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Sherry Kinkoph Gunter, Jennifer Ackerman Kettell,
and Greg Kettell

Microsoft® Office 2008 for Mac® Bible

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Sherry Kinkoph Gunter
with Jennifer Ackerman Kettell and
Greg Kettell

WILEY
Wiley Publishing, Inc.

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

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Library of Congress Control Number: 2009924126

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About the Authors

Sherry Kinkoph Gunter has written and edited oodles of books over the past 16 years, covering a variety of computer topics, including Microsoft Office programs, digital photography, and Web applications. Her recent titles include *Teach Yourself VISUALLY Microsoft Office 2007* and *Teach Yourself VISUALLY Flash CS3*. Sherry's ongoing quest is to help users of all levels master the ever-changing computer technologies. No matter how many times the software manufacturers throw out a new version or upgrade, Sherry vows to be there to make sense of it all and help computer users get the most out of their machines. Sherry currently resides in a swamp in the wilds of central Indiana with a lovable ogre and a menagerie of interesting creatures, including an iMac.

Jennifer and Greg Kettell have written and contributed to dozens of books about software applications, Web design, and graphics. Their most recent title is *Microsoft Windows Home Server Bible*. Jenn and Greg have lived all over the United States, but currently call upstate New York home. They share their abode with two children, a dog, three cats, and a bearded dragon, only some of which are housebroken.

To Melissa and Doug Cannon, a dearer sister and brother-in-law I could not ask for. Thank you for your love and support.
—Sherry Kinkoph Gunter

To our children, Mandy and Zach. We couldn't do this without your support.
—Jennifer and Greg Kettell

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Preface

You can always count on a few things in life—death and taxes. I daresay we can add another thing to the list—software upgrades. As computer technology advances, so does the need for faster, stronger, newer, and more improved software. As computer users, we're often divided on how we feel regarding software upgrades. On one hand, we're excited to see what new bells and whistles the software developers have added, anxious to see if they've improved the speed and performance, or eager to see if they've added the feature we've long been waiting for. Yet on the other hand, we're frustrated with upgrades, annoyed about having to reinstall a program, and miffed with having to learn our way around a new program, especially if they've made radical changes to how it looks and how it works. Are we being unreasonable with our dual feelings on upgrades? Not really. It's perfectly normal.

Computers have always carried with them the promise to make our lives easier, and on many levels they have. After we manage to make it past the hump of learning a new program or upgrade, they generally do turn out to be very helpful in the tasks we perform at home and at work. Isn't that what we really want anyway—to get our work done? Oh, sure, sometimes that "work" may look much more like "play," but you get the point. Down deep, we know the energy we expend learning a new program is worth it in the end, as long as we see results. We're still entitled to be a little frustrated with the process of learning to use upgraded software, but that's where a book like this can help smooth out the process.

Often, we're thrown into the chore of learning how to use software without much guidance. Software products don't come with manuals anymore, and the built-in Help systems are notoriously skimpy on real help. That's why you need a book like this—a tome that covers all the ins and outs, explains how to perform all the tasks from A to Z, acts as a reference point when we're stuck on a tool or feature, and basically makes sense of it all. You'll find plenty of information about how to use all the Microsoft Office 2008 for Mac programs in this book, and perhaps the process of learning to use the upgraded software will be a little less frustrating and a little more productive.

What's in This Book?

The book is divided into eight parts. Here's what you can expect to find in each part:

- **Part I:** The first part of the book covers the fundamentals of installing the software and finding out what improvements have been made since the last release. If you're new to the Office suite, you find a chapter in this section to help you learn program basics, such as opening and exiting programs, working with program windows, and using suite-wide features like menus and toolbars. You can find a chapter on how to utilize the Help system if you ever need it.
- **Part II:** This section of the book covers how to use Microsoft Word 2008. Chapters in this part show you how to navigate the program window, how to start creating documents, and how to improve their appearance with formatting. You also learn how to add tables, utilize citation and proofing tools, and share documents with others utilizing the tracking and reviewing features. Learn how to use Word's new Publishing Layout view to create professional-looking publications.

- **Part III:** The third part of the book shows you how to use Excel 2008. You'll learn how to create formulas, apply functions, build worksheets and workbooks, add charts and graphs, and make your data look professional. Find out how to protect workbooks with passwords, work with Excel's database tools, and define print areas.
- **Part IV:** Learn all about Microsoft's presentation program, PowerPoint, in this section of the book. You gain important knowledge on how to create slide shows, add text and graphics, customize transition effects, add sound or narration, and turn it all into a powerful presentation. You also learn how to use the Presenter tools when giving a presentation.
- **Part V:** This section of the book covers how to use Entourage 2008, a personal information manager for keeping track of daily tasks like schedules, contacts, e-mail, and projects. You learn how to set up your e-mail account, send and receive e-mail, schedule appointments and events, build an address book, organize to-do lists and notes, and manage projects.
- **Part VI:** If your edition of Office 2008 includes the Expression Media software, this section of the book shows you how to use this valuable software to catalog and manage all the digital media files on your computer. Learn how to import digital media, create catalogs, apply filters, and export media.
- **Part VII:** This section of the book covers graphics, Web content, and Microsoft Messenger. Learn how to use clip art, photos, SmartArt, and other graphic elements throughout the Office programs. You also find out how to create Web content using the Office applications. Lastly, you learn how to use Microsoft Messenger to chat online.
- **Part VIII:** This final section of the book shows you how to coordinate and customize the various programs to suit the way you work. You learn how to use the Projects Gallery and Scrapbook features and how to customize the individual programs. You also learn a little about using AppleScripts to help speed up common tasks.

That's just the tip of the proverbial iceberg when it comes to coverage. By the end of the book, you should be extremely acquainted with the Office 2008 suite of programs and know how to use them to get your work—or play—done.

Who Should Read This Book?

This book is for anyone who uses the Microsoft Office 2008 for Mac programs and wants to learn them proficiently or just have a handy reference when needed. Whether you're new to Office or a long-time user, this book can help you navigate the ins and outs of the upgraded software. It covers everything from basic startup tasks to more complex features like creating mass mailings or making use of the Excel database and analytical tools. You also find information to help you customize the Office suite to suit the way you work.

How to Use This Book

You do not necessarily need to read this book from one end to the other; rather you can jump into finding out the information you want to know directly if you want. However, if you're new to Office, starting at the beginning and working your way through will help you learn and build on important tools and features for each program. The book is written progressively, which means each section builds on the basics of using a program and then progresses into more complex features.

The book also will come in handy as a reference guide to keep around for refreshing your memory about certain procedures or tasks, or as a tool for looking up new features you tackle.

Acknowledgments

Special thanks go out to Executive Publisher Barry Pruett and Laura Sinise for allowing me the opportunity to tackle this exciting project; to project editor Martin V. Minner for his dedication and patience in shepherding this project from start to finish; to copy editor Gwenette Gaddis for ensuring that all the i's were dotted and t's were crossed; to technical editor Geoff Coryell for skillfully checking each step and offering valuable input along the way; and finally to the production team at Wiley for their talents in creating such a monumental book. Lastly, extra special thanks to my own Shrek, Matty Gunter, for keeping the swamp shack running while I concentrated on this project.

—Sherry Kinkoph Gunter

We wish to thank Laura Sinise, Martin V. Minner, and the rest of the editorial team at Wiley for their guidance and support. Thank you to Sherry Kinkoph Gunter for the opportunity to work together. Special thanks to our family and friends for everything.

—Jennifer and Greg Kettell

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