

# Office 2011 for mac

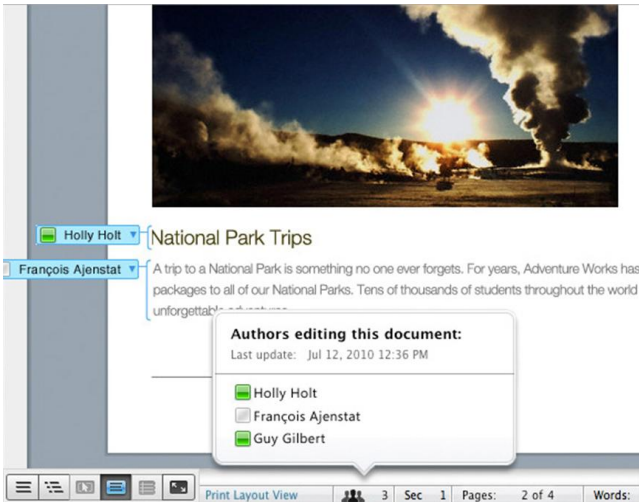
Ensure documents have been converted to 2011 FIRST

<http://www.microsoft.com/mac/excel/whats-new>

Document Element tab = Ribbon

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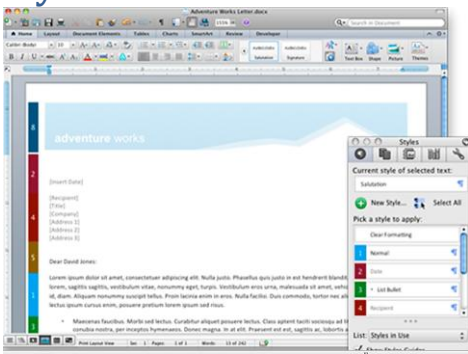
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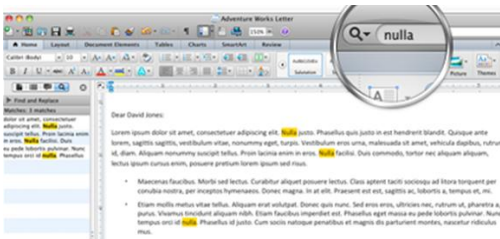
## Full screen menu



## Styles



## Instant Search



## Standard toolbar – Windows Side Bar



Displays on left after your search

## Layers in the home tab under Arrange

There is also Typography

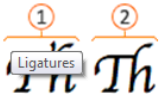


### Sophisticated page layout made easy

Publishing layout view in Microsoft Word for Mac 2011 makes complex document layout a breeze. This special environment provides rich desktop publishing tools and transforms Word for Mac into a freeform canvas for your creativity. You can place a text box, shape, or picture anywhere on the page intuitively and easily. Want that text in front of the picture instead of behind it? The new Reorder Objects tool, available in publishing layout view, allows you to move and reshuffle the order of objects on your page simply by dragging the layers.

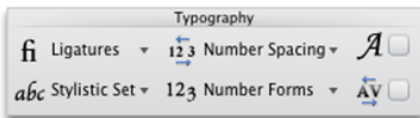
Read more: [Reorder overlapping objects](#)  
[Watch video](#)

## Typography



- 1 Apple Chancery with ligatures off
- 2 Apple Chancery with ligatures on

1. On the **View** menu, click **Publishing Layout**.  
If you see a message that asks whether you want to create a new document in publishing layout view, click **Continue**.
2. Double-click anywhere in the document, and then select the text that you want to apply ligatures to.
3. On the **Home** tab, under **Typography**, click **Ligatures**, and then select the type of ligatures that you want.






Ligature Type	Description
Standard Only	Designed to enhance readability.
Standard and Contextual	Designed to enhance readability by providing better joining behavior between the characters that make up the ligature.
Historical and Discretionary	Designed to be historical and ornamental, and not specifically designed for readability.

## Insert photos/ movies

- ▶ [Insert photos](#)
- ▶ [Insert audio](#)
- ▼ [Insert movies](#)

You can find and insert movies from iTunes and Photo Booth.

