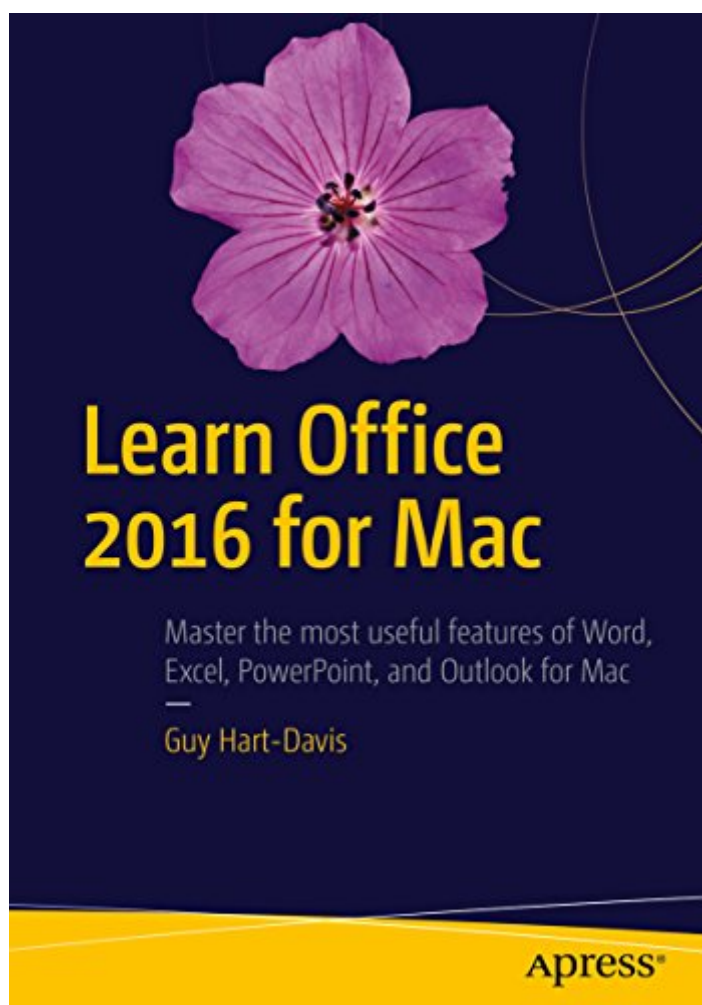


The book was found

# Learn Office 2016 For Mac



## 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 Apple'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 and older versions of Office.

**What You Will Learn**

- Create professional documents for home and business using Word
- Edit documents collaboratively in real time with your colleagues
- Record and manipulate data using spreadsheets
- Use your data to create powerful and convincing charts
- Build persuasive multimedia presentations in PowerPoint
- Deliver presentations like an expert
- Keep your e-mail under control with Outlook
- Stay on top of your schedule and your tasks

**Who This Book Is For**

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.

## Book Information

File Size: 14864 KB

Print Length: 711 pages

Publisher: Apress; 2 edition (July 26, 2016)

Publication Date: July 26, 2016

Language: English

ASIN: B01J53I3KQ

Text-to-Speech: Enabled

X-Ray: Not Enabled

Word Wise: Not Enabled

Lending: Not Enabled

Enhanced Typesetting: Not Enabled

Best Sellers Rank: #816,955 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #140  
inÂ Kindle Store > Kindle eBooks > Computers & Technology > Operating Systems > MacOS #294  
inÂ Books > Computers & Technology > Programming > Apple Programming #438 inÂ Books >  
Computers & Technology > Operating Systems > Macintosh

[Download to continue reading...](#)

Bundle: Illustrated Microsoft Office 365 & Office 2016: Fundamentals, Loose-leaf Version +  
MindTap Computing, 1 term (6 months) Printed Access Card ... Office 365 & Office 2016:  
Introductor The Complete Beginners Guide to Mac OS X El Capitan: (For MacBook, MacBook Air,  
MacBook Pro, iMac, Mac Pro, and Mac Mini) Learn Office 2016 for Mac Bundle: New Perspectives  
Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016  
Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card  
Exploring Microsoft Office 2016 Volume 1 (Exploring for Office 2016 Series) Learn German Step by  
Step: German Language Practical Guide for Beginners (Learn German, Learn Spanish, Learn  
French, Learn Italian) Your Office: Microsoft Access 2013, Comprehensive (Your Office for Office  
2013) Essential Mac OS X Panther Server Administration: Integrating Mac OS X Server into  
Heterogeneous Networks Mac OS X Server v10.6 : Installation, DNS, DHCP (Mon Mac & Moi)  
(French Edition) 57 Delish Mac N Cheese Recipes: My All Time Favorite Mac & Cheese Recipes  
(57 Recipe Series) Exploring Mac App Development Strategies: Patterns & Best Practices for Clean  
Software Architecture on the Mac with Swift 2.0 and Tests Mac's Field Guide to Northwest Coastal  
Fish (Mac's Field Guides) Microsoft Office 2016: A Beginner's Guide to Microsoft Office Bundle:  
New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + MindTap  
Computing, 1 term (6 months) Printed Access Card Microsoft Powerpoint 2016 for Mac: An Easy  
Beginner's Guide Modern Tkinter for Busy Python Developers: Quickly learn to create great looking  
user interfaces for Windows, Mac and Linux using Python's standard GUI toolkit Learn Excel 2011  
for Mac Learn Objective-C on the Mac: For OS X and iOS Jokes : Best Jokes 2016: (Funny books,  
Joke books, Funny jokes, Best jokes 2016, Best jokes 2015) (Best Jokes 2016 Bundle) Ethernet  
Networking for the Small Office and Professional Home Office

[Dmca](#)