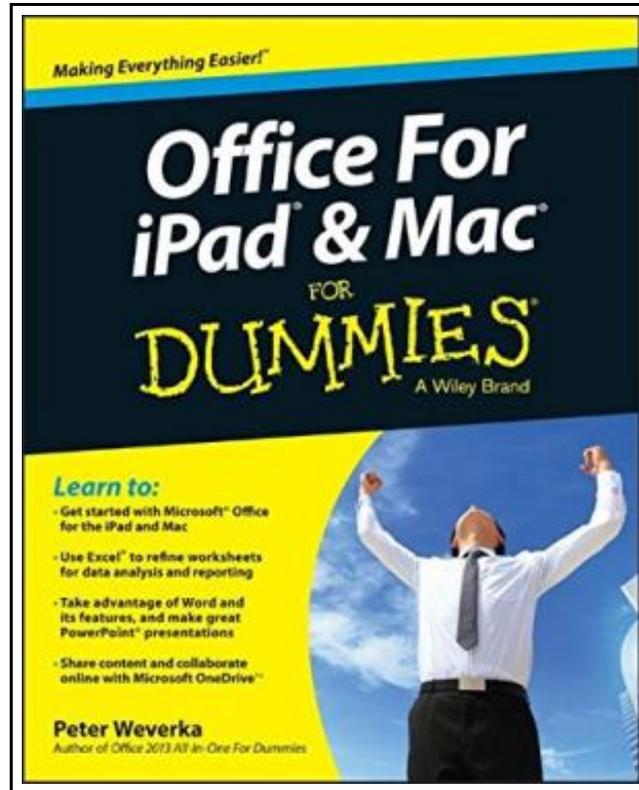# Office for iPad and Mac For Dummies

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John Wiley Sons Inc, United States, 2015. Paperback. Book Condition: New. 1. Auflage. 234 x 185 mm. Language: English . Brand New Book. The easy way to work with Office on your iPad or Mac Are you a Mac user who isn t accustomed to working with Microsoft Office? Consider this friendly guide your go-to reference! Written in plain English and packed with easy-to-follow, step-by-step instructions, Office for iPad and Mac For Dummies walks you through every facet of Office, from installing the software and opening files to working with Word, Excel, PowerPoint, and Outlook--and beyond. Plus, you ll discover how to manage files, share content and collaborate online through social media, and find help when you need it. Two things are clear: the iPad and Microsoft Office are here to stay. Office for iPad was downloaded 27 million times in its first six weeks on the Apple app store, and Office 365 received nearly one million new subscribers in the last quarter reported. While iPads continue to dominate the enterprise with a 91 market share, the current version of Office for Mac is fully supported by Office 365 and brings Exchange support via Outlook and native compatibility with Windows Office documents. There s never been a better time to bring Office to your iPad or Mac, and this hands-on guide makes it easier than ever to get up and running fast. Take advantage of Word and its many features and tools Make impressive PowerPoint presentations using your Mac or iPad Use Excel to refine worksheets for data analysis and reporting Email with Outlook on a Mac or iPad If you re an Apple enthusiast who wants to get the most out of Microsoft Office, Office for iPad and Mac For Dummies shows you how simplifying and organizing your work...

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