1. On the **Standard** toolbar, click **Show or hide the Media Browser** .
2. Click the **Movies**  tab, and then on the pop-up menu, click **iMovie**, **Movies**, **Photo Booth**, or **iTunes**.  
 **Note** Photo Booth and iTunes display if you have photos in your Photo Booth or iTunes folder.
3. Drag the movie that you want into your document.

## Word Web Apps

### Using Sky Drive

Means they don't have to be on your network, or have same software.

### a-z solutions

Microsoft Office Training

Working Smarter

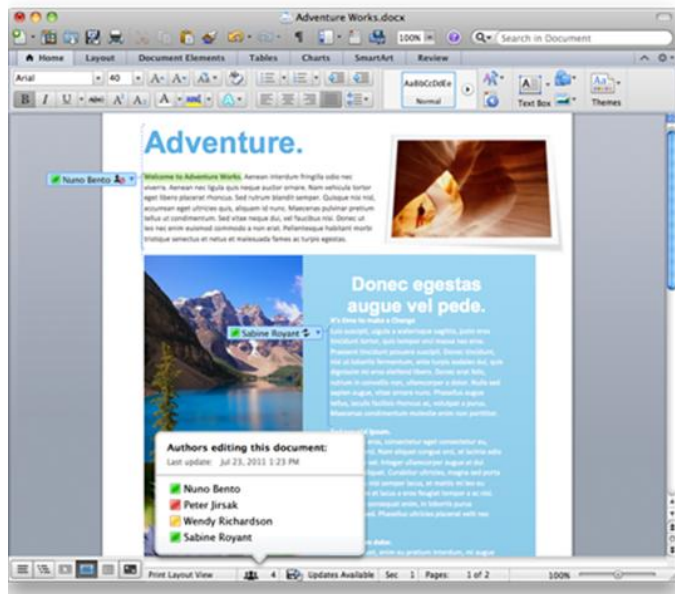
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Real time updates – you can block users from changing a paragraph  
When you work on a Parramatta it is block to others.  
Changes are updates and changed live.



## Collaborate in real time

Word's new coauthoring tools make it easy for teammates to work together. Whether you're separated by an ocean or a dorm room wall, you can compose your own thoughts, see what sections other people are working on, and comment on other authors' work, all in the same document at the same time. Collaboration tools allow you to merge changes and review updates from others, so that everyone's work is included.

You can even communicate instantly as you work, directly from Microsoft Word for Mac 2011. When you and your team members have instant messaging accounts (such as Microsoft Communicator for Mac 2011 or Microsoft Communicator 2010 or the free Windows Live Messenger) you can all see who else is working on the document, and whether they are available for an instant messaging conversation.

Read more: [Simultaneously edit a document with other authors](#)

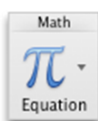
 [Watch video](#)

## Equations

### ▼ Insert a frequently used or built-in equation or expression

To save time, you can insert a built-in equation and edit it to suit your needs instead of typing the equation character by character.

1. Click where you want to insert an equation or expression.
2. On the **Document Elements** tab, under **Math**, click the arrow next to **Equation**, and then select the equation or expression that you want from the equation gallery.



To edit a variable in an equation or expression, press the right or left arrow key until you highlight the variable that you want to edit. Then, hold SHIFT and press the right or left arrow key to select the variable.

