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Author of Mac OS® X Snow Leopard™ For Dummies



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About the Author

Bob LeVitus, often referred to as “Dr. Mac,” has written nearly 60 popular computer books, including *iPhone For Dummies*, *iPad For Dummies*, *Incredible iPad Apps For Dummies*, and *Incredible iPhone Apps For Dummies* for Wiley Publishing, Inc.; *Stupid Mac Tricks* and *Dr. Macintosh* for Addison-Wesley; and *The Little iTunes Book* and *The Little iDVD Book* for Peachpit Press. His books have sold more than a million copies worldwide.

Bob has penned the popular Dr. Mac column for the *Houston Chronicle* for the past ten years and has been published in dozens of computer magazines over the past 16 years. His achievements have been documented in major media around the world. (Yes, that was him juggling a keyboard in *USA Today* a few years back!)

Bob is known for his expertise, trademark humorous style, and ability to translate techie jargon into usable and fun advice for regular folks. Bob is also a prolific public speaker, presenting more than 100 Macworld Expo training sessions in the U.S. and abroad, keynote addresses in three countries, and Macintosh training seminars in many U.S. cities. (He also won the Macworld Expo MacJeopardy World Championship three times before retiring his crown.)

Bob is considered one of the world’s leading authorities on Mac OS. From 1989 to 1997, he was a contributing editor/columnist for *MacUser* magazine, writing the Help Folder, Beating the System, Personal Best, and Game Room columns at various times.

In his copious spare time, Bob heads up a team of expert technical consultants who do nothing but provide technical help and training to Mac users, via telephone, e-mail, and/or our unique Internet-enabled remote control software, which allows them to see and control your Mac no matter where in the world you may be.

If you’re having problems with your Mac, you ought to give them a try. You’ll find them at www.boblevitus.com or 408-627-7577.

Prior to giving his life over to computers, LeVitus spent years at Kresser/Craig/ D.I.K. (a Los Angeles advertising agency and marketing consultancy) and its subsidiary, L & J Research. He holds a BS in Marketing from California State University.

Dedication

This book is dedicated to my wife, Lisa, who taught me almost everything I know about almost everything I know except technology. And to my awesome kids, Allison and Jacob, who love Apple technology almost as much as I love them (my kids, not my Macs, iPhones, iPads, etc.).

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Thanks to my family and friends, for putting up with me during my all-too-lengthy absences during this book's gestation.

And last, but certainly not least, thanks to you, gentle reader, for buying this book.

Publisher's Acknowledgments

We're proud of this book; please send us your comments at <http://dummies.custhelp.com>. For other comments, 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.

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Introduction

You made the right choice twice: Office 2011 for Mac and this book.

Take a deep breath and get ready to have a rollicking good time. That's right — this is a computer book, but it's fun. What a concept! Whether you're brand-spanking new to the Office suite or a grizzled old Office veteran, I guarantee that discovering the ins and outs of Office 2011 for Mac with this book is fun and easy.

About This Book

Why write a *For Dummies* book about Office 2011 for Mac? Well, Office 2011 for Mac is a big, somewhat complicated suite of productivity applications, so I made *Office 2011 For Mac For Dummies* a not-so-big, not-so-complicated book that shows you how to perform the most common tasks you're likely to perform using Office 2011 for Mac, all without boring you to tears, confusing you, or poking you with sharp objects.



In fact, I think you'll be so darned comfortable that I wanted the title to be *Office 2011 For Mac without Discomfort*, but the publisher wouldn't let me. Apparently, we *For Dummies* authors have to follow some rules, and using *For Dummies* and *Office 2011 For Mac* in this book's title are among them.

Speaking of dummies, remember that it's just a word. I don't think you're dumb — quite the opposite! My second choice for this book's title was *Office 2011 For Mac For People Smart Enough to Know That They Need Help Using It*, but you can just imagine what the Wiley folks thought of that. ("C'mon, that's the whole point of the name!" they insisted. "Besides, it's shorter this way.")

Anyway, the book is chock-full of information and advice, explaining everything you need to know about Office 2011 for Mac in language you can understand — along with giving you timesaving tips, tricks, techniques, and step-by-step instructions, all served up in generous quantities.

Conventions Used in This Book

To get the most out of this book, you need to know how I do things and why. I use a few conventions in this book to make your life easier:

- ✓ When I want you to open an item on a menu, I write something like “Choose File⇨Open,” which means, “Pull down the File menu and choose the Open command.”
- ✓ Stuff you’re supposed to type appears in bold type, **like this**.
- ✓ Sometimes an entire a sentence is in boldface, as you see when I present a numbered list of steps. In those cases, I leave the bold off what you’re supposed to type, like this.
- ✓ Web addresses and characters that appear onscreen are shown in a special monofont typeface, like `this`.
- ✓ For keyboard shortcuts, I write something like Command+A, which means to hold down the Command key (the one with the little pretzel or  symbol on it) and then press the A key on the keyboard. If you see Command+Shift+A, you hold down the Command and Shift keys while pressing the A key. Again, for absolute clarity, I never refer to the Command key with the  symbol, even though some keyboards display both symbols on that particular key.

