

Welcome:

Office for Mac Accredited Support Professional

WiFi SSID: GuestAccess

username: meeting

Password: MTG927

Bobby Toledo
Microsoft Trainer



Welcome:

Office for Mac Accredited Support Professional

Please take 60 seconds to take the pre-event
survey at aka.ms/mactech
Make sure to select *pre-event survey*.

Bobby Toledo
Microsoft Trainer



In Just Four Exciting Hours....

- Accreditation
- Web badge
- Feedback



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Introductions

Bobby Toledo
Microsoft Trainer

Credit to (but, no questions please):
Shelley Watson, Wheelwrights
Kurt Schmucker



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Today we'll cover

Meet the new
Office

Using Office



Top Tips for
Office for Mac
2011

Trouble-
shooting &
Common
Questions



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THINGS YOU'LL LOVE

Meet the new Office



Your Office choices



Office 365 subscriptions

The best value for customers who need Office for **multiple devices and services**.



Office for Mac 2011 / Office 2013

For customers who need Office for a **single PC or Mac only**.



Your Office choices



Office for Mac 2011

The best value for customers who need Office for **multiple** devices and services.



Office 2013 (for Windows)

For customers who need Office for a **single** PC or Mac only.



What it comes with

	Mac Home & Student 2011 ²	Mac Home & Business 2011	Home & Student 2013 ²	Home & Business 2013	Professional 2013
	\$139.99 USD ERP	\$219.99 USD ERP	\$139.99 USD ERP	\$219.99 USD ERP	\$399.99 USD ERP
Licenses	1 Mac only	1 Mac only	1 PC only	1 PC only	1 PC only
Word, Excel, PowerPoint, OneNote ¹					
Outlook					
Publisher, ¹ Access ¹					

¹ OneNote, Publisher, and Access available on PC only.

² For non-commercial use only



Your Office choices



Office 365 subscriptions

The best value for customers who need Office for **multiple devices and services.**



Get the most out of your Office subscription

Office 365 Home Office

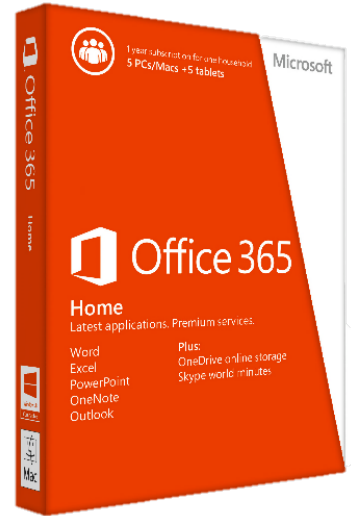
Install the **latest Office applications**:
Word, Excel, PowerPoint, OneNote, Outlook, Publisher, and Access.
Applications vary by platform.
Always up-to-date with product and service upgrades.

365 days of

- 1 TB** of extra online storage per user (up to 5 users).
- 60** minutes of **Skype** world calling per month to 60+ countries.
- 5** PCs or Macs and **5** tablets like iPads, plus select mobile devices.

Home

One subscription for the **household**; non-commercial use.
Share your subscription with up to 4 other household members.



Office 365 Home

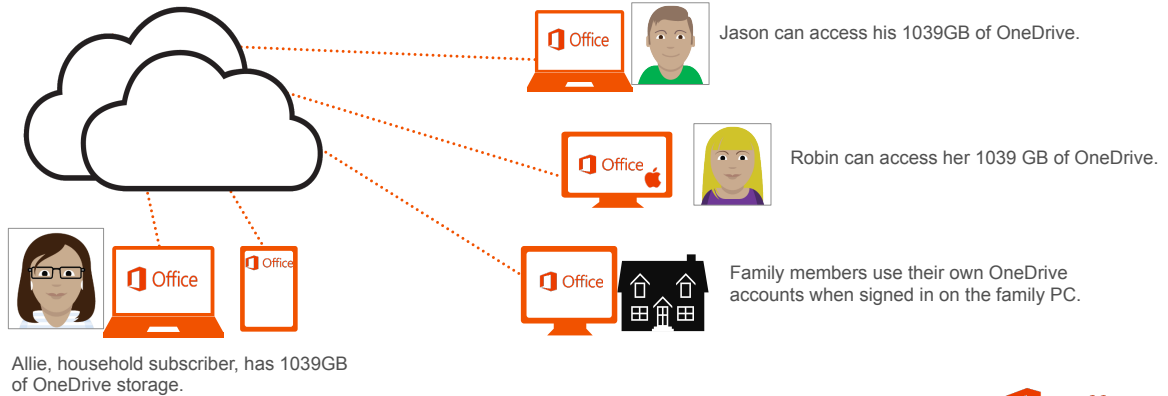
The latest applications available.

Applications	For PCs and tablets using Windows 7 or Windows 8	For Mac OS X version 10.5.8	For select tablet and mobile devices
Word	Word 2013	Word for Mac 2011	Office for iPad now available. Office Mobile available on Windows Phone, iPhone, and Android. Check office.com/mobile for details.
Excel	Excel 2013	Excel for Mac 2011	
PowerPoint	PowerPoint 2013	PowerPoint for Mac 2011	
Outlook	Outlook 2013	Outlook for Mac 2011	
OneNote	OneNote 2013		
Publisher	Publisher 2013		
Access	Access 2013		



Office 365 Home

Subscriber Account receives **1TB of extra OneDrive storage**, in addition to the 15GB that comes standard. Up to 4 other household members can also gain access to an additional 1TB of OneDrive storage.



Office 365 Home

Call landlines and mobiles in:

United States
 Canada
 Hong Kong
 Singapore

Call landlines only in:

Argentina	Australia	Austria	Belgium
Chile	Croatia	Czech Republic	Denmark
Estonia	Finland	France	Germany
Greece	Hungary	Ireland	Israel
Italy	Japan	Korea, South	Luxembourg
Mexico (Guadalajara, Mexico City, Monterrey)	Netherlands	New Zealand	Norway
Poland	Portugal	Russia (Moscow and St.Petersburg only)	Slovakia
Spain	Sweden	Switzerland	United Kingdom

nth.



Office 365 Home

Install on up to **5 PCs or Macs** and **5 tablets** for 1 household.



- OS Requirements:
 - Windows 7 and Windows 8
 - Mac OS X version 10.5.8 or higher
- Required for installation: Internet connection and Microsoft account.
- Recommended for usage: Signing in to Office.



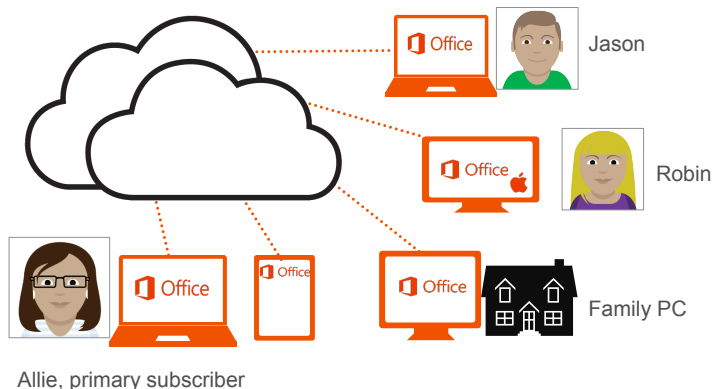
Office 365 Home

One annual subscription for the **home**.

Always up-to-date with product and service upgrades for all devices that are part of the subscription.

Share your subscription with up to 4 other household members and they can:

- Use any of your available installs
- Get an additional 1TB of OneDrive storage





Meet Office 365 Personal.

Office 365 is the Office that does more. Office 365 combines the **familiar Office applications** with **additional services** that give you the flexibility of access from virtually anywhere.

Office 365 Personal now gives you an option for just you and your devices - one PC/Mac and one tablet.



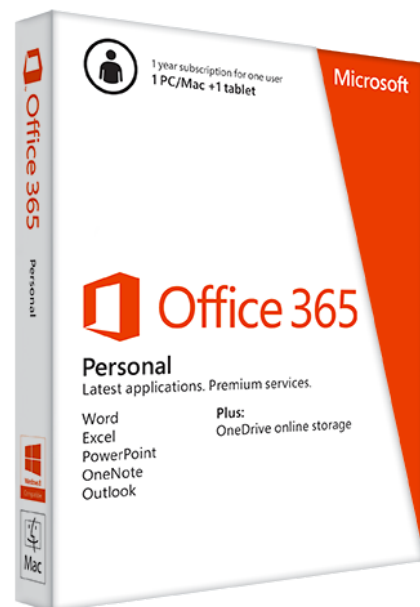
Office 365 Personal

Access to all the latest Office applications and service upgrades.

1-year subscription for 1 Mac or PC & 1 Tablet.

1TB of OneDrive storage for 1 user.

60 Skype World Minutes per month.



ERP \$69.95 Per Year 

Office 365 University

For higher education students, faculty, and staff.



Installs	Install on up to 2 total devices; for 1 eligible user.
Applications	The latest applications per platform.
Cloud services	<ul style="list-style-type: none"> • Additional 1TB OneDrive storage. • 60 Skype™ world minutes per month. • Ongoing product and service upgrades. • Stream full Office to Windows 7 or 8 PCs.
Use	4-year subscription for one eligible* higher education student, faculty, or staff; online verification of eligibility required.

*Full- and part-time enrolled university and college students, faculty, and staff in accredited institutions. Alumni of these institutions are not eligible. Online verification at office.com/verify.



Office 365 for consumers

	Office 365 Home \$99.99/year US ERP	Office 365 Personal \$69.99/year US ERP	Office 365 University \$79.99/4 year US ERP
Licenses	5 PCs or Macs & 5 select tablet devices	1 PC or Mac & 1 select tablet device	2 total devices; PCs, Macs or tablets
Word, Excel, PowerPoint, OneNote ¹			
Outlook			
Publisher, ¹ Access ¹			
+1 TB OneDrive ⁴			
60 Skype™ world min./mo. ²			
Office on Demand ³			
Easy annual subscription with ongoing product and service upgrades ⁴	1-year subscription for 1 household	1-year subscription for 1 user	4-year subscription for 1 eligible user

¹ OneNote, Publisher, and Access available on PC only.
² For details on Skype world minutes, see office.com. Skype account required. Excludes special, premium, and non-geographic numbers.
³ Calls to mobiles are for select countries only. Skype available only in select countries.
⁴ Office on Demand requires Internet-connected Windows 7 and Windows 8 PCs.
⁵ Internet connection required. Internet and mobile telephone usage charges may apply.
⁶ For non-commercial use only.



Office Mobile for iPhone

Available for all users in the App Store

No longer
requires an
Office 365
subscription

Access Office
documents from
anywhere

Office
documents look
great

Make quick
edits and share



Read, edit, and create documents with Word.



