



Learn Office 2016 for Mac

Master the most useful features of Word,
Excel, PowerPoint, and Outlook for Mac

Guy Hart-Davis

Apress®

Learn Office 2016 for Mac

Second Edition



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Learn Office 2016 for Mac: Second Edition

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- SPi Global for creating the index

Introduction

Do you need to get your work done with the Office 2016 for Mac apps—smoothly, easily, and quickly?

Good! You’ve picked up the right book.

Who Is This Book For?

This book is designed to help beginning and intermediate users get up to speed quickly with the Office 2016 for Mac apps and immediately become productive with them.

If you need to learn to use Word, Excel, PowerPoint, and Outlook to get everyday tasks done, at work or at home, you will benefit from this book’s focused approach and detailed advice. You can either start from the beginning of the book and work through it, or use the Table of Contents or the Index to find the topic you need immediately, and then jump right in there.

What Does This Book Cover?

This book contains five parts that cover the shared Office features and the four apps.

Part 1 of the book brings you up to speed with the common features that the Office apps share:

- Chapter 1 introduces you to Office’s four apps—Word, Excel, PowerPoint, and Outlook—and what you can do with them. You learn how to open and close the apps; you meet key features such as the Ribbon interface; and you create, save, close, and reopen documents.
- Chapter 2 shows you how to control the Office apps using the menus, the Quick Access Toolbar, and the Ribbon, and how to use the Format pane. This chapter also explains Office’s common ways of sharing a document with others, how to save time and effort by using the AutoCorrect and AutoFormat features the smart way, and how to use the spelling and grammar checkers. You also learn how to print documents.