



Microsoft Office 2011 for Macintosh, Illustrated Fundamentals

Kelley Shaffer

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Designed to meet the needs of users across all experience levels, MICROSOFT OFFICE 2011 FOR MAC - ILLUSTRATED FUNDAMENTALS equips you with Microsoft Office 2011 skills, starting with the basics. As part of the Illustrated Series, this text is written in a user-friendly format, employing the Illustrated Series hallmark two-page spread design. The left page contains concise, step-by-step instruction; the right page presents large, full-color screenshots to illustrate exactly what you should see on your screen. The visual approach is easy to follow and absorb, helping you transfer your skills to life outside of the classroom.

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