



# Microsoft Office:mac2011: Word, PowerPoint, Excel, Outlook (German Edition)

*Anton Ochsenkühn*

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Keine Frage, Microsoft Office ist der De-facto-Standard in Sachen Office-Dokumenten. Und es hat eine lange Tradition, dass die Programme wie PowerPoint, Word und auch Excel nicht nur in einer Windows-Version existieren, sondern ebenfalls für die Mac-Plattform verfügbar sind.

Mit der vorliegenden Version Office:mac 2011 hat Microsoft laut eigenen Aussagen das bislang beste Office für den Mac auf den Markt gebracht. Nach wochenlangen Tests kann ich das bestätigen: Noch nie zuvor hat sich Microsoft Office auf dem Mac so gut angefühlt wie die aktuelle Version.

Aus dem Inhalt:

- Das neue Bedienkonzept Menüband
- Hochwertige Vorlagendateien nutzen
- Datenweitergabe via SkyDrive
- Die neuen Bildbearbeitungswerkzeuge gezielt einsetzen
- Problemfreier Datenaustausch mit Windows Office
- PowerPoint: Gehaltvolle Präsentationen im Handumdrehen erstellen
- Word: mit neuen Funktionen wie Vollbildmodus noch effektiver arbeiten

- Excel: Nutzen sie Sparklines oder Datenbalken, um die Zahlen effektiv darzustellen
- Outlook: Der Kommunikations- und Organisationsprofi nun auf dem Mac.

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