## New from template

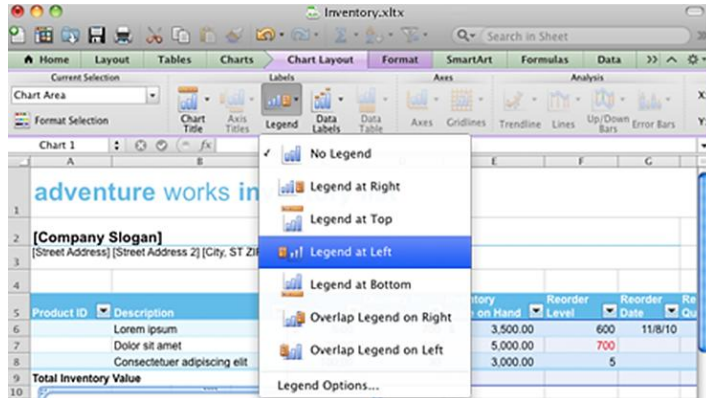


First button New

Second Button is new from template

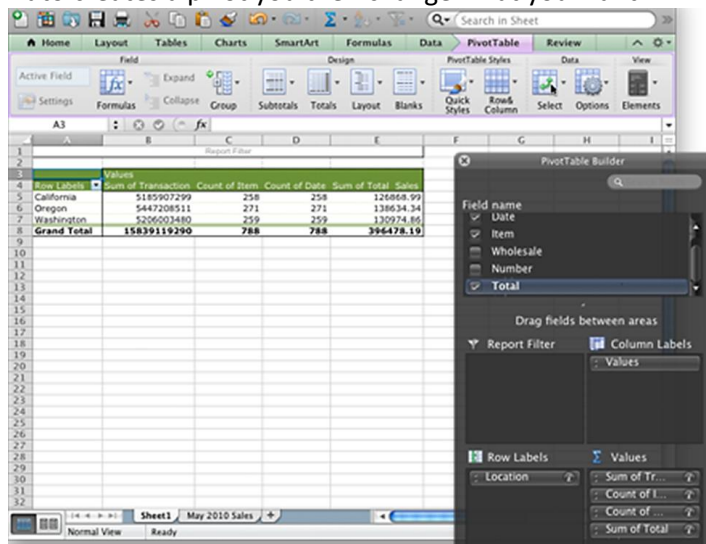
## Excel 2011 Mac

### Charts

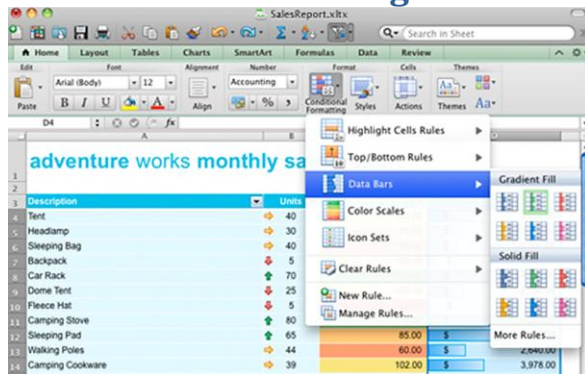


### Pivot Tables

Auto creates a pivot you then change what you want



### Conditional Formatting



### Spark lines

Select row of data

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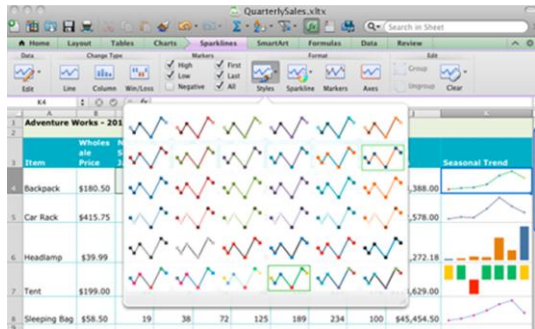
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It creates a chart in a single cell giving gist of pattern  
**Ensure documents have been converted to 2011 FIRST**



## Macros

Display developer tab

Go to end of ribbon use Settings button

Select Ribbons

Previously you could run macros but has to create using Apple Script – Macros are back