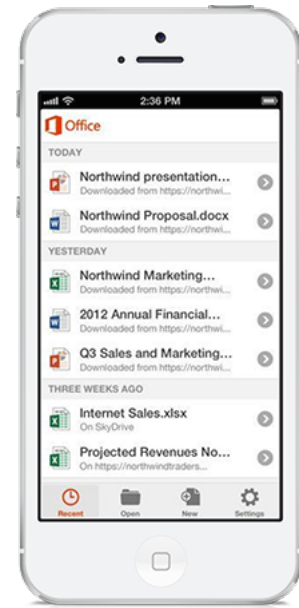
View, edit, and create spreadsheets with Excel.



View and edit presentations with PowerPoint.



Access your documents via OneDrive.



Introducing Office Mobile



Office 365 for Business



Office 365 Small Business Premium



Applications	The latest Office applications available per platform & device.
---------------------	---

Business Services	<ul style="list-style-type: none">• 50 GB business-class email and shared calendar• 10 GB public website per company/organization• 1 TB OneDrive for Business storage per user• Unlimited HD video conferencing*
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How to buy?	Install on up to 5 PCs or Macs and select tablet devices; for 1 user . 1 year subscription.
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*HD video camera required for HD web conferencing.



Office 365 Small Business Premium

Applications	For PCs and tablets using Windows 7 or Windows 8	For Intel Mac OS X, version 10.6.0 or later	For select tablet devices
Word	Word 2013	Word for Mac 2011	Office for iPad now available; editing requires 365 subscription Check office.com/mobile for details.
Excel	Excel 2013	Excel for Mac 2011	
PowerPoint	PowerPoint 2013	PowerPoint for Mac 2011	
Outlook	Outlook 2013	Outlook for Mac 2011	
OneNote	OneNote 2013	—	
Publisher	Publisher 2013	—	
Access	Access 2013	—	
Lync	Lync 2013	Lync for Mac 2011	

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What are the Business Services?



50 GB business-class email and shared calendar

10 GB public website per company

1TB OneDrive for Business storage per user

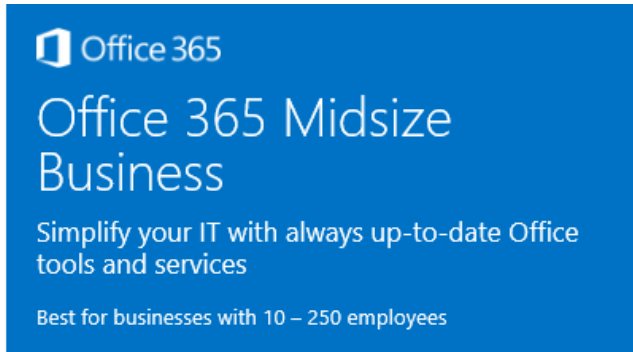
Unlimited HD video conferencing*

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*HD video camera required for HD video conferencing.



Office 365 Midsize Business



- Best for businesses with 10-250 employees
- Same benefits as Office 365 Small Business Premium, plus:
 - Up to 20 sub-sites on SharePoint
 - Active Directory



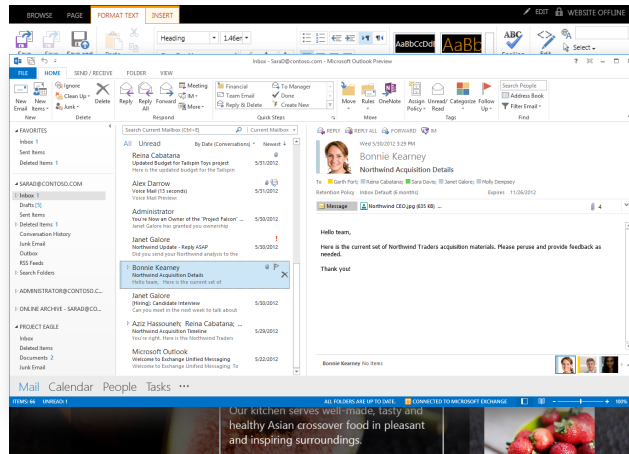
Comparison Chart

	Office 365 Small Business Premium \$150 per user/year	Office 365 Midsize Business \$180 per user/year
User maximum	25 users	250 users
All Office applications		
Office Web Apps		
Office web mobile apps		
Cloud-based email (50 GB Inbox)		
Web conferencing (Lync)		
Hosted website (10GB)		
Spam and virus protection		
Microsoft community support		
Site mailboxes		
Intranet site for your teams		20
Active Directory integration		



Create a professional presence

- Use your own domain name for your website and business email
- Create a beautiful-looking public website for your business without the need to hire a designer

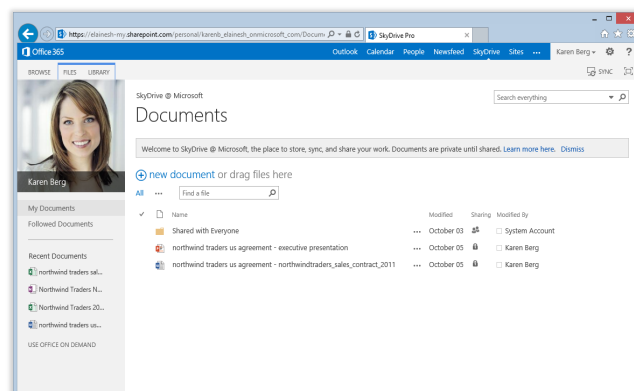


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Access your documents wherever you go

- Save your files to the cloud for automatic backup
- Sign in to Office and your latest documents and personal settings are just as you left them
- Sync your files to a device so you can still access them when offline

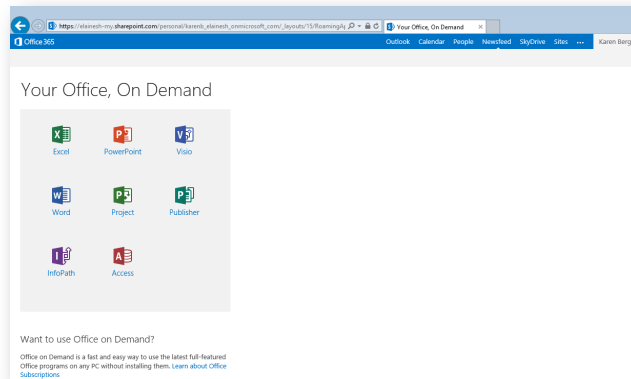


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Get Office on Demand (PC-only feature)

- Use Office even when you're away from your PC
- Sign in to Office using any browser
- Close your work without leaving traces on the device



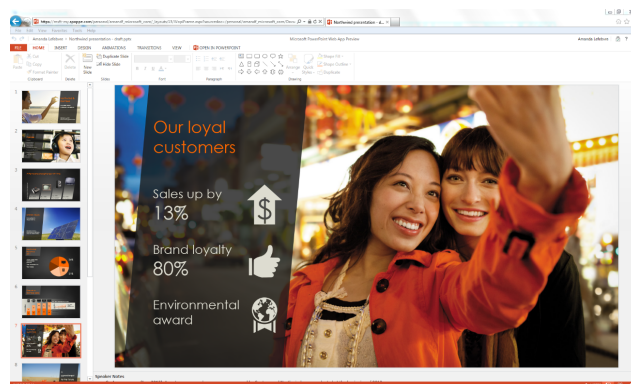
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Create and edit documents from your favorite web browser

Work on documents even when you're away from your device.

Works on Safari on Mac and Safari on iPad

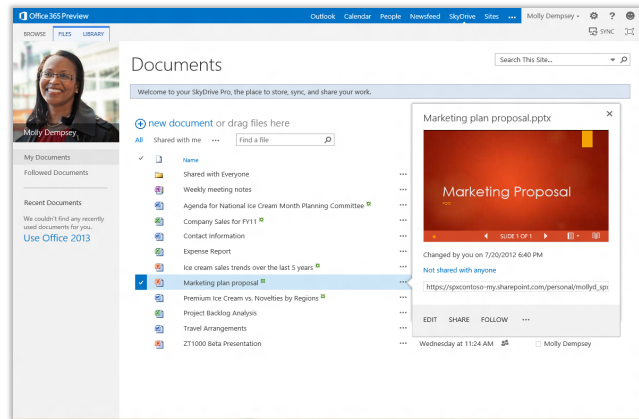


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Share with customers & partners

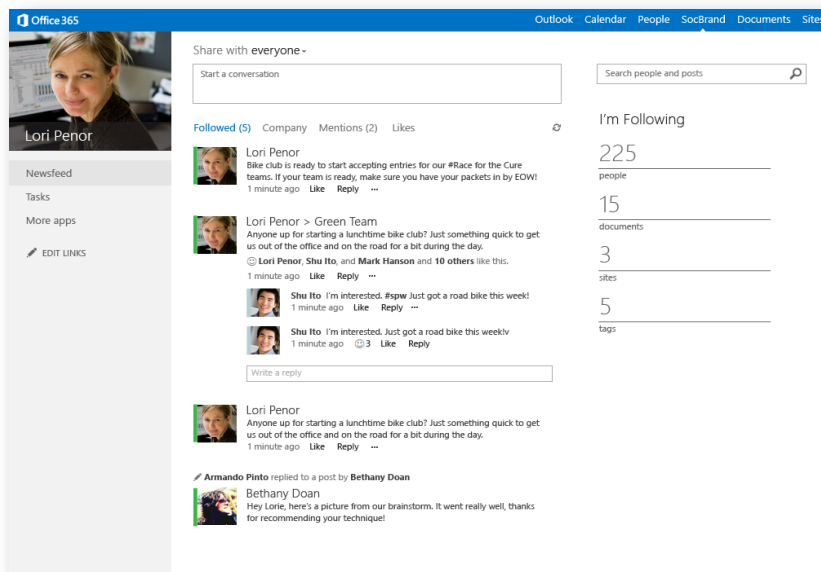
Share documents from OneDrive for Business or SharePoint team sites with controlled access



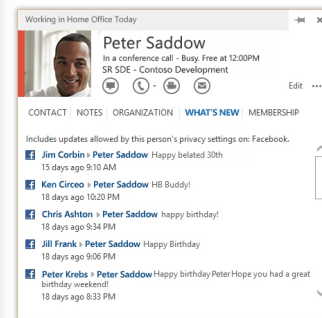
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Integrated social experience

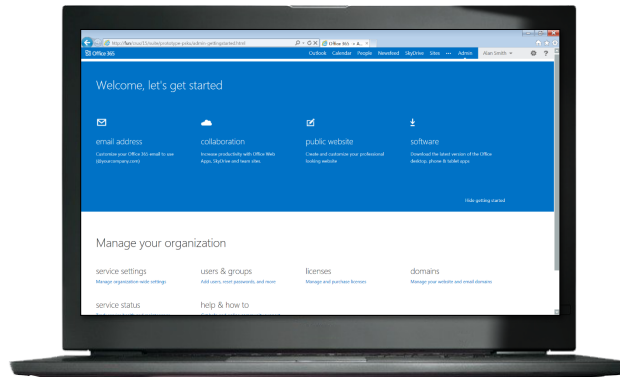


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Less IT required

- Get up and running quickly with preconfigured, easy-to-use services
- Manage users and settings from a simplified web portal
- Enjoy built-in spam and virus protection and a 99.9% uptime service level agreement

