

VISUAL QUICKSTART GUIDE

Microsoft Office 2011 for Mac

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Introduction

Welcome to *Microsoft Office 2011 for Mac: Visual QuickStart Guide*. In the pages that follow, you'll find all the information and instructions needed to quickly become productive with Office 2011.

Like other titles in the *Visual QuickStart* series, this book was written primarily as a reference. Unlike a book on a single program, however, this one covers four major applications. Rather than discuss every command and procedure in excruciating detail (as you'd expect in a one-program book), this book focuses on commands and procedures you're most likely to actually use.

About This Book

This is a book for beginning to intermediate users of Microsoft Office 2011. If you're using Office for the first time, switching from the Windows to the Mac version, or already know the basics but want to get more out of your investment in Office, this book is for you. If you learn better from step-by-step instructions and lots of graphic examples than from reference manuals that merely

describe what the commands do, this book is also for you. Most of all, if you know what you want to do and want to get started in the shortest possible time, this book is definitely for you.

I've worked hard to create a book that will let you turn to the directions for any procedure, learn what it does, and do it yourself. A screen shot illustrates every significant step. The goal is to give you the information you need to make you productive as quickly as possible. Along the way, you'll find tips that offer helpful information about many of the procedures.

To make it easy for you to find the information you need at any given moment, the book is divided into sections called parts.

- Part I provides an introduction to essential Office procedures.
- Parts II through V are devoted to the core Office applications: Word, Excel, PowerPoint, and Outlook (with My Day).
- Part VI presents topics relevant to all the core Office applications: combining Office data, using Office on the Internet, and using the Office Web Apps.

Command Conventions

Office 2011's implementation of the Ribbon provides a new place where you can find and execute Office commands—in addition to menus, toolbars, floating windows, panels and panes, dialog boxes, contextual menus, and keyboard shortcuts.

Menu commands

In this book, menu components are separated by the greater than (>) symbol.

menu name > command

Example: “To forward a selected message, choose Message > Forward” **A**.

Explanation: Open the Message menu and choose the Forward command.

menu name > submenu > command

Example: “To forward the same message as an attachment, choose Message > Forward Special > As Attachment” **B**.

Explanation: Open the Message menu and choose As Attachment from the Forward Special submenu.

Ribbon commands

Ribbon components are separated by a colon (:). When choosing a command from a drop-down menu on the Ribbon, the menu-specific components are separated by the > symbol.

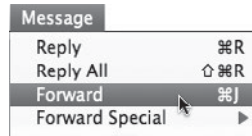
Ribbon tab : group : command

Example: “To format selected text as boldface, click Home:Font:Bold” **C**.

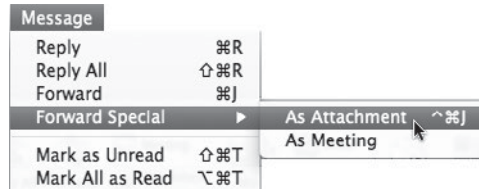
Explanation: In the Font group on the Home tab, click the Bold icon.

Ribbon tab : group : icon > menu item

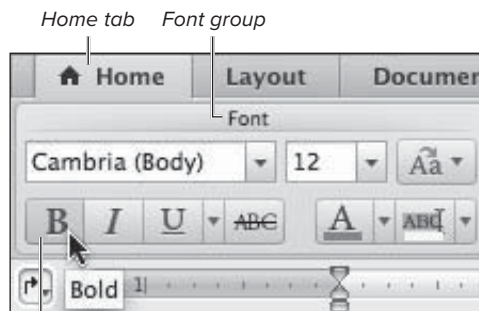
Example: “To set 1" margins for the document, choose Layout:Margins:Margins > Normal” **D**.



A Choosing a command from a menu.

