

Contents at a Glance

<i>Introduction</i>	1
<i>Part I: Introduction to the Microsoft Office 2008 Suite</i>	7
Chapter 1: Overview from 10,000 Feet.....	9
Chapter 2: A Sweet Suite: Introducing the Office 2008 Applications	15
Chapter 3: Common Knowledge: Things That Work the Same in All Office Applications	25
<i>Part II: Mastering Microsoft Word</i>	45
Chapter 4: Getting to Know Microsoft Word.....	47
Chapter 5: Processing Documents with Word	63
Chapter 6: Refining and Editing Documents with Word	79
Chapter 7: Going for the Designer Look: Using Templates and Other Design Elements	103
Chapter 8: This and That: Advanced and Collaboration Features.....	131
<i>Part III: Powerful Presentations with Microsoft PowerPoint</i>	155
Chapter 9: Getting to Know Microsoft PowerPoint.....	157
Chapter 10: Creating Slide Shows.....	167
Chapter 11: Making Your Slide Shows Sing	197
Chapter 12: Presentation Mastery	223
<i>Part IV: Crunching Data with Microsoft's Most Excellent Excel</i>	235
Chapter 13: Getting to Know Microsoft Excel.....	237
Chapter 14: Crunching Numbers (and Data) with Excel	243
Chapter 15: Enhancing and Printing Your Excel Spreadsheets	263
Chapter 16: Advanced Spreadsheets.....	279
<i>Part V: Microsoft Entourage: Miraculous Manager of Most Things</i>	295
Chapter 17: Getting to Know Entourage.....	297
Chapter 18: Entourage Online.....	305
Chapter 19: Managing Your Affairs with Entourage	333
Chapter 20: Getting Advanced with Entourage	359

<i>Part VI: The Part of Tens</i>	371
Chapter 21: Ten Things in Office 2008 That Didn't Fit Elsewhere	373
Chapter 22: Ten Timesaving Shortcuts and Tips for Enhanced Productivity	381
Chapter 23: Ten Ways to Customize Office	389
<i>Index</i>	397

Table of Contents

<i>Introduction</i>	1
About This Book.....	1
Conventions Used in This Book	2
Foolish Assumptions	2
How This Book Is Organized.....	2
Icons Used in This Book.....	3
Where to Go from Here.....	4
<i>Part 1: Introduction to the Microsoft Office 2008 Suite</i>	7
Chapter 1: Overview from 10,000 Feet	9
The Three Faces of Office 2008 for Mac	9
Installing Office 2008.....	10
Setting Up with Setup Assistant	13
Removing Office 2008	14
Chapter 2: A Sweet Suite: Introducing the Office 2008 Applications	15
What's New and Good	16
The suite life.....	17
Word.....	19
PowerPoint.....	20
Excel.....	21
Entourage	22
What's New but Bad.....	22
Together, They're Better	23
Chapter 3: Common Knowledge: Things That Work the Same in All Office Applications	25
Using Menus in Office Applications.....	25
Toolbars and Palettes: Think "Visual Menus"	27
Triumphing over toolbars	27
Tinkering with the Toolbox.....	29
Customizing Toolbars, Menus, and Keyboard Shortcuts	30



- Creating and Saving Documents33
 - A grand opening: Opening Office document files.....33
 - Using the Project Gallery to work with documents34
 - Saving a document36
- What's Your Preference? Understanding Application Preferences.....38
 - Application preferences: Why?.....38
 - Application preferences: How?.....39
 - Help: It's more than just a Beatles movie.....42

Part II: Mastering Microsoft Word45

Chapter 4: Getting to Know Microsoft Word 47

- Creating, Opening, and Saving a Document.....48
 - Entering text in your document50
 - Adding an image from the Clip Gallery.....50
- Getting Around in Your Document.....51
 - A scroll new world: Navigating with the mouse51
 - Navigating with the keyboard navigation53
- Using a Variety of Versatile Views54
 - Draft view55
 - Web Layout view56
 - Outline view57
 - Print Layout view58
 - Notebook and Publishing Layout views59
 - Zoom, zoom, zoom.....62

Chapter 5: Processing Documents with Word 63

- Selecting Text for Editing and Formatting63
- Formatting Text, Paragraphs, and Images66
 - Changing the look of the font.....66
 - Changing the look of paragraphs68
 - Changing the look of images71
- Copying Words and Images from Other Sources73
 - Dragging and dropping73
 - Copying and pasting74
- Using Document Elements and the Elements Gallery75
 - Adding an element to your document76
 - Removing an element.....77

Chapter 6: Refining and Editing Documents with Word 79

- Moving Text and Images Around in Your Documents79
 - Moving items easily within a document.....80
 - Using special Word features that make moving stuff easier81