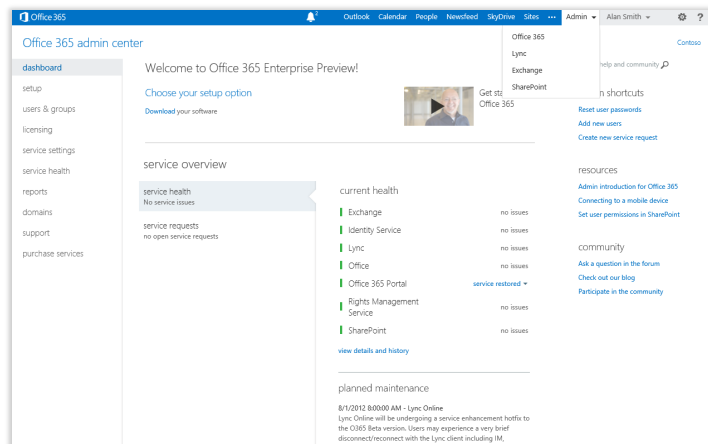


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Enjoy business continuity

- Continuous data backup to geo-redundant servers
- 99.9% financially-backed service level agreement
- IT level phone support



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Evolving Office 365 plans for small and midsized businesses

		Business	Business Essentials	Business Premium
Core Details	Price per user per month \$USD (with annual commitment)	\$8.25	\$5	\$12.5
	Seat Cap	300 (for each plan)		
Office Applications	Word, Excel, PowerPoint, Outlook, OneNote, Publisher	•		•
	Install Office desktop applications on up to 5 Windows PCs or Macs	•		•
	Access to core Office apps and documents from all major smartphones, Windows tablets and iPad	•		•
	Office Online - online versions of Word, Excel, PowerPoint and OneNote for collaborating on documents	•	•	•
Standard Services	OneDrive for Business – 1TB personal online document storage & access on PCs, smartphones and tablets	•	•	•
	Email - 50 GB email, contacts, shared calendars (Exchange)		•	•
	Online meetings - Web conferencing, IM, video, presence (Lync)		•	•
	Sites - team collaboration & internal portals, public website (SharePoint)		•	•
	Private social networking (Yammer)		•	•
Other value	99.9% financially-backed uptime guarantee	•	•	•
	24/7 phone support from Microsoft for critical issues	•	•	•
	On-premises Active Directory synchronization for single sign on	•	•	•

Office 365 Small Business Premium Demo



Using Office



Microsoft Account

What is it?

An email address and a password that are used to sign in to all Microsoft services and devices (e.g. Xbox LIVE & Windows 8 PCs and tablets).

If you use an email address and password to sign in to these or other Microsoft services, you already have a Microsoft account.



Microsoft Account

Why sign in?

When you sign in with your Microsoft account to any Microsoft service or device, your experiences are more personal and connected.



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- Enhanced safeguards help protect you and your information
- Easy to add or edit payment methods, and renew or cancel subscriptions
- Conveniently track your purchase history and subscriptions

Microsoft Account & the new Office

Needed for

- iOS Apps like OneDrive, OneNote, Office Mobile
- Access & save to OneDrive

Manage Office 365

- Installs
- Users
- Office on Demand
- Etc.

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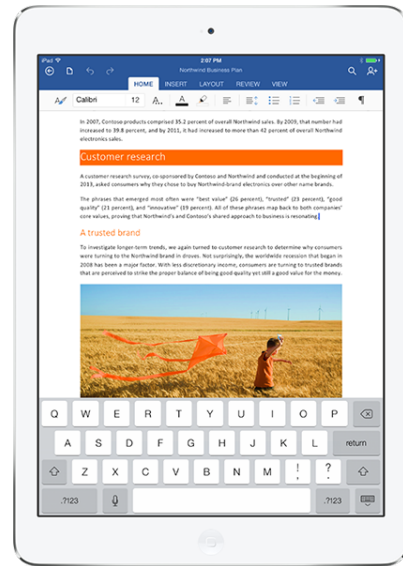
Introducing Office for iPad

Robust capabilities and a familiar look that is unmistakably Office

Touch experience built from the ground up exclusively for iPad

Free to view, read, and present documents; editing requires Office 365 subscription* and iOS 7.0 or later for installation

*Office 365 Home, Office 365 Personal, Office 365 Small Business Premium, Office 365 Midsize Business, Office 365 E3 and E4 (Enterprise and Government), Office 365 Education A3 and A4, Office 365 ProPlus, and Office 365 University.



Office for iPad



Touch-Optimized Ribbon and tools – no keyboard and mouse required

Works with iPad features like Voice Dictation and AirPlay

Easy simultaneous collaboration

Content retains formatting

Office for iPad requires iOS 7.0 or later.





Office Online



PowerPoint



Excel

- Available in OneDrive & SharePoint
- View, edit, and share your Office documents

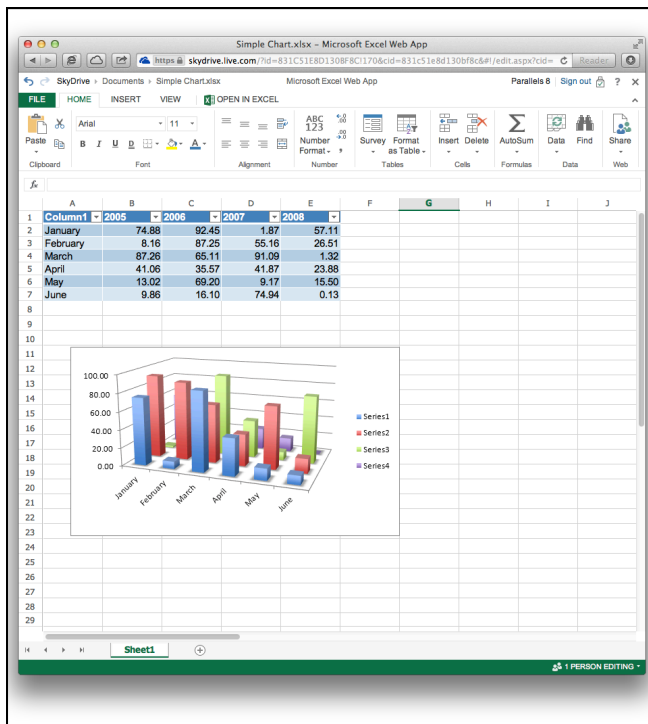


Word



OneNote

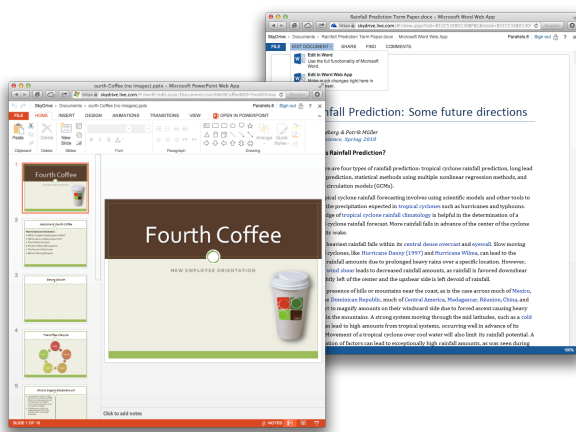




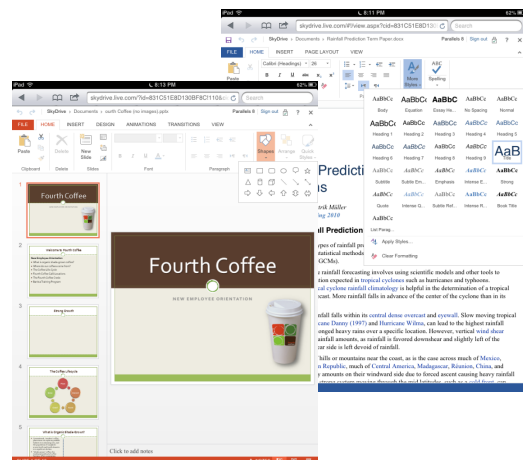
Supported browsers:

- **Mac:** Safari 5 or higher on OS X Lion, Mountain Lion or Mavericks (10.7-10.9)
- **Windows:** IE9 or higher on Windows 7 or Windows 8
- **Chrome:** 18 or higher
- **Firefox:** 12 or higher

Office Online



On Mac OS X Safari



On iPad



Office:Mac 2011 Installation Requirements

Component	Minimum requirement
Processor	Intel only
Operating System	10.5.8 or later
Memory	At least 1 GB of RAM
Hard Disk	2.5 GB available space
External Disk Drive	DVD drive (or connection to a local area network if you are installing over a network)
Display	1280 x 800 pixel or higher resolution
MS Exchange Server	Connectivity to Microsoft Exchange Server 2007 Service Pack 1 with Update Rollup 4 (KB952580) or later
Additional Requirements	<ul style="list-style-type: none"> • Certain online functionality requires a Microsoft account • Access to files stored on a SharePoint server requires connectivity to Microsoft Windows SharePoint Services 3.0 or later. • Safari 5 or later (recommended) • Disable anti-virus software • Quit all other running applications

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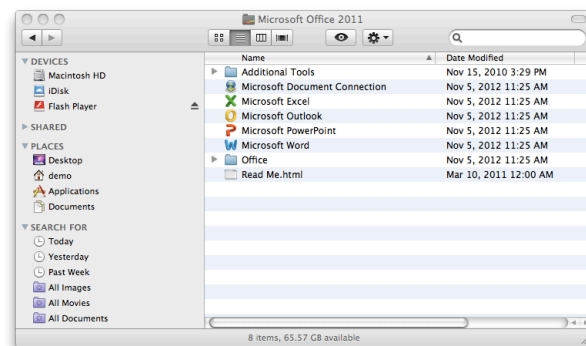


Installation

What is installed, and where?

Microsoft Office 2011 folder
(in the Applications folder)

- Microsoft Document Connection
- Office applications (Word, Excel, etc.)
- Additional Tools
 - Microsoft Language Register
 - Microsoft® Silverlight™
 - Windows Media® Components for QuickTime
- The Office folder

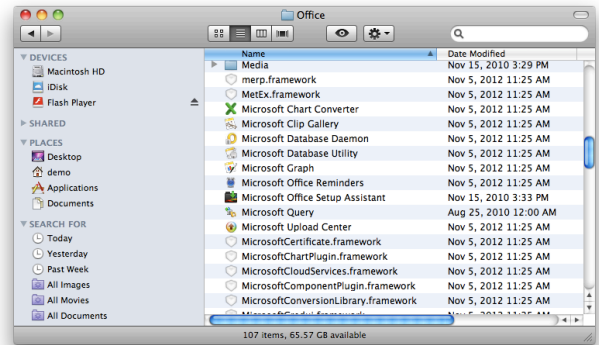


Installation

What is installed, and where?

