No warranty may be created or extended by sales or promotional materials. The advice and strategies contained herein may not be suitable for every situation. This work is sold with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional services. If professional assistance is required, the services of a competent professional person should be sought. Neither the publisher nor

the author shall be liable for damages arising herefrom. The fact that an organization or Website is referred to in this work as a citation and/or a potential source of further information does not mean that the author or the publisher endorses the information the organization or Website may provide or recommendations it may make. Further, readers should be aware that Internet Websites listed in this work may have changed or disappeared between when this work was written and when it is read.

For general information on our other products and services or to obtain technical support, please contact our Customer Care Department within the U.S. at (877) 762-2974, outside the U.S. at (317) 572-3993 or fax (317) 572-4002.

Library of Congress Control Number: 2009924126

Trademarks: Wiley, the Wiley logo, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and/or its affiliates, in the United States and other countries, and may not be used without written permission. Microsoft is a registered trademark of Microsoft Corporation in the United States and/or other countries. Mac is a registered trademark of Apple Computer. All other trademarks are the property of their respective owners. Wiley Publishing, Inc., is not associated with any product or vendor mentioned in this book.