Check It Out: Checking Your Spelling, Grammar, and Hyphenation85
 Double-checking your spelling and grammar85
 Correcting your errors automatically with AutoCorrect.....88
 Hypnotic hyphenation91
 Discovering the Word Reference Tools92
 The thoroughly terrific thesaurus.....92
 Using the online reference tools.....94
 Saving Time with the Find and Replace Feature97
 Finding and replacing text.....97
 Using Find and Replace to make formatting changes.....98
 Using advanced search options to get even more done fast99

Chapter 7: Going for the Designer Look: Using Templates and Other Design Elements103

Canned Design: Working with Word Templates104
 Getting started with the Project Gallery104
 Sample project: Starting a custom invoice from a template.....104
 Customizing a Word template.....106
 Saving your customized template107
 Adding Basic Design Elements to Your Document108
 Imagine that: Adding and resizing an image109
 Creating headers and footers111
 Adding lines to your header or footer112
 Arranging your text with some help from tabs113
 Setting Tabs, Margins, and Other Types of Indents114
 Setting tabs.....114
 Making your margins117
 Indents: Like margins, but for selected text.....118
 Columns and Lists and Text Boxes (Oh, My)120
 Creating columns.....120
 Lists made easy (and pretty)122
 Text anywhere with text boxes.....123
 Working with Tables124
 Creating a table.....124
 Formatting a table126
 The easiest way to create tables: Quick Tables.....130

Chapter 8: This and That: Advanced and Collaboration Features131

Going in Style: Defining Styles for Easy Formatting.....132
 The easy way: Defining a style by example.....132
 The harder way: Defining a style by dialog.....134
 Customizing Toolbars, Menus, and Keyboard Shortcuts135
 Customizing toolbars and menus.....135
 Customizing keyboard shortcuts139

Creating a Table of Contents Automatically	140
Using Collaboration Features	144
Addressing Envelopes and Creating Labels.....	146
Creating and printing an envelope.....	147
Creating labels	148
Creating Web Pages.....	152

***Part III: Powerful Presentations with Microsoft PowerPoint* 155**

Chapter 9: Getting to Know Microsoft PowerPoint157

Viewing Slides with the Various Views	158
Normal view	159
Slide Sorter view.....	160
Slide Show view	161
Notes Page view.....	162
Presenter Tools view.....	163
Planning Your Presentation: A Few Tips for Making Your Slide Shows Better.....	164
Use the 10/20/30 rule	164
Start with an outline.....	164

Chapter 10: Creating Slide Shows167

Getting Started	168
Giving Your Presentation a Visual Theme.....	168
Using a theme “as is”	168
Customizing a theme’s colors or fonts	169
Using Labor-Saving Slide Layouts	171
Mastering Slide Masters	172
Working with title and text objects	176
Working with PowerPoint Objects	178
Formatting tables	179
Creating a chart	181
Get smart: Use SmartArt.....	185
More media: Adding images, movies, or sounds.....	187
Using Quick Styles and Effects.....	188
Aligning, arranging, and distributing objects	191

Chapter 11: Making Your Slide Shows Sing197

Using Transitions to Create a Polished-Looking Presentation.....	197
Applying transitions.....	198
Transition options.....	200

Using Custom Animation.....	201
Animating text or graphics.....	202
Animating a chart or SmartArt graphic.....	207
Creating Interactivity with Action Buttons.....	208
Share and Share Alike.....	210
Printing hard copy.....	211
Exporting (saving) your presentations as files.....	214
Chapter 12: Presentation Mastery	223
Using the PowerPoint Tools for More Effective Slides.....	223
Working with the basic PowerPoint tools.....	223
Using hyperlinks.....	227
Recording narration.....	228
Making the Most of Your PowerPoint Presentation.....	229
Rehearsing and setting slide timings.....	229
Using the presenter tools.....	230
Working with a single display.....	231
 Part IV: Crunching Data with Microsoft's	
<i>Most Excellent Excel</i>	235
 Chapter 13: Getting to Know Microsoft Excel	237
Interfacing with Excel's User Interface.....	237
Understanding the Concept of Rows, Columns, and Cells.....	238
Using the Views.....	240
Navigating within Your Spreadsheets.....	240
 Chapter 14: Crunching Numbers (and Data) with Excel	243
Working with Templates and Ledger Sheets.....	243
Choosing a template.....	244
Working with Ledger Sheets.....	245
Entering, Formatting, and Editing Data in Cells.....	247
Copying and Pasting Data (and Formatting) Between Cells.....	248
AutoFilling Cells.....	249
Understanding Formulas and Functions.....	250
Creating a formula.....	251
Keeping track of Excel formulas with the Formula Builder.....	251
Using the Error Checking Feature.....	254
Sorting and Filtering Data.....	257
Sorting data.....	257
Using AutoFilters to narrow down your data searches.....	257
Finding and Replacing Data.....	258