The Office folder

- Add-ins
- *Many* shared frameworks
- Help files
- Auxiliary apps (e.g. Office Reminders and Setup Assistant)
- Media (e.g. Border Art, Clipart, and Document Elements)



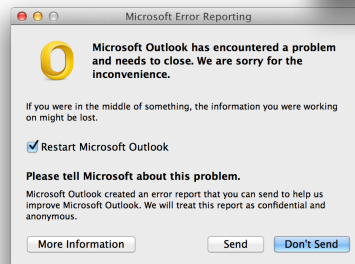
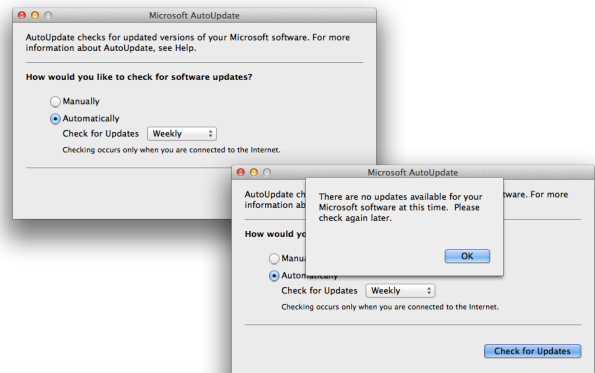
Installation

What is installed, and where?

Some auxiliary apps here: /Library/
Application Support/Microsoft

Including:

- Microsoft AutoUpdate
- Microsoft Error Reporting for Mac



Installation

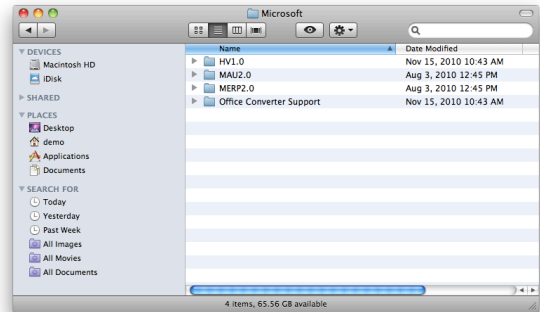
What is installed, and where?

Preferences in several locations

Suite prefs: /Library/Preferences

User prefs: /Library/Application Support/Microsoft

Communicator prefs: /Library/Application Support/
Microsoft/Communicator



Installation

What is installed, and where?

Product key and other licensing info in three locations:

- /Library/LaunchDaemons/com.microsoft.office.licensing.helper.plist
- /Library/PrivilegedHelperTools/com.microsoft.office.licensing.helper
- /Library/Preferences/com.microsoft.office.licensing.plist

Fonts in two locations:

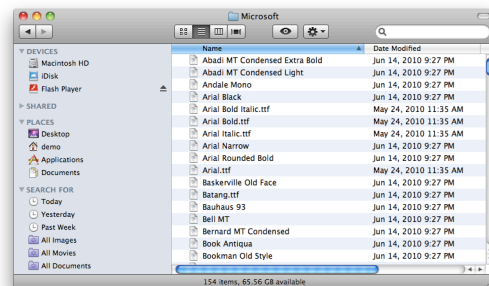
- Microsoft fonts folder at /Library/Fonts/Microsoft
- Font collection "Windows Office Compatible" in /Library/
FontCollections

User data:

- /Documents/Microsoft User Data

Outlook data (email, attachments, etc.):

- /Documents/Microsoft User Data/Office 2011/Main Identity



Uninstall Office

What to remove

<http://support.microsoft.com/kb/2398768>

Remove Office tool no longer ships with 2011

Diane Ross' site - Remove Office 2011 options

Downloadable uninstaller:

http://www.officeformachelp.com/wp-content/uploads/2011/01/Remove-Office-2011-Uninstaller.pkg_.zip

Instructions for scripted removal

Change license key by removing just licensing files



Deployment options

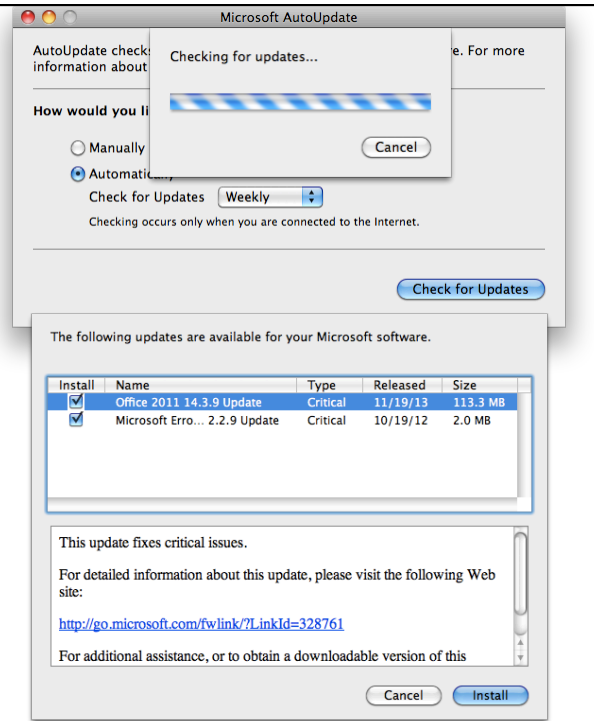
- Individual (less than 5 users)
- Volume license
- Mass deployment



AutoUpdate

- Automatically launches after install
- AutoUpdate may need to quit in order to install downloaded updates for itself
- Server environments may choose to manage Office updates for users
- Keep checking for updates until no more are available

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Mass deployment of updates

1. Create network installation point
2. Install latest updates
3. Package the new image
4. Copy the new image to a shared location
5. Deploy updated image of Office for Mac 2011

<http://tinyurl.com/ofmupdates>

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Break



Top Tips for Office for Mac 2011



Word for Mac 2011



Viewing Documents

Print Layout (default)

Actual print appearance

Draft

Format text quickly in simple layout
Use for style troubleshooting

Web Layout

Approximate appearance of a doc on web

Outline

Rearrange text easily, change levels, etc.

Notebook Layout

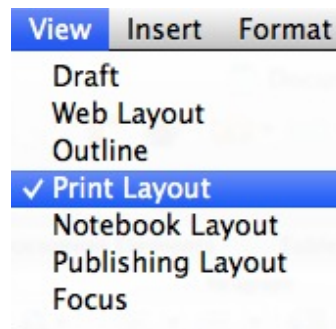
Organize by tabs
Voice recording

Publishing Layout

Design format-rich documents like newsletters, brochures
Manipulate overlapping objects

Focus

Full screen with selected options for enhanced overview



Word Preferences



Just a sample of important preferences:

Use the Search field to find a preference while troubleshooting.

General: Increase recently opened documents in Open Recent.

General: WYSIWYG fonts and styles.

View: Controls what you see on the screen. For troubleshooting, make sure All is checked under Nonprinting characters.

Styles: To see styles applied in a document, set Window → Style area width to at 1". Creates a gutter for viewing styles in Draft and Outline view, useful in troubleshooting.

Edit: When selecting, automatically select entire word may drive users crazy. Show Paste Options and Use smart cut and paste provide more options for formatting of pasted text.

Security: when sharing a document, set the privacy options in Security by checking *Remove personal information from this file on save* and *Warn before printing, saving or sending a file that has tracked changes or comments*.



Styles



Styles layer on top of templates

Most efficient method of formatting

Benefits of consistency, easy updating

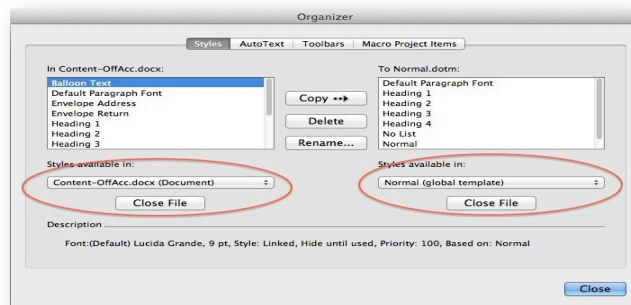
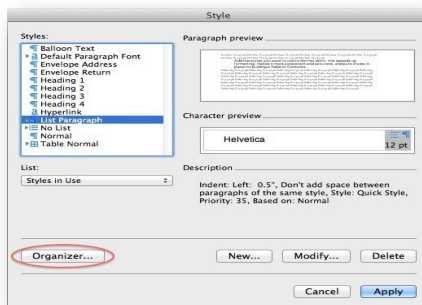
Used to build tables of contents

Direct editing is time consuming and to be avoided

Base document structure on sections and styles.



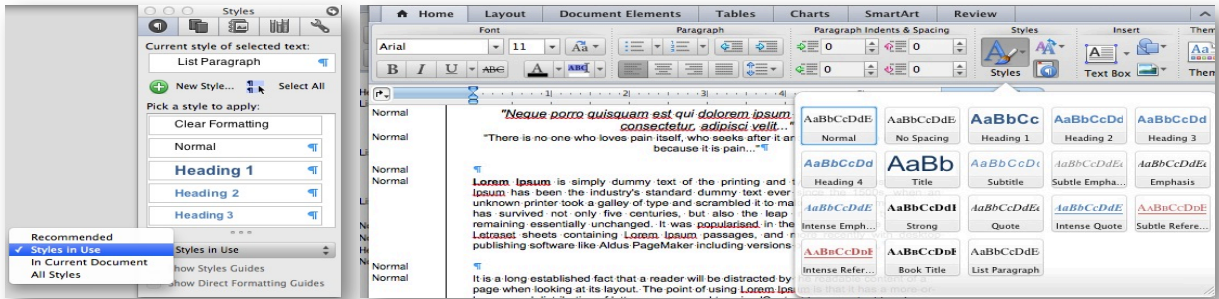
Style Organizer Format → Style → Organizer



Add styles to documents
Remove styles from documents



Style Palette/Style Ribbon



Multiple ways to access styles: know how to show your customers the one they will find most useful

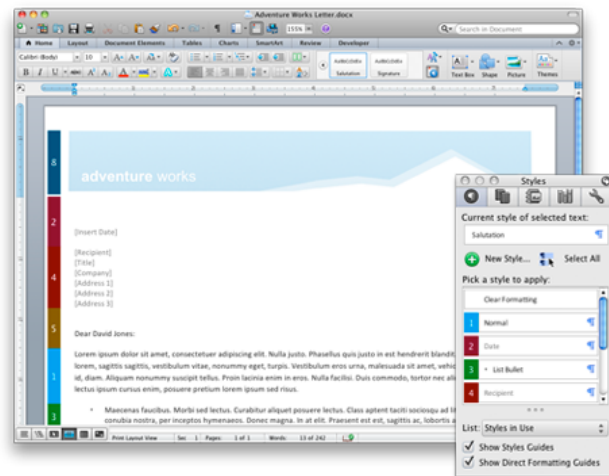


Word for Mac 2011



Visual Styles

- Easier and more reliable than ever
- Instantly see the Styles applied in your document
- Styles Visual Aids
- One-click checking for potential errors



Troubleshoot Styles

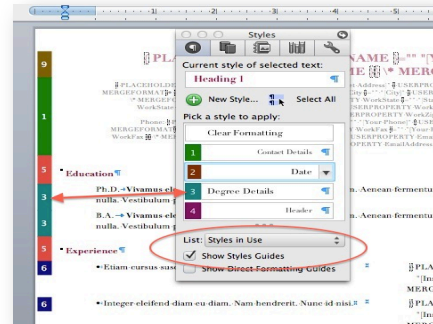
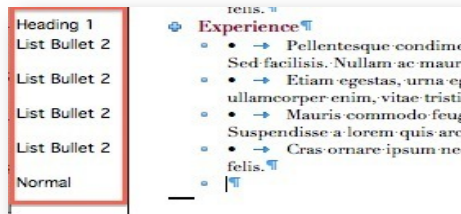