Foolish Assumptions

Although I know what happens when you make assumptions, I’ve made a few, anyway. First, I assume that you, gentle reader, know nothing about using Office — beyond knowing what it is, that you want to use it, that you want to understand it without digesting an incomprehensible technical manual, and that you made the right choice by selecting this particular book.

And so, I do my best to explain each new concept in full and loving detail. Maybe that’s foolish, but — oh, well.

Oh, and I also assume that you can read. If you can’t, just ignore this paragraph.

How This Book Is Organized

Office 2011 for Mac For Dummies is divided into six parts. As you probably know, *For Dummies* books are designed to give you the information you need about a feature or task without having to read the book from cover to cover, so feel free to skip around and read the parts that interest you most. Here's a summary of what the parts contain:

- ✓ **Part I: Introduction to the Microsoft Office 2011 Suite:** This first part amounts to basic training. Along the way, you can find out about the three different Office editions, how to install Office, and how to ensure that the version you use is always updated in a timely fashion.
- ✓ **Part II: Mastering Microsoft Word:** In this part, you discover everything you need to know about using spreadsheets. Just kidding. You get to know spreadsheets in Part IV, whereas in *this* part, I tell you lots of important stuff about processing words with Microsoft Word.
- ✓ **Part III: Powerful Presentations with Microsoft PowerPoint:** This part is all about letting it slide. I mean slide shows, of course. Microsoft PowerPoint is the Office application you use to create presentations, also known as slide shows. So, in Part III, you get the goods on PowerPoint and how to create great slide shows.
- ✓ **Part IV: Crunching Data with Microsoft's Most Excellent Excel:** Microsoft Excel is the spreadsheet application of the Office suite, so of course, Part IV delves into the wonderful world of numbers — in rows, columns, formulas, and notebooks. Not only that, but this part shows you how to spiff up those numbers to make them look really pretty.
- ✓ **Part V: Microsoft Outlook: Miraculous Manager of Most Things:** In Part V, you meet the last of the Big Four applications in the Office suite: Microsoft Outlook. This virtual smorgasbord of functionality includes an e-mail client, address book, and appointment calendar, plus notes, tasks, a to-do list, and project managers.
- ✓ **Part VI: The Part of Tens:** Finally, “The Part of Tens” (which might have started life as a David Letterman rip-off) includes ten things you should know about that didn't fit elsewhere in the book, plus ten timesaving shortcuts and ten ideas for customizing Office so that it works the way you want it to work.

Icons Used in This Book

Little round pictures (*icons*) appear to the left side of the text throughout this book. Consider these icons miniature road signs, telling you a little something extra about the subject at hand. Here's what the different icons look like and what they all mean:



Look for Tip icons to find the juiciest morsels: shortcuts, tips, and undocumented secrets about Office 2011 for Mac. Try them all; impress your friends!



When you see this icon, you know that this particular morsel is something I think you should memorize (or at least write on your shirt cuff).



Put on your propeller-head beanie and pocket protector; these tidbits include the truly geeky stuff. They're certainly not required reading, but they must be interesting or informative or else I wouldn't have wasted your time with them.



Read these notes very, very, very carefully. (Did I say very?) Warning icons flag important information. Neither the author nor publisher is responsible if your Mac explodes or spews flaming parts because you ignored a Warning icon. (Just kidding — that type of catastrophe isn't likely to happen.) Macs don't explode or spew (with the exception of a few choice PowerBook 5300 machines, which don't run Office 2011 for Mac, anyway). But I got your attention, didn't I? I tell you again: Read the Warning notes very carefully.



These icons represent my ranting or raving about a topic that either bugs me or makes me smile. When I'm ranting, imagine foam coming from my mouth. Rants are required to be irreverent or irrelevant, or both. I try to keep them short, more for your sake than for mine.



Well, now, what could this icon possibly be about? Named by famous editorial consultant Mr. Obvious, this icon highlights all things new and different in Office 2011 for Mac.

Where to Go from Here

Go to a comfortable spot (preferably not far from a Mac) and look through this book.

In the first few chapters, I describe the basic everyday topics you need to understand in order to operate your Mac effectively. If you're new to Macs and Office 2011 for Mac, start at Chapter 1.

Even though Office 2011 for Mac is somewhat different from previous versions, the discussion in the first part of this book is so basic that if you've been using Office awhile, you might think you know it all — and you might know most of it. But, hey! Not-so-old-timers need a solid foundation. So read what you need and skip the rest.