Chapter 15: Enhancing and Printing Your Excel Spreadsheets . . . 263

Creating and Formatting Charts	264
Including Pictures and Shapes	266
Adding Formatting and Special Effects	269
Creating and Sorting Custom Lists	271
Creating a Custom List.....	272
Sorting your list	273
Adding Headers and Footers	273
Creating a header or footer	274
Editing your header or footer	274
Printing Your Spreadsheets	276
Preparing for printing with Page Setup	276
Ready, set, print.....	278

Chapter 16: Advanced Spreadsheets 279

Customizing Excel	279
Preferences.....	279
Toolbars and menus.....	283
Conditional Formatting	284
Naming a Cell Range	286
Working with Multiple Worksheets	286
Hyperlinking.....	288
Collaboration and Revision Tracking (a.k.a. Change Tracking).....	289
Sharing a workbook	290
Tracking your changes	291
Accepting and rejecting your changes	292

Part V: Microsoft Entourage: Miraculous Manager of Most Things..... 295**Chapter 17: Getting to Know Entourage 297**

Taking a Quick Tour of Entourage.....	297
The Mail module	298
The Address Book module	299
The Calendar module.....	300
The Notes and Tasks modules.....	301
The Project Center	301

Chapter 18: Entourage Online 305

Setting Up Entourage for E-Mail and Newsgroups	305
Setting up your e-mail automatically	306
Setting up your e-mail account manually	308
Setting up a news account	313
Sending, Receiving, and Managing Your E-Mail.....	314
Creating and sending messages	315
Receiving messages	318

Dealing with junk mail321
 Managing your e-mail.....322
 Nosin' Around Newsgroups326
 Finding newsgroups with news you want to read.....327
 Reading newsgroup messages327
 Subscribing to newsgroups.....328
 Replying to newsgroup messages329
 Posting newsgroup articles.....332

Chapter 19: Managing Your Affairs with Entourage333

Managing Contacts with the Address Book.....334
 Adding and removing contacts.....334
 Working with contacts337
 Belly up to the (tool)bar.....341
 Scheduling Events with the Calendar343
 Understanding Notes348
 Tracking Progress with the Tasks Module.....350
 Tasks list versus To Do List.....350
 May the task force be with you352
 Coordinating Projects with the Project Center352
 We're off to see the New Project Wizard353
 Anatomy of a project.....353

Chapter 20: Getting Advanced with Entourage359

Customizing: It's Not Just for Hot Rods Anymore.....359
 Tweakin' toolbars.....360
 Adding your favorite things to the Favorites bar.....361
 Fine-Tuning Columns, the Toolbox, and Searches362
 Concentrating on columns362
 Hiding and showing interface elements363
 The fast way to start an Advanced Search.....364
 What's Your Preference?365
 Colonel Parker, meet General Preferences365
 Roll over Beethoven and catch the Mail & News Preferences367
 Everything but the Kitchen Sync368

Part VI: The Part of Tens.....371

Chapter 21: Ten Things in Office 2008 That Didn't Fit Elsewhere .. 373

My Day.....373
 Microsoft Messenger374
 Clip Gallery374
 Free Online Content for Clip Gallery375
 Holidays on Your Calendar376
 Play Windows Media Files Free376

Official Microsoft Web Sites	377
Microsoft Office for Mac 2008	377
Mactopia	378
The Database Utility (for Entourage)	378
A Multitude of Fonts	379
Expression Media	379

Chapter 22: Ten Timesaving Shortcuts and Tips for Enhanced Productivity381

Memorize Keyboard Shortcuts	381
Get to Know Your Preferences.....	382
Save a Document as a PDF File.....	383
Save Time with the Send to Mail Recipient Menu Item.....	384
Automator Workflows.....	384
Use the Open Recent Feature to Open Items from the Dock.....	385
Get Help.....	385
Learn to Use the Format Painter	386
Notebook Layout for Lectures (Word Only)	386
Create and Use Office's Projects	387

Chapter 23: Ten Ways to Customize Office389

Make Your Toolbars and Menus Work Harder for You.....	389
Hide the Standard Toolbar Completely.....	390
Modify Existing Toolbars	390
Modify Existing Menus	391
Create a New Toolbar for Frequently Used Commands.....	392
Deal with Frequently Used Documents	393
Remove Unused Keyboard Shortcuts.....	393
Change an Existing Keyboard Shortcut.....	394
Add a Keyboard Shortcut.....	395
Create Your Own Templates	395

***Index*.....397**