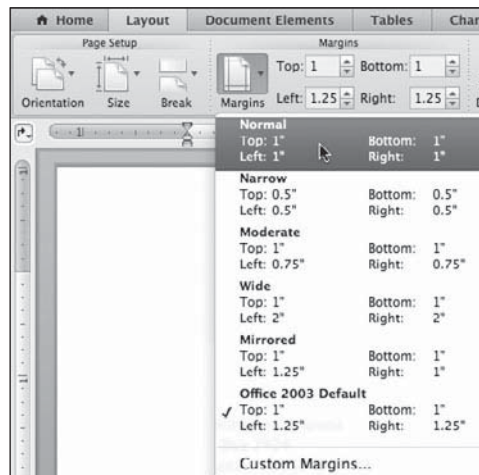


B Choosing a command from a submenu.



Bold command

C Clicking a Ribbon icon.



D Choosing a command from a Ribbon icon's drop-down menu.

Explanation: Switch to the Layout tab. In the tab's Margins group, click the Margins Icon and choose Normal from the drop-down menu.

Note that whether a menu command or a Ribbon command is being described, the components are always presented in their proper order.

TIP Unlike Word, PowerPoint, and Excel, Outlook doesn't divide its tabs into named groups. Therefore, its commands are more compact, such as "Click Home:Delete to delete the selected message."

Toolbars, panels, floating windows, dialog boxes, and contextual menus

To prevent commands for these elements from being confused with menu or Ribbon commands, the commands are written out in plain text, such as this: "On the Indents and Spacing tab of the Paragraph dialog box, choose a paragraph alignment from the Alignment drop-down menu."

Keyboard shortcuts

A command may also have an associated keyboard shortcut that executes the command as though it had been chosen from a menu, toolbar, or the Ribbon. The convention is to show keyboard shortcuts in plain text, such as "Press Command-V to paste the most recently copied or cut item."

Too many commands, too little space

Over the years, many programs have expanded to offer users multiple ways of performing a command or procedure. With this flexibility, however, can come confusion. In previous editions of this book (as well as my other Peachpit titles), I've prided myself on detailing all the possible ways you might execute a particular command. Knowledge is power, right?

But with Office 2011's addition of the Ribbon, it occurs to me that:

- There may now be as many as half a dozen ways to execute some commands.
- Rather than helping you by allowing you to pick the most convenient method from all possible command-execution methods, I may inadvertently be adding to or creating the confusion.
- Presenting every imaginable option takes up a lot of page space and may, in fact, detract from the presentation.

Based on my new assumption that you don't want or need to know all the ways that you can choose every command, this book will try to limit the presented options to two or three. At a minimum, I'll list the menu and Ribbon commands—assuming that both exist. Keep in mind that you should still explore the available toolbars, dialog boxes, panes, and panels to see if there's a more convenient method of executing a command.

Similarly, try right-clicking selected text and objects. Microsoft provides many contextual menus that appear in response to a right-click. You may find right-clicking to be quicker than scouring Ribbon tabs, checking menus, and memorizing keyboard shortcuts.

About the Author

During his lengthy computer-industry career, Dr. Steve Schwartz has dedicated himself to educating computer users and helping them become productive with the software that's so pervasive in their business, school, and personal lives.

Steve was formerly editor-in-chief and chief methodologist for *Software Digest*, business editor for *MACazine*, and technical services director for Funk Software—where he provided technical support to a customer base of 750,000, trained Funk and Lotus Development personnel, directed QA, and wrote user manuals.

In addition, Steve has written hundreds of articles for computer magazines such as *Macworld*, *PCWorld*, and *Computerworld*. Since becoming a full-time author in 1990, Steve has written almost 60 books on computer and game topics. He is Peachpit Press' primary author for Microsoft Office.

1

Introducing Microsoft Office 2011

In this “before you get started” chapter, there’s nothing you’ll need to commit to memory. There will be no test.

If you’re new to Office, the initial application-specific sections (“About Word,” “About Excel,” “About PowerPoint,” and “About Outlook”) will familiarize you with the tasks that the core applications were designed to help you accomplish.

If you’re upgrading from Office 2008, the next section (“New in Office 2011”) will point you to the important new features and changes introduced in Office 2011.

Finally, if you’re still deciding whether to purchase or upgrade to Office 2011, the last section (“Office 2011 Editions”) will explain the differences between the three Office 2011 editions.