How can I see that the right style is applied?
Two ways to view styles

View the Style area (set width to 1" in preferences)

Or, Show Style Guides

View → Toolbox—Styles, check box

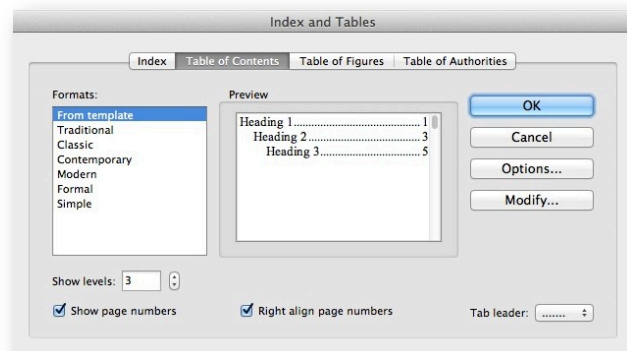


Word for Mac 2011



Table of Contents

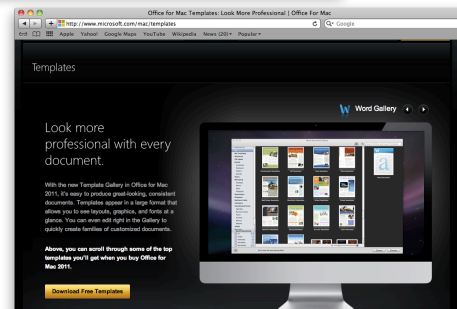
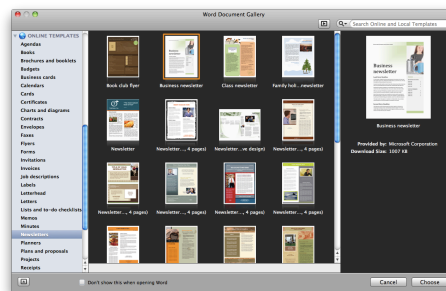
- Insert → Index and Tables
- Built from assigned styles
- Assign styles with an eye to Table of Content creation



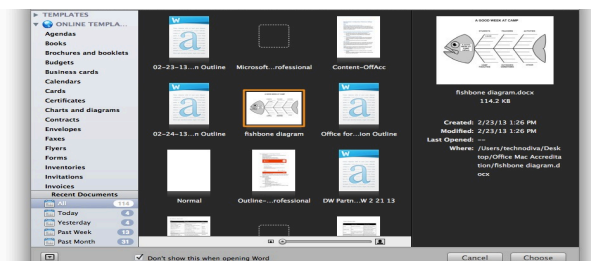
Word for Mac 2011

Using Templates

- Design professional-looking documents
- All the formatting is complete
- E.g. resumes, invitations, and newsletters
- Get more at:
www.microsoft.com/mac/templates



Use Online Templates in Document Gallery



In the Document Gallery, scroll to the bottom, then click the disclosure triangle next to Online Templates to display the list of online templates.

Click on a template to see a larger thumbnail and who provided the template.

Click Choose to open the file

The file will not download, it must be saved via the Save dialog

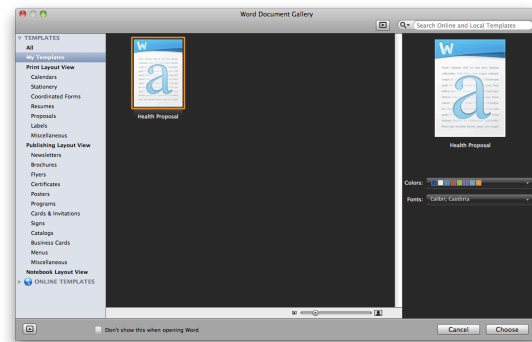


Word for Mac 2011



Creating Templates

- Start with new blank document or existing document
- Add/remove formatting
- Save as Document Template (.dotx)

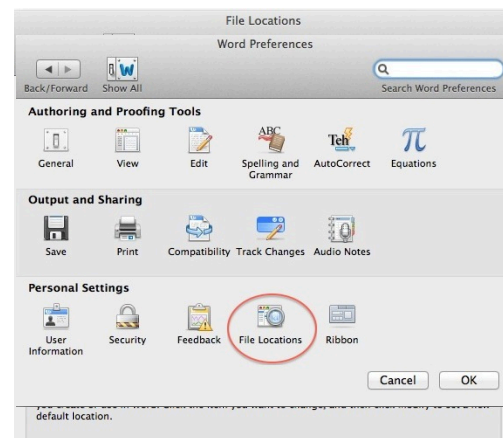


Word for Mac 2011



Sharing Templates within workgroups

- Network location with limited permissions to preserve templates
- Mount at user login – always available to Office apps
- Set location in Preferences
- Shows in alpha order in Document Gallery



Templates vs. Save As

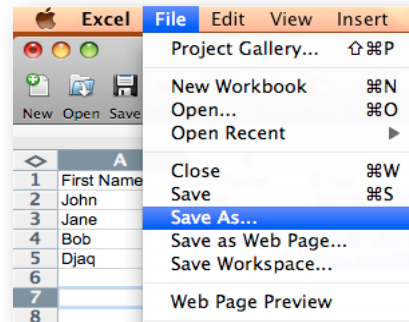


Problems with reused documents:

- Pasted formatting metadata builds up
- Different versions of Office
- Shared between Win & Mac versions
- Word crashing, document corruption

Benefit to templates:

- Fresh document each time
- Paste unformatted
- Paste using destination styles



Start with Normal

~/Library/Application Support/Office/User Templates



Stored in Normal.dotm:

- Default fonts
- Default styles
- Toolbar customizations

Customize fonts and styles

- Change the Normal style
- Add styles to Normal with the Style Organizer
- Customize toolbars
- Add any formatting users typically do multiple times.
- Format once, reuse



Backup Your Normal



Back up Normal.dotm

Copy to same directory

~/Library/Application Support/Office/User Templates

Troubleshooting

Quit Word

Make a copy prior to restoring

Move current Normal to Desktop

Rename Normal backup

Relaunch Word



Word for Mac 2011



Keyboard Shortcuts

To	Press
Undo the last action	⌘ + Z or F1
Cut text or graphics	⌘ + X or F2
Copy text or graphics	⌘ + C or F3
Paste the Clipboard contents	⌘ + V or F4
Choose the Save As command (File menu).	⌘ + SHIFT + S
Go to the next window	⌘ + F6
Expand or minimize the ribbon	OPTION + ⌘ + R
Go to the previous window	⌘ + SHIFT + F6
Run a macro	OPTION + F8
Copy a style	⌘ + SHIFT + C
Paste a style	⌘ + SHIFT + V



Word for Mac 2011



Keyboard Shortcuts (cont.)

To	Press
Center a paragraph	⌘ + E
Justify a paragraph	⌘ + J
Left align a paragraph	⌘ + L
Right align a paragraph	⌘ + R
Create a hanging indent	⌘ + T
Remove a hanging indent	⌘ + SHIFT + T
Change the font	⌘ + SHIFT + F
Increase the font size	⌘ + SHIFT + >
Decrease the font size	⌘ + SHIFT + <
Increase the font size by 1 point	⌘ +]
Decrease the font size by 1 point	⌘ + [
Change the case of letters	SHIFT + F3
Format in all capital letters	⌘ + SHIFT + A



Word for Mac 2011



Keyboard Shortcuts (cont.)

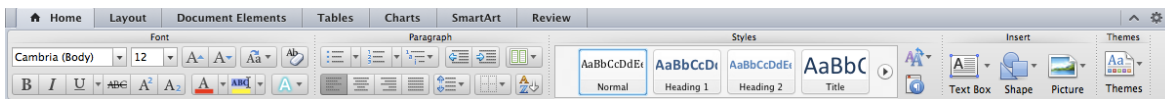
To	Press
Apply bold formatting	⌘ + B
Apply an underline	⌘ + U
Underline words but not spaces	⌘ + SHIFT + W
Apply italic formatting	⌘ + I
Format in all small capital letters	⌘ + SHIFT + K
Apply subscript formatting (automatic spacing)	⌘ + =
Apply superscript formatting (automatic spacing)	⌘ + SHIFT + '+'
Apply strike-through formatting	⌘ + SHIFT + X
The copyright symbol	OPTION + G
The registered trademark symbol	OPTION + R
The trademark symbol	OPTION + 2
An ellipsis	OPTION + SEMICOLON



Word for Mac 2011



Customizing the ribbon



- Rearrange tabs
- Hide tabs
- Show hidden tabs
- Show or hide groups on a tab
- Reset the ribbon tab order to default settings
- Hide or show group titles in the ribbon
- Minimize or expand the ribbon
- Turn off or turn on the ribbon

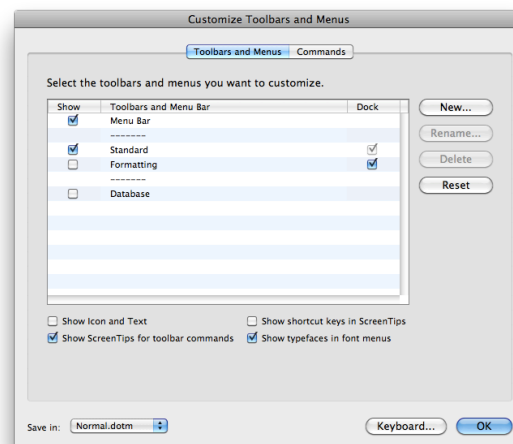


Word for Mac 2011



Customizing menus and keyboard equivalents

- Create your own keyboard shortcuts or override expected ones
- Customize Toolbars and Menus



Toolbars



Customize early

Right-click end of the toolbar

Go to View→Toolbars→Customize

Backup up Normal after customization

Can save in Normal.dotm or the current document

Create a new toolbar

Known issues

If Word 2008 and 2011 are both installed on the same computer, customizations made in 2011 will overwrite those for 2008.