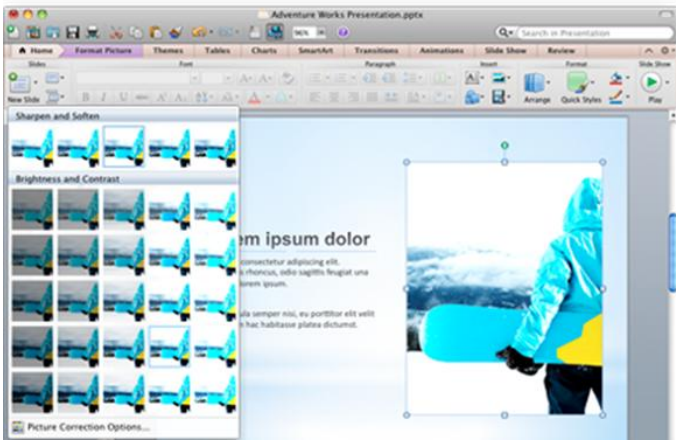


## Protection

Now has allow users to eg: format cells

The screenshot shows the 'Protect the sheet and contents of locked cells' dialog box. It has a title bar and a main area with the following text: 'Protect the sheet and contents of locked cells. All cells are locked by default, but can be formatted as unlocked.' Below this, there are two password fields: 'Password (optional):' and 'Verify:'. At the bottom, there is a section titled 'Allow users of this sheet to:' with a list of permissions. The permissions are: Select locked cells (checked), Select unlocked cells (checked), Format cells (unchecked), Format columns (unchecked), Format rows (unchecked), Insert columns (unchecked), Insert rows (unchecked), Insert hyperlinks (unchecked), Delete columns (unchecked), Delete rows (unchecked), Sort (unchecked), Filter (unchecked), Use PivotTable reports (unchecked), Edit objects (unchecked), and Edit scenarios (unchecked). At the bottom of the dialog, there are 'Cancel' and 'OK' buttons, and a link to 'Learn more about protection'.

### Retouch photos



#### Retouch your photos

You can edit photos directly in PowerPoint 2011. Click any picture in your presentation to open the Format Picture tab on the ribbon, where you'll find robust photo editing tools. Enhance and customize graphics by adjusting exposure or by adding color. Apply special artistic filters, crop to remove unwanted artifacts, or remove a background by using the powerful new background removal tool. Use the enhanced offerings of Picture SmartArt to create presentations that convey your unique message. Compress photos to make presentation files easier to send, post, and share.

Read more: [Change the color, transparency, or recolor a picture](#)

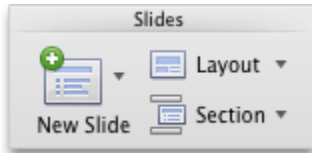
 [Watch video](#)

### Group Slides and Create Sections

Do any of the following:

▼ Add a section

1. In the navigation pane, click the slide that will be the first slide of the section.
  - ▶ How to select slides in the navigation pane
2. On the **Home** tab, under **Slides**, click **Section**.



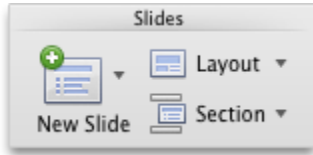
3. Click **Add Section**.
4. In the **Section Name** box, enter a name for the section, and then click **Rename**.

▼ Change the order of sections

1. On the **View** menu, click **Slide Sorter**.
2. Drag the section title to where you want it — for example, move the third section before the first section.

▼ Change the name of a section

1. In the navigation pane, click the section.
  - ▶ How to select slides in the navigation pane
2. On the **Home** tab, under **Slides**, click **Section**.



3. Click **Rename Section**.
4. In the **Section Name** box, enter a name for the section, and then click **Rename**.

## Presenter View

Tab – slide Show

Presenter sees and can make notes while running the presentation



### Perfect your presentation

Presenter view helps make presenting easier by providing great tools all together in one place. The notes pane displays your slide notes clearly and helps you to deliver a smooth narration while presenting slides. The clock helps you to begin and end on time, while the timer shows you the duration of the presentation. And the progress bar keeps you oriented so that you always know right where you are in your presentation. Presenter view tools help you stay focused on what's important.

Presenter view can help improve your skills even before you stand before an audience. Rehearse your presentation, check the timing of slides and transitions, or take notes during a meeting. You can also record a voice-over narration for a presentation that loops continuously, for example, while it plays in a kiosk.

