

**HOW TO**

**MAKE YOUR WORD  
DOCUMENTS STYLISH AND  
PROFESSIONAL  
IN FIVE EASY LESSONS**



# Create Impressive Documents

**Steve Schwartz**



## **Create Impressive Documents:**

**Effective Communications in easy steps** Nick Vandome, John McVey, 2012-07-06 We all communicate every day all of the time So why can communications go so wrong in the workplace Sometimes it is because the wrong methods are used at the wrong times and sometimes it is because the communications process becomes too complicated and bogged down in corporate jargon Effective Communications in easy steps offers clarity in the world of corporate communications There is no blue sky synergy based customer centric thinking here just informed clear practical and common sense advice on how to use communications to actually get the right message across to the correct audience Written by two communications experts with over 25 years experience between them the book will show you how to Create a practical Communications Strategy that works Understand how and why to evaluate your strategy Build and maintain websites that keep delivering Unravel the mysteries of social media Explode the myths about communications at work Get your message across using the right channel to engage your audience Communications in the workplace should be a simple thing and with Effective Communications in easy steps to guide you it really can be

**Microsoft Office 2008 for Macintosh** Steve Schwartz, 2010-04-16 Microsoft s Office 2008 is packed with new tools that will help users work smarter and more efficiently such as the new Elements Gallery Word s publication layout tools Excel s ledger sheets templates for common financial tasks Entourage s improved Exchange Server support and My Day for tracking appointments and to do items In this latest updated edition of the bestselling Visual Quick Start Guide for Microsoft Office veteran author Steve Schwartz guides the user along with clear concise instructions and loads of visual aids that make learning easy and painless

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**Microsoft Office 2011 for Mac** Steve Schwartz, 2011-02-11 Visual QuickStart Guides designed in an attractive tutorial and reference format are the quickest easiest and most thorough way to learn applications tasks and technologies The Visual QuickStart Guides are a smart choice and guide the learner in a friendly and respectful tone Visually presented with copious screenshots the focused discussions by topic and tasks make learning a breeze and quickly take you to exactly what you want to learn Microsoft Office 2011 for

Macintosh Visual QuickStart Guide written by best selling author Steve Schwartz has been extensively rewritten to provide expanded coverage of the core Office applications Word Excel PowerPoint and Outlook provides in depth instructions on many of the new features and changes introduced in Office 2011 and offers a thorough introduction to the Office Web Apps Coverage of each application is jam packed with information and tips that not only explain HOW to perform a task but WHY you need this procedure and WHEN it s best to use it Table of Contents PART I GETTING STARTED Chapter 1 Introducing Office 2011 Chapter 2 Office Basics Chapter 3 Working with Graphics PART II MICROSOFT WORD Chapter 4 Introducing Word 2011 Chapter 5 Document Formatting Chapter 6 Text Formatting Chapter 7 Creating Tables Chapter 8 Working in Other Views Chapter 9 Other Word Features PART III MICROSOFT EXCEL Chapter 10 Spreadsheet Essentials Chapter 11 Modifying Worksheets Chapter 12 Formulas and Functions Chapter 13 Working with Tables Chapter 14 Charts and Graphs Chapter 15 Database Techniques Chapter 16 Sharing Workbooks PART IV MICROSOFT POWERPOINT Chapter 17 Creating a Presentation Chapter 18 Charts and Tables Chapter 19 Wrapping up a Presentation PART V MICROSOFT OUTLOOK Chapter 20 Introducing Outlook Chapter 21 Email Chapter 22 Contacts Chapter 23 Calendar Chapter 24 Tasks Chapter 25 Notes Chapter 26 My Day Part VI ADVANCED TOPICS Chapter 27 Combining Office Data Chapter 28 Office 2011 and the Internet Chapter 29 The Office Web Apps Index [HTML, XHTML, and CSS Bible](#) Bryan Pfaffenberger, Steven M. Schafer, Chuck White, Bill Karow, 2004-11-11 An expanded updated and retitled edition of HTML Bible examining HTML XHTML a set of extensions to HTML to make it more like XML and cascading style sheets CSS which provide a simple way to add consistent formatting to HTML Web documents Focusing on reader feedback and changing industry trends this new edition is a major overhaul that addresses the extensive changes in Web development Shows readers the best most efficient way to use HTML and examines which peripheral technologies are worth learning for the long run Features before and after pictures that show the results of improved Web page coding Offers continued coverage of key topics including site administration dynamic data driven pages and many others in addition to new sections on hot new topics such as blogs and content management **Project 2010 For Dummies** Nancy C. Muir, 2010-05-10 A friendly reference guide to Microsoft Project the leading enterprise project management software As project management software Microsoft Project allows you to oversee your business activities effectively You can manage resources share project info perform modeling and scenario analysis and standardize reporting processes This easy to understand guide is completely updated to cover the latest changes and newest enhancements to Project 2010 and shows you how to get Project 2010 to work for you After an introduction to basic project management concepts you ll discover the mechanics of using Project software to create and manage projects Other topics covered include working with calendars using and sharing resources budgeting formatting taskbars gathering and tracking data working with reports and creating templates Microsoft Project allows you to manage resources share project information perform scenario analysis and standardize reporting processes Offers completely updated coverage of the

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