In This Chapter

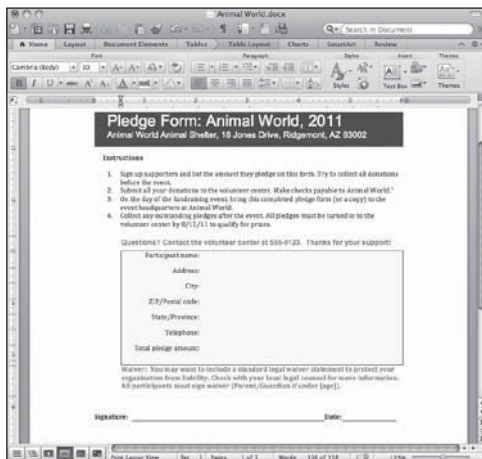
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About Excel	2
About PowerPoint	3
About Outlook	3
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About Word

Word 2011 **A**, Office's word-processing application, is used to create letters, memos, invoices, proposals, reports, forms, brochures, catalogs, labels, envelopes, and just about any other type of printed or electronic document that you can imagine.

You can type text into Word and insert almost any kind of graphic, formatting the material into sophisticated documents with cover pages, tables of contents, running headers and footers, tables, footnotes, cross-references, page numbers, and indexes. If your needs aren't that expansive, you can also create simple letters and memos with Word's easy-to-use features.

Word's approach, like that of the other Office applications, is visual. As you work in a document, you see all the text, graphics, and formatting exactly as it will appear when you print. Word works in concert with the other Office applications. It can display numbers and charts from Excel worksheets, as well as slides from PowerPoint. And you can flag Word documents for follow-up in your Outlook to-do list.



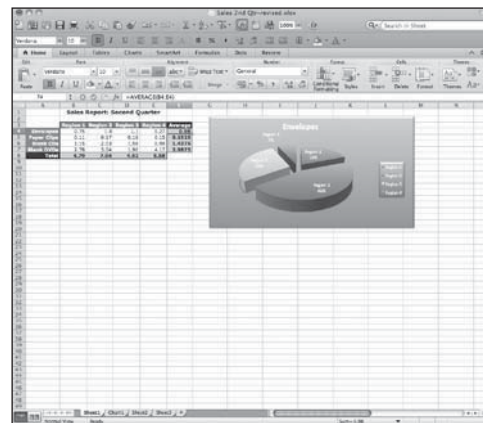
A A Word 2011 document.

About Excel

Excel 2011 **B**, the Office spreadsheet application, is used to track, calculate, and analyze data. If you want to view numeric information graphically, you can use Excel to create professional charts in dozens of colorful formats.

After typing numbers into a row-and-column cell grid in an Excel worksheet, you can enter formulas into adjacent cells that total, subtract, multiply, or divide the numbers. You can also use *functions*, special Excel formula components that help you perform complex calculations—from sums and averages to sophisticated financial computations. Excel can even calculate statistics.

You can also use Excel to create, maintain, and import lists and databases. You can accumulate text and numeric records, as well as sort, search, filter, and extract data from a database. Excel works especially well with FileMaker Pro databases.



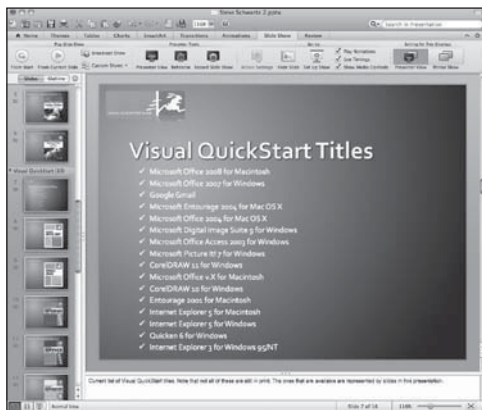
B An Excel 2011 workbook.

About PowerPoint

PowerPoint 2011 **C** is the presentation component of Office. You use PowerPoint to present *slide shows*—electronic presentations that you run on a computer screen in front of an audience. You can also create handouts and other materials you might use during a stand-up dog-and-pony show.

PowerPoint comes with dozens of professionally designed templates that take care of the presentation's look, allowing you to focus on its message. It also includes sample presentation outlines to help you get a start on the content. PowerPoint's powerful arsenal includes bulleted and numbered text slides, charts, tables, clip art, animations and movies, and drawing tools.