## Collaboration – Like track Changes

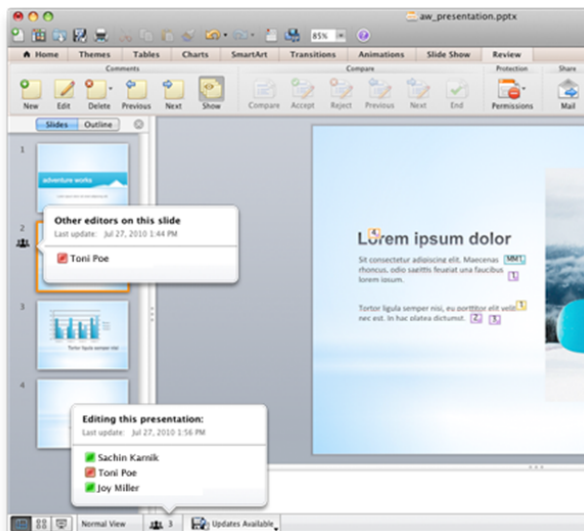
Collaborate in real time

The new coauthoring tools in Microsoft PowerPoint for Mac 2011 make it easy for teammates to work together. Whether you're separated by an ocean or a dorm room wall, you can compose your own thoughts, see what sections and slides other people are working on, and comment on other authors' work, all in the same presentation at the same time. You can use collaboration tools to merge changes and review updates from others, so that no one's work is lost.

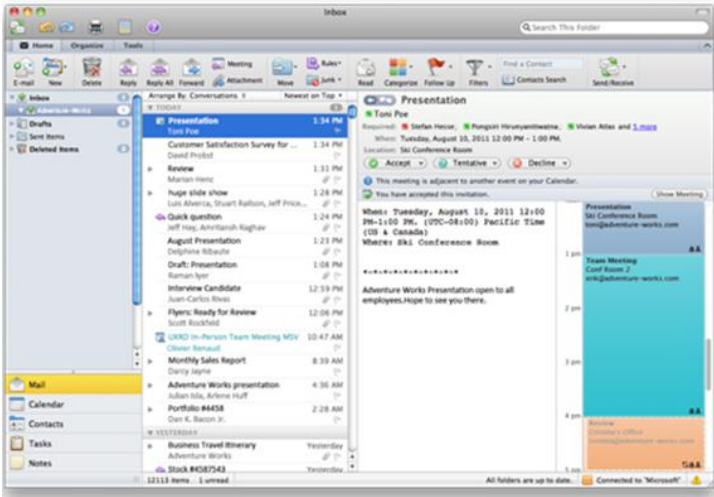
You can even communicate instantly as you work, directly from PowerPoint for Mac. When you and your team members have instant messaging accounts (such as Microsoft Communicator for Mac 2011 or Microsoft Communicator 2010 or the free Windows Live Messenger) you can all see who else is working on the presentation, and whether they are available for an instant messaging conversation.

Read more: [Simultaneously edit a presentation with other authors](#)

 [Watch video](#)



## Outlook 2011 - Mac



See your calendar in e-mail invitations

When you view a meeting invitation, Outlook for Mac automatically displays your calendar alongside the body of the message. This lets you see whether the proposed time works with your schedule, without having to switch back and forth between your messages and calendar.

 Watch video

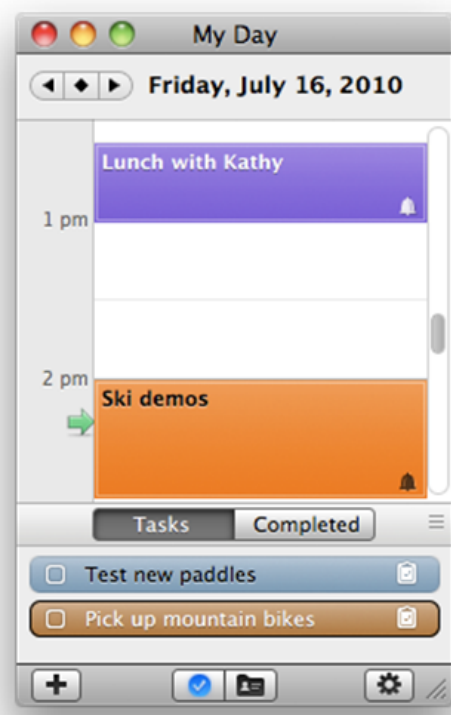
## See Task/App even when outlook is closed