Find Keyboard Shortcuts

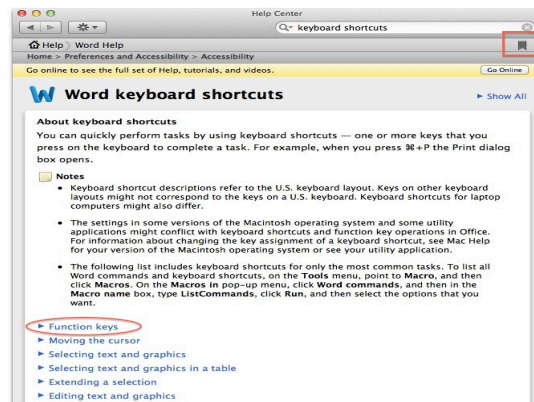


Search for keyboard shortcuts by application in Application Help

Use the bookmark tool at upper right to save

Disclose triangles to see specific shortcuts

Review helpful troubleshooting notes



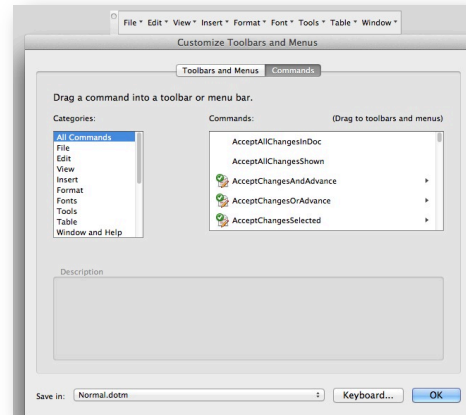
Drop Down Menus



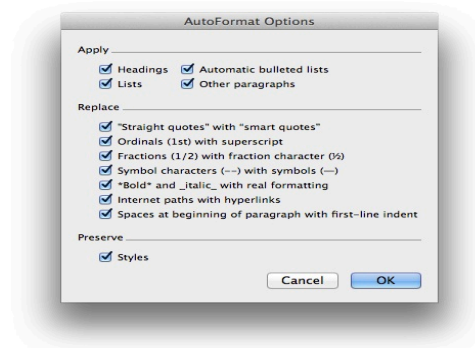
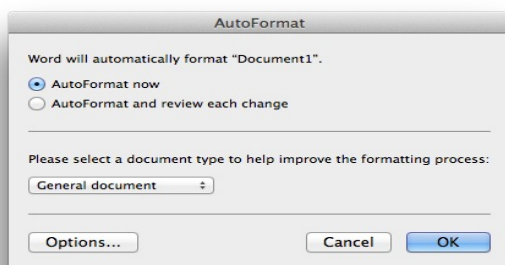
Drag commands to menus

Use caution when altering
the default menus

Always backup
Normal.dotm



AutoFormat Options



From the Format → Autoformat Menu



AutoCorrect Options



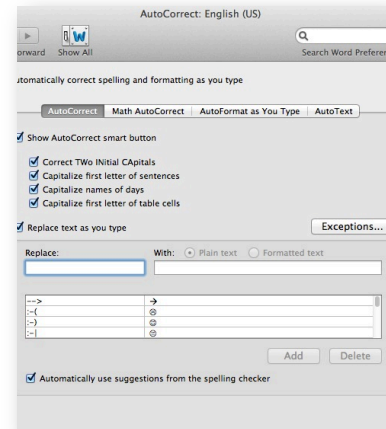
Tools → AutoCorrect

A wide array of options

Math AutoCorrect

Replace as you type for common phrases

E.G., fmp to FileMaker Pro



Excel for Mac 2011



Three essential components:

Functions (the calculation or operation to be performed), ex. SUM, COUNT, AVERAGE

- Can also be an operator like + or *

Arguments (the cell contents operated on), ex. a cell or range of cells, containing text or numbers

Syntax (the structure required for the formula to function), ex. =SUM(A6:C12)

Each function has its own requirements for syntax

All elements must be correct

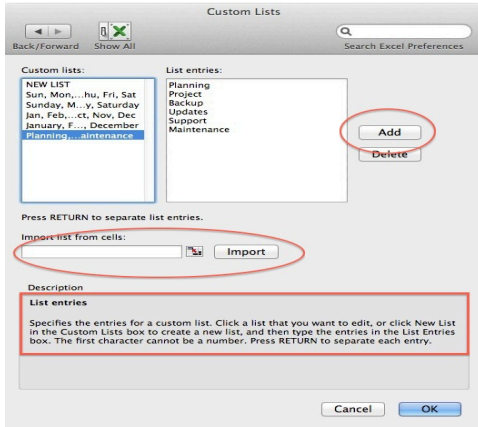
All formulas start with =



Excel for Mac 2011



Best Practices



Watch over selecting

Improve performance & time to calculate

Go to last cell = control+end

(Fn + Ctrl + Right arrow on a laptop)

Avoid links between workbooks

Easily broken, slow, not easy to fix

When needed, open linked workbooks prior to use

Try larger workbooks instead

Custom lists

Based on existing sheets and/or lists

Create lists in Preferences



Excel for Mac 2011



Best Practices

Templates

Create your own default workbook template

Ex: Change font

Ex. Change Page Setup to landscape

Store in /Applications/Microsoft Office 2011/Office/Startup/Excel

Remove filename extension

Styles

Don't overload formatting by formatting empty cells

Set Normal style for new workbooks

Set standard font & size in Preferences

Watch selecting entire rows & columns for formatting

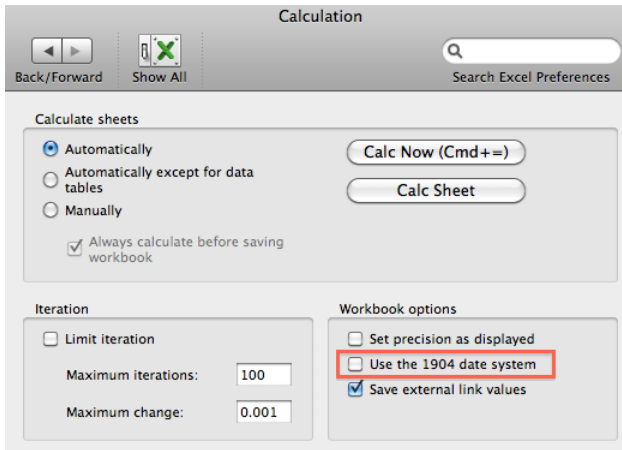
Use Style button in ribbon to apply & create styles



Excel for Mac 2011



Automatic calculation



- When not set to *Automatically*, working with large spreadsheets with lots of complicated formulas can be faster and easier.
- If you turn **off** Excel's automatic calculation capability, you need to turn it back on again or Excel's formulas won't calculate.
- This is especially important if you turn off automatic calculation using a macro.

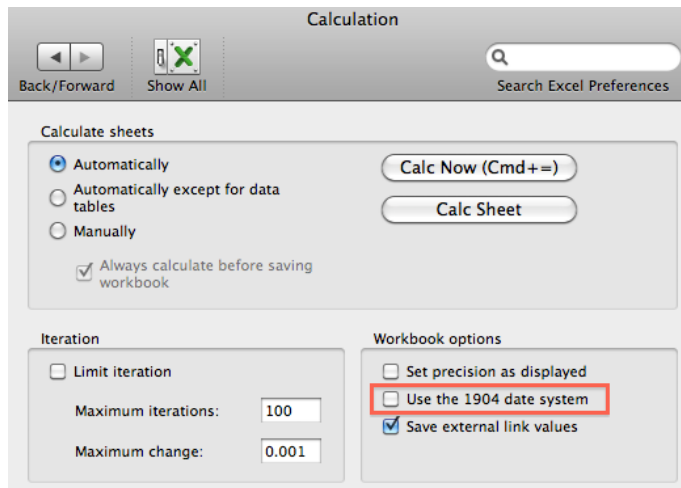


Excel for Mac 2011



Date format settings

- Verify unchecked
- Increases compatibility with rest of Excel world

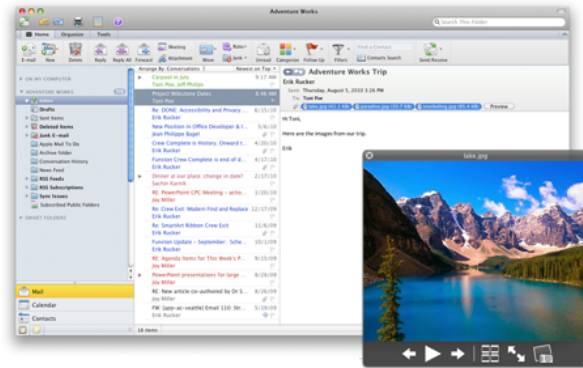


Outlook for Mac 2011



Seamless Integration

- Works together with favorite features of Mac OS X (e.g. Quick Look for attachments)
- Use Time Machine to back up your Outlook data
- Messages database is Spotlight searchable

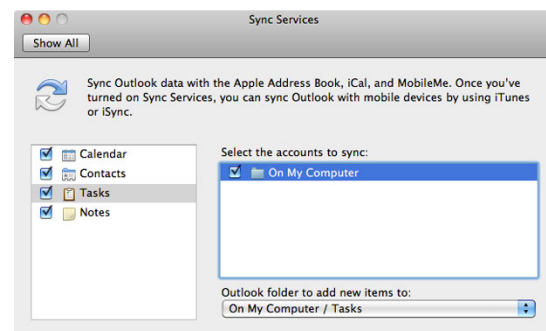


Outlook for Mac 2011



Configuration

- Exchange Compatibility
- No integration with Apple Contacts
- Sync Services – Don't do it

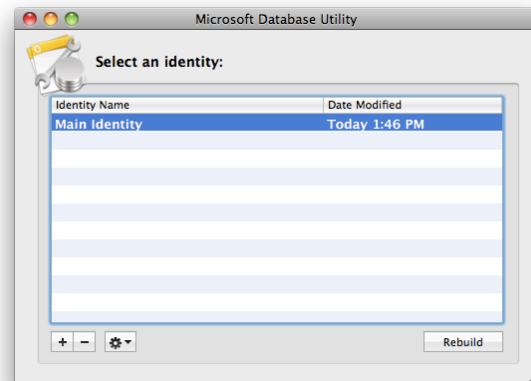


Outlook for Mac 2011



Database

- Message storage
- Database Utility
- Identities
 - Switch users instead

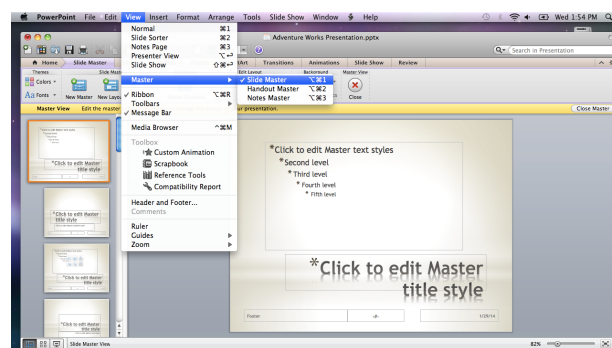


PowerPoint for Mac 2011



Master slides

- Set elements in one location
- Repeated on each slide
- Can't edit an element? May be on a master slide

