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Office 2011 for Mac®

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Learn to:

- Create great documents, communicate your ideas, and add visual interest with Styles
- Punch up your presentations with charts, graphics, and narration
- Build spreadsheets, crunch numbers, and format charts
- Configure e-mail settings, manage your contacts, and organize your calendar

Bob "Dr. Mac" LeVitus

Author of Mac OS® X Snow Leopard™ For Dummies

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Microsoft® Office 2011 for Mac® For Dummies®

Visit www.dummies.com/cheatsheet/office2011formac to view this books' cheat sheet.

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Cheat Sheet

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by Bob "Dr. Mac" LeVitus

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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

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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