Stay focused with My Day

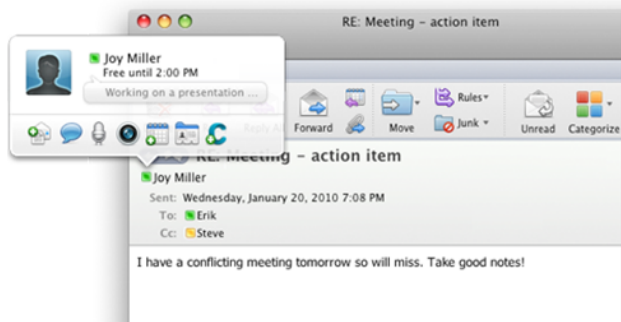
My Day displays your tasks and appointments at a glance. Even when Outlook for Mac is closed, you can keep My Day open on your desktop to conveniently see Outlook information such as your calendar, tasks, and contacts.

Read more: [Display your schedule and tasks on the desktop](#)

 Watch video



# Contacts



## Communicate instantly

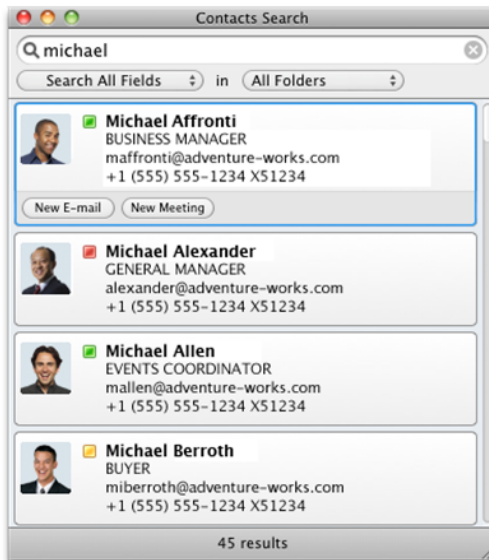
If you and your colleagues have Microsoft Communicator for Mac you can use Outlook to see one another's online status, and the instant messaging conversation or an audio or video call.

Read more: [Use instant messaging services with Outlook](#)

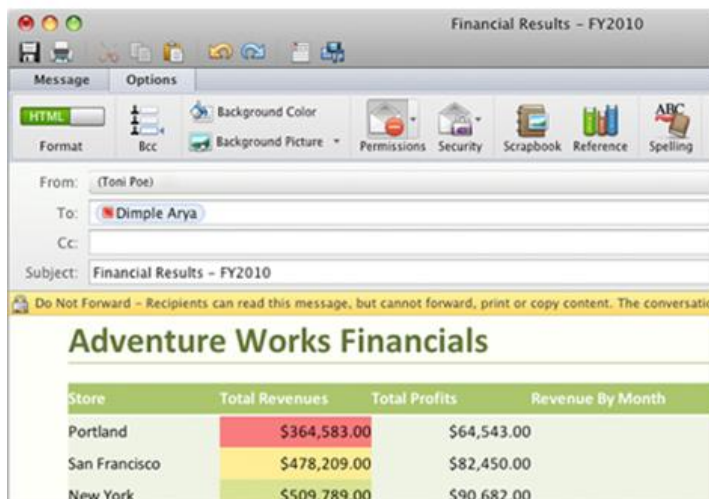
## Find contacts fast

Outlook can quickly search through all your contacts -- including your organization's whole address book -- whether you're online or offline. And it's easy to update the contacts on your computer with the latest information from your organization's directory.

Read more: [Find a contact](#)



# Protection for messages



## View and create messages that have restricted permissions

You can read messages protected with Information Rights Management (IRM) in Outlook for Mac. IRM is an information protection technology that helps content authors protect valuable information from unauthorized users. With Microsoft Office for Mac Standard 2011, you can also apply IRM to messages (and attachments) that you create.

Read more: [Create a message with restricted permission](#)