I didn't write this book for myself — I wrote it for you and would love to hear how it works for you. Please drop me a line or register your comments on the Wiley Online Registration Form at www.dummies.com.

You can send snail mail in care of Wiley Publishing, Inc., or send e-mail to me directly at Office2011@boblevitus.com. I appreciate your feedback, and I *try* to respond to all reasonably polite e-mail within a few days.

Does this book work for you? What do you like? What don't you like? What questions are unanswered? Do you want to know more about something? Do you want to find out less about something? Tell me! I have received more than 100 suggestions about previous editions, most of which are incorporated here. So keep up the good work!

What are you waiting for? Go — enjoy the book!

Part I

Introduction to the Microsoft Office 2011 Suite

The 5th Wave

By Rich Tennant



"Yeah, this should help me with my business. It's got 'FelonHelper,' 'Goonicator,' 'You Outlookin' at Me?' ..."

***W** In this part . . .*

Whether you're a longtime Office user or Office 2011 for Mac is your first experience with using an Office suite, you have to learn to crawl before you can walk (much less run).

In this part, you can start with a broad overview of the various versions of Office 2011 for Mac available for purchase and how to install and set them up. Then I briefly introduce you to the four major applications that comprise the Office suite. You can check out some features that are new or improved in the 2011 edition and take a quick look at how this quartet plays nicely together. Finally, you explore Office features that work the same way in all four applications, such as menus, toolbars, preferences, and help.

So get comfortable, roll up your sleeves, fire up your Mac if you like, and grab your Office 2011 for Mac install disc if you haven't yet installed the software.

Chapter 1

Overview from 10,000 Feet

In This Chapter

- ▶ Deciding which of the three editions of Office for Mac 2011 to buy
 - ▶ Installing Office 2011
 - ▶ Getting set up using the Setup Assistant
 - ▶ Removing Office 2011
-

Over the next several hundred pages, you can find out in detail about the applications that make up the Microsoft Office for Mac 2011 suite. But first you must decide which version of the suite you want or need (there are three of 'em), acquire a copy of it, and then install it and find out how to update it to ensure that you're always running the latest and greatest (not to mention most stable) version.

So, without further ado, dig in!

The Three Faces of Office for Mac 2011

Microsoft Office for Mac 2011 comes in three tasty flavors:

- ✓ Office for Mac Home and Student 2011
- ✓ Office for Mac Home and Business 2011
- ✓ Office for Mac Academic 2011

The three editions have this in common: All three have the exact same versions of the “big three” applications — Word, Excel, and PowerPoint — plus a copy of Microsoft Messenger (an instant messaging, or IM, program that you can download from the Microsoft Web site for free). The differences between the editions lie in which features you get in addition to the big three:



- ✓ **Microsoft Office for Mac Home and Student 2011:** The retail price is \$119 for a single install or \$149 for a Family Pack with three installs. As the least expensive edition, it includes the big three applications and Messenger and nothing more. Of course, many (if not most) users need nothing more, so unless you can find a compelling reason to spend two or three times more money for the same three applications, this edition is the most affordable.

Note that this edition does *not* include Microsoft Outlook. Outlook, sometimes called the “Swiss army knife of personal communications software,” combines an e-mail client with an address book, a calendar, to-do lists, and searchable notes in a single application.

Unless you dislike the Mail, Address Book, and iCal applications that are included with Mac OS X, you probably won’t miss Outlook much. And, if you’re a student or a staff or faculty member in higher education, you may qualify for the \$99 single-install Academic edition, which *does* include Outlook. (See the third bullet in this list.)

- ✓ **Microsoft Office for Mac Home and Business 2011:** The retail price is \$199 for a single install or \$279 for a Multi-Pack with two installs. What do you get for the additional dough? In two words: Microsoft Outlook.

What’s that, you say? You don’t know whether you need Outlook? Well then, I suggest that you save yourself a bundle and start with the Home and Student Edition. If you later determine that you *do* need Microsoft Outlook, you can upgrade to the Home and Business edition online.

- ✓ **Microsoft Office for Mac Academic 2011:** The retail price is \$99 but is available only to higher-education students, staff, and faculty. This edition includes everything in the Home and Business edition (including Microsoft Outlook) at half the price. But in this case you have to prove that you’re in the field of higher education.

So there you have it — three editions for three budgets.

By the way, you don’t have to prove you’re a student (or live in a home) to purchase the Home and Student edition for \$119, but you have to prove that you’re in the field of higher education to get the Academic edition for \$99. The bottom line: For most users, the Home and Student edition is the most cost-effective way to acquire the big three Office applications.

Installing Office 2011

When you insert the Office 2011 DVD, you launch the Office Installer by double-clicking it.



The first screen you see is Welcome to the Microsoft Office for Mac 2011 Installer, which informs you that in order to install Microsoft Office, you need