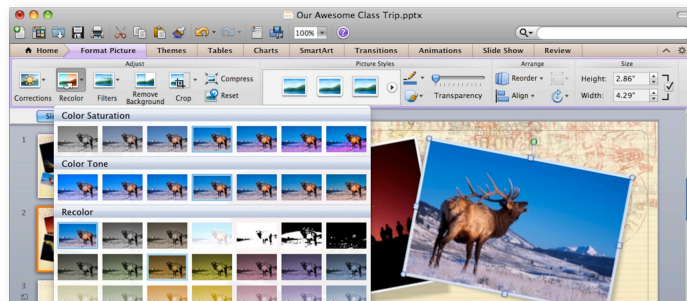


PowerPoint for Mac 2011



Photo Editing

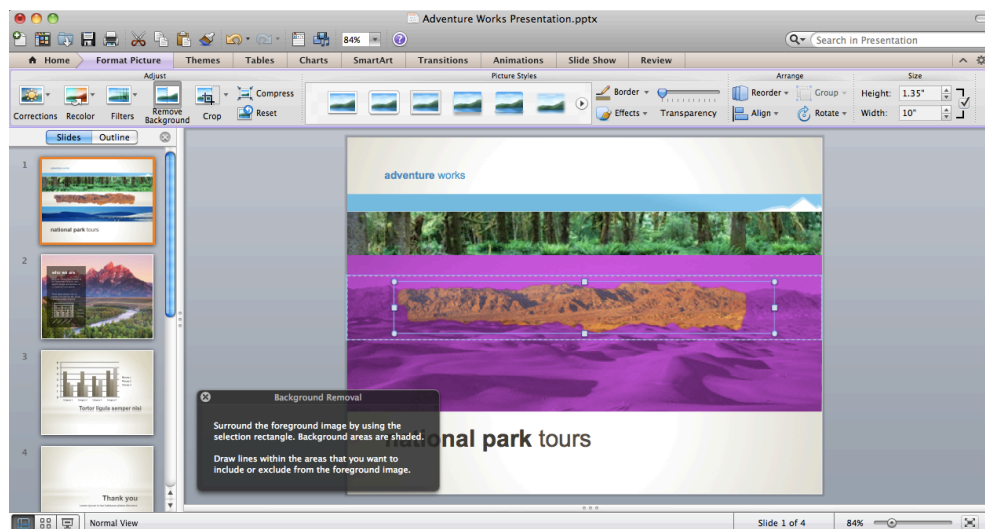
- Adjust exposure
- Add color
- Special artistic filters
- Crop
- Remove background
- Compress photos



PowerPoint for Mac 2011



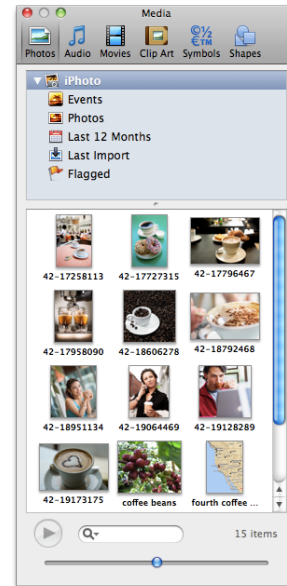
Remove Background



PowerPoint for Mac 2011

Media Browser

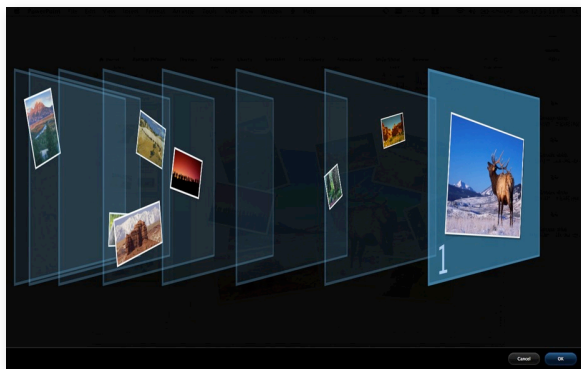
- For iPhoto, movies, audio, and more
- Know which movie & image formats are cross-platform
- Always preview projection



PowerPoint for Mac 2011

Dynamic reordering

Reshuffle the order of objects on your slide simply by dragging the layers.



PowerPoint for Mac 2011



What if someone doesn't have PowerPoint?

- Broadcast Slide Show
- Office Online



Introducing OneNote for Mac

- Freeform organization of your notes, lists, tables, websites, images, and more.
- Sync automatically with OneNote on iOS and Windows devices
- Share Notebooks with ease



OneNote for Mac requires OS X 10.9 or later.



OneNote for Mac

- Save website from within Safari with OneNote Clipper
- OneNote speaks to:



OneNote for Mac Demo



Break



PROFESSIONAL LOOKING
DOCUMENTS

Mail Merge

Mail Merge: #1 issue on support calls

Understand the workflow of a merge

Use Mail Merge Manager palette as guide



Merge Document

Placeholders must match header file in data source

Let Word create the document based on type

Convert existing document to merge doc

Duplicate to preserve original prior to conversion

If a document is open, it may be converted to merge document unintentionally

Use Restore to normal Word document to break link



Data Source

Office and Apple contact lists

FileMaker Pro data (if you have FileMaker installed)

A separate file with header row and data separated by commas

Excel file in .csv format

Be sure the correct worksheet/range is selected

Consider using text formats for zip codes

Input menu created in the data merge process

Additional data entered as the result of using advanced field codes such as Ask, If, etc.



Data Source issues

Address books

Groups not created in Apple Contacts

Create groups and assign contacts prior to merge

Categories empty or missing in Outlook

Create categories and assign to contacts prior to merge

Data must be edited in the contact source

Any spaces or characters in the data will be inserted in the file

Spelling and capitalization errors

Edit data button only available if data file created within palette or separate file



Insert <Placeholders>

Placeholders based on data source

Save time if possible

Full name vs First Name, Last Name

Address vs Street, City, State, Zip

Additional placeholders can query the user

Insert custom data

Data matching If-Then statements



Filtering

Apply groups or categories before merging

Filtering options will vary depending on data source

Ex: Apple Contacts will only show groups as filter options

Ex: Filter to show only results where state is WA

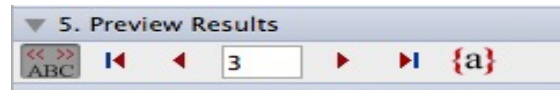
Sort results based on output

Ex: name badges sorted by last name

Incorrect query options can filter out needed data results



Edit Before Merging



Use Preview results on palette

Edit data in source

Insert or remove spaces, stray characters, etc.
in document

Move placeholders around

Use Edit Data Source button on palette



Merge Options

Merge to email

- Limited or no ability to preview and correct
- Mail.app may send immediately

Merge to printer

- Limited or no ability to preview and correct
- Know how to print specific sections only

Merge to document

- Best results for preview & correct
- Ability to easily select output
- Merge and save for later



Troubleshooting

This article references Word 2003, but is generally useful:

<http://tinyurl.com/lf9r3t2>

Check header record

Quit other running apps when data sources are large



Troubleshooting (cont.)

Problems with data

- Incomplete or incorrect data

- Format numbers as text in Excel to retain format

- Note the location of your Excel data file

- Be sure to close Excel file prior to merge

- Each column must have a label in header row

- No blank rows or columns in Excel

Problems with merge docs

- Placement of placeholder fields

- Correct spacing and punctuation

- Don't rely on spell check

- Format using field codes in document if necessary



Office for Mac 2011 vs. Office 2013

Important Note

Note that with only two exceptions, documents created in Office 2013 and 2010 **will display and function correctly** in Office for Mac 2011 even when certain features and functions differ between the two.

The Exceptions:

- Voting Buttons – will not display in Outlook for Mac 2011
- PivotCharts – no interaction in Excel for Mac 2011



Office for Mac 2011 vs. Office 2013

Features in Office 2013 *not* in Office for Mac 2011.

Office Applications

- Access
- Publisher
- Visio
- Project



Publisher



Access



Project



Visio



Office for Mac 2011 vs. Office 2013

Features in Office 2013 *not* in Office for Mac 2011.

Suite-wide features

- Some Visual Basic function
- Support for ActiveX
- Right-to-left language support (i.e. Arabic)
- Support for ODF and XPF file formats
- Backstage
- Accessibility Checker



Office for Mac 2011 vs. Office 2013

Features in Office 2013 *not* in Office for Mac 2011.

None of the new features in Office 2013, such as Read Mode in Word 2013 and Quick Analysis in Excel 2013.







Office 365 features

- Office Roaming and Office on Demand
- Performance monitoring







Office for Mac 2011 vs. Office 2013

Features in Office 2013 *not* in Office for Mac 2011.

 Word	 Excel	 PowerPoint	 Outlook	 Lync	 SharePoint
<ul style="list-style-type: none"> • Open and Repair • Embed fonts • Book Fold (booklet printing) • Blog creation and publishing • Digital Ink 	<ul style="list-style-type: none"> • PivotCharts • Analysis Toolpak UI • Equations (typographically correct equations) • High-end features of PivotTables (e.g. Slicers) 	<ul style="list-style-type: none"> • Animation Painter • Video trimming • Video / Animation triggers • Privacy feature 	<ul style="list-style-type: none"> • Side-by side calendars • Support for <u>all</u> Exchange Server versions • Conversation actions (Ignore and Clean Up) 	<ul style="list-style-type: none"> • Tag contacts for status change alerts • Share the desktop • Conduct polls • Display recent contacts group 	<ul style="list-style-type: none"> • Track document versions from within Office documents. • Keep synchronized copies of SharePoint Calendars, Tasks, and Contacts in Outlook.

Office for Mac 2011 vs. Office 2013

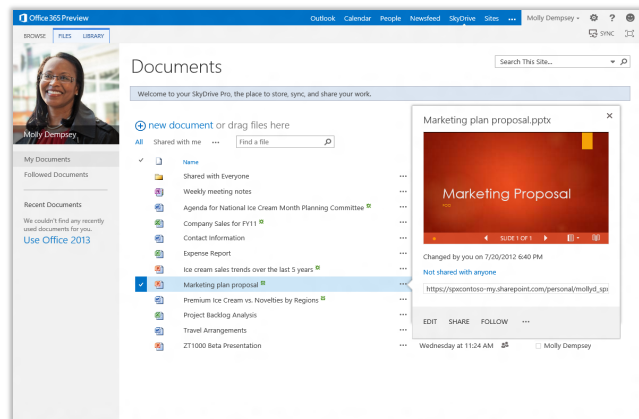
Features in Office for Mac 2011 *not* in Office 2013.