If you need to convey your PowerPoint presentation to an even wider audience, you can convert it to a QuickTime movie, generate a set of pictures (one per slide) that can be viewed on a computer or iPod, or broadcast the presentation on the Web.



C A PowerPoint 2011 presentation.

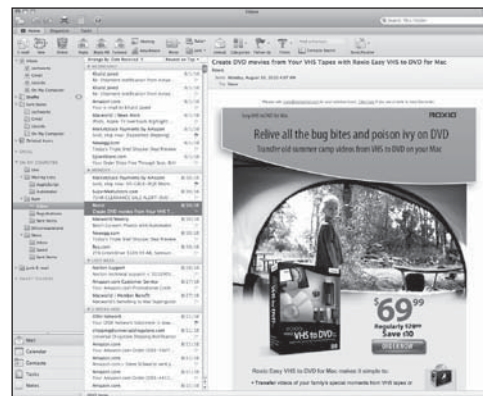
About Outlook

As a replacement for Entourage (Office's email client), Outlook 2011 **D** helps you manage your communications and your life. Use it to send and receive email, as well as maintain your calendar, address book, to-do list, and notes.

Office includes two utilities to help you keep track of scheduled appointments and events, as well as your tasks/to-do items—even when Office isn't running. Both utilities draw from your Outlook data.

Any event, appointment, or task can have an optional *reminder* (alarm) associated with it. When a reminder is triggered, you can handle it within Office Reminders, a utility that enables you to dismiss or to temporarily “snooze” a reminder until later.

If you're primarily interested in knowing the day's scheduled items and unfinished tasks, you can use My Day to keep track of them. When you complete a task, you can check it off in My Day without having to launch Outlook. Phone numbers and other contact info are also available in My Day.



D The Outlook 2011 Mail window.

New in Office 2011

Office 2011 has a variety of new features. Here are some of the most significant ones.

Office-wide changes

The philosophy that guided many of the changes and improvements to Office 2011 was that it should—as much as possible—match the features already in Office 2007 and 2010 for Windows. To that end, several major changes have been introduced in Office 2011.

First, to match the new, menuless interface introduced in Office 2007 and fully implemented in Office 2010, all Office 2011 applications feature the tabbed Ribbon interface. Unlike Windows users, however, Office 2011 users can choose commands from the Ribbon *or* from menus. They can continue to rely on menus, make the switch to the Ribbon, or use the Ribbon for some tasks and menus for others.

The Ribbon offers *feature discoverability*—that is, it improves the likelihood that you'll find commands and procedures that were difficult to access in menu-driven versions of Office. The Ribbon encourages users to explore Office features that they previously ignored or didn't notice.

Second, Entourage (Office's former email client) has been replaced by Outlook. For Entourage users, the switch to Outlook will be relatively seamless. Entourage email accounts and data will simply appear in Outlook on first launch. And for Outlook for Windows users, running Outlook on a Mac will be less confusing than switching to Entourage.

Third, a consistent set of image-editing tools is now available in Word, Excel, and PowerPoint. These tools enable users to crop, correct, and enhance photos on document pages—without having to resort to using other image-editing programs.

Fourth, Office 2011 marks the return of Visual Basic. Users who relied on Visual Basic macros in Excel 2004 will appreciate the restoration of VBA programmability—without needing to learn AppleScript.

Fifth, Office 2011 includes the Microsoft Document Connection application to simplify the process of accessing and sharing Office documents on a Web-based SkyDrive account or corporate SharePoint server. Office 2011 fully supports the new Office Web Apps, enabling users to create and edit Office documents from any computer with an Internet connection.

Finally, there are some smaller but still noteworthy features that are available in all or most Office 2011 applications:

- The new Reorder Object tool allows object layers to be visually manipulated.
- The Media Browser makes it easy to add photos, videos, music, clip art, shapes, and symbols to documents.
- The Project Gallery for each application has been replaced with a new Gallery with resizable thumbnails. When basing a document on a template, a new color scheme and fonts can be selected prior to creating the document.