			
<ul style="list-style-type: none"> • Publishing Layout View • Dynamic Reorder • Visual Styles 	<ul style="list-style-type: none"> • Automatic creation of a PivotTable 	<ul style="list-style-type: none"> • Dynamic Reorder • Some aspects of Presenter View 	<ul style="list-style-type: none"> • Automatically CC: or BCC: yourself • Unified Inbox preference • My Day



Sharing Documents

- OneDrive & OneDrive for Business
- SharePoint
- Microsoft Document Connection



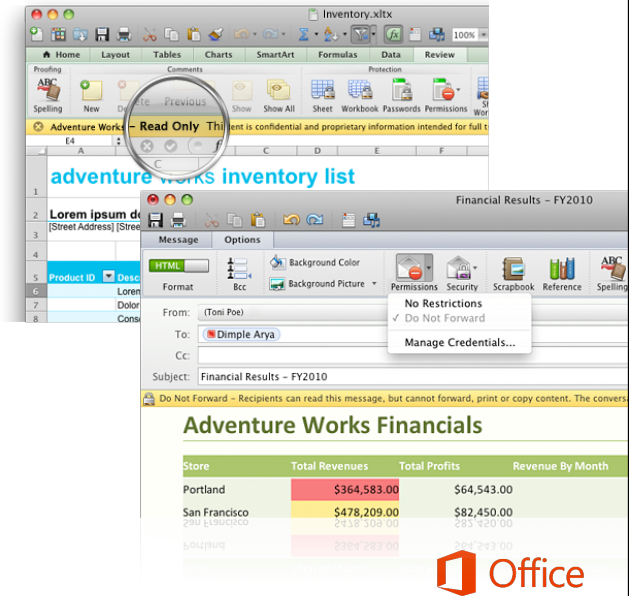
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WORKING BETTER TOGETHER

Information Rights Management

- Control access or use of email content after it leaves the author's machine.
- *Reading* IRM content is fully compatible with Office for Mac 2011
- *Creating* IRM content is only compatible with Office for Mac 2011 Enterprise
- Requires a Windows Server infrastructure – Office 365



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IRM Resources

IRM Deployment Guide for Office for Mac 2011:

microsoft.com/en-us/download/details.aspx?id=20825

File formats that can be IRM protected: (all the XML-based format, the older Office 2003 formats, and many others)

microsoft.com/en-us/mac-excel-help/file-formats-that-work-with-irm-HA102927341.aspx



Troubleshooting & Common Questions



Troubleshooting tips

Determine circumstances when issues arise

Can issues be replicated?

Examine logs

- By application
- By crash or hang report



Common issue: Office applications silently hang



Troubleshooting tips

- Isolate the issue to
 - Document/file
 - User
 - Application
- Make sure your troubleshooting addresses the isolated issue
- Take steps one at time
- Document your steps

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Troubleshooting tips: Document or file issue

- Does the application hang or crash when a particular file is opened by any user?
 - If any file crashes the application, it may not be a corrupt file
 - Use /Users/Shared to share suspect files
 - Open suspect files in another user account
- Did the issue begin after a file was shared with the user?
 - File may be corrupted
 - Corrupted font may have been used; try clearing formatting

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Troubleshooting tips: Document or file issue

- Can the file be opened with an application that shares that file type?
 - If it can, the issue may be with the Office application
 - If not, the file may be corrupted
- Attempt to extract data from the file
- Corrupt files may have to be deleted
- Restore from a known good backup

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Troubleshooting tips: Issue with user

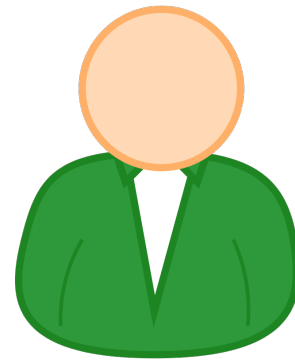
- Create a second user account with same rights
- Open the same files
 - If issues disappear, suspect user account
- Clear ~/Library/Caches
- If an app unexpectedly quit, then hangs at relaunch:
 - Move AutoRecover files from ~/Library/Application Support/Microsoft/Office
- Shift-launch the problem application
 - If it works properly, suspect preferences or Normal

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Troubleshooting tips: Issue with user

- Normal corruption
 - Move Normal.dotm to Desktop
 - Restore from a known good backup of Normal
- Move user preferences
 - ~/Library Preferences
 - ~/Library Preferences/Microsoft



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Troubleshooting tips: Issue with user

Issues affecting all users

- Fully update Office
- Repair permissions
- Verify hard drive
 - Rare, but sometimes the culprit
- Troubleshoot font issues
- Uninstall Office
- Reinstall Office
 - Fully update Office prior to opening documents
- Verify Mac OS compatibility and install requirements are met



Troubleshooting: Fonts

- Always install the fonts that ship with Office for Mac 2011
- Validate fonts in Font Book
- Check for duplicates in Font Book
 - Office 2011 may disable some system fonts, or show them as duplicates
- Never disable or remove fonts in /System/Library
- Clear font caches for all users
 - Safe boot
 - Terminal: `sudo atsutil databases –remove`

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Office for Mac adds fonts?

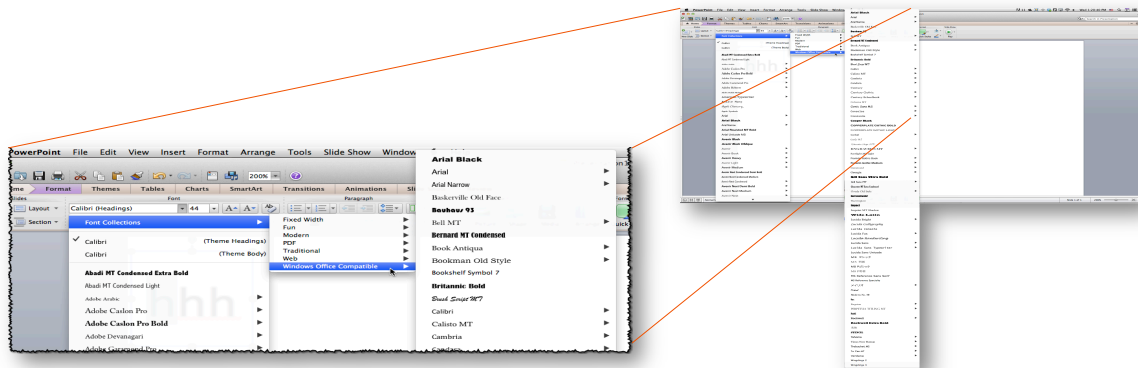
MacOffice adds all the fonts available in Win Office to the Mac.
Increases document visual fidelity between MacOffice and WinOffice renderings.

This includes the new **Microsoft ClearType Font Collection**:
Calibri, Cambria, Candara, Consolas, Constantia, Corbel, and
メイリオ (Meiryo).

ClearType is an integrated font collection in Windows Compatible Fonts, even though they are also Windows Compatible Fonts



Windows Font Collection: new, easy to find



Troubleshooting: Preferences

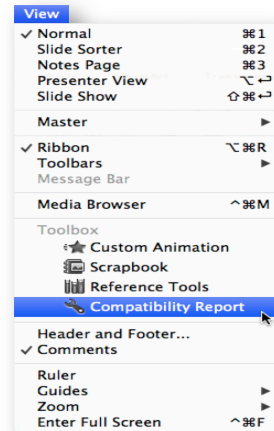
- **Be familiar with preferences**
 - To configure for most usability
 - Customize to make more suitable for users
 - To quickly troubleshoot issues resolved by adjusting preferences
- **Set key preferences at install**
 - Set by user
 - Many can be managed via server



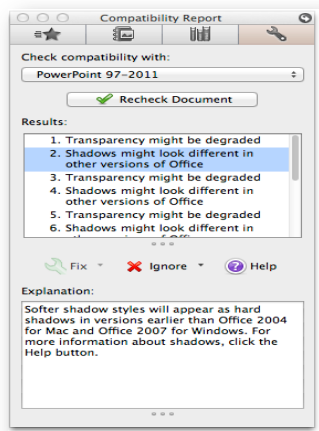
Compatibility Report

One item that can greatly assist your client (and indirectly, you) is to check for compatibility issues before shipping an Office doc to a someone else.

A tool in Word, Excel, and PPT that will help with this task is the **Compatibility Report**.



Compatibility Report (cont.)



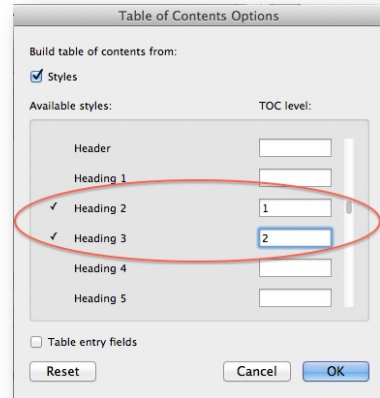
In addition to finding potential compatibility issues, the report can sometimes fix the issue for the user.



Troubleshooting: Word for Mac 2011

Table of Contents

- **Assign levels properly**
 - E.g. Heading 2 may be level 1, Heading 4 may be level 2.
- **Wrong format**
 - Use Insert > Index & Tables > Modify to change style formats
- **TOC won't update**
 - Insert cursor in TOC before updating
- **Print issues**
 - Set preferences to update field before printing



Troubleshooting: Excel for Mac 2011

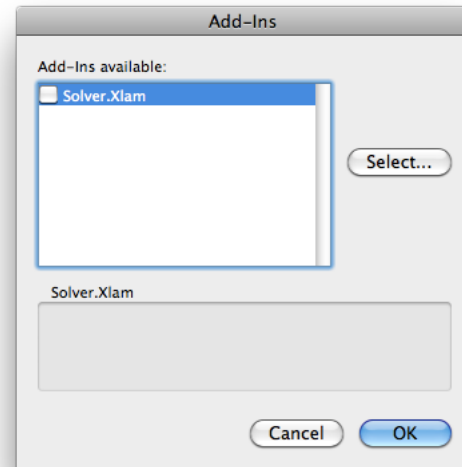
- **Excel unexpectedly quits**
 - Move preferences to Desktop from ~/Library/Preferences/Microsoft
 - Move Microsoft Excel Toolbars from ~/Library/Preferences/Microsoft/Office 2011 to a different location
- **Excel hangs after unexpected quit**
 - Corrupted auto recovery files
 - Shift-launch to bypass
 - New location for auto recovery files
 - ~/Library/Application Support/Microsoft/Office/



Troubleshooting: Excel for Mac 2011

What happened to Solver?

- Solver returned in Excel 2011
- Tools > Add-ins, check box for Solver.Xlam



What about VBA?

- VBA returned to Excel 2011
- AppleScript an option
- MacTech's VBA to AppleScript Transition Guide

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Troubleshooting: PowerPoint for Mac 2011

Application Preferences

Increase recently opened documents

Increase number of undo's

Uncheck 'automatically select entire word'

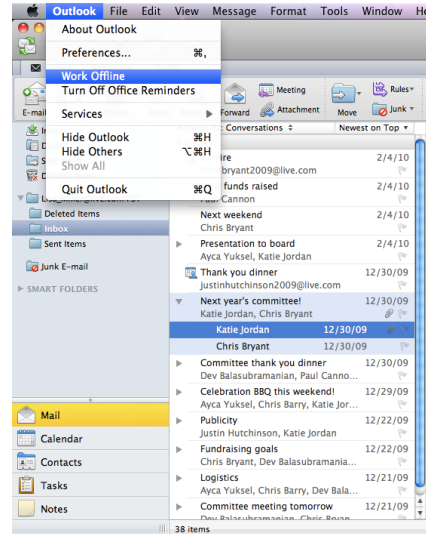
If you're planning a movie, set your movie options first

End with black slide



Troubleshooting: Outlook for Mac 2011

- Consultants should already have experience configuring email accounts
- Gather all the data needed to set up an account first
- Know the account type (*Exchange, IMAP, POP*)
- Check the host's website for any application-specific notes
- Have a backup
- Set client expectations properly



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Troubleshooting: Outlook for Mac 2011

Application Preferences

Folder display

Folder grouping (like Mail.app)

Folders by account

Hide on My Computer

Configure categories

Configure AutoCorrect/AutoFormat

Outlook has it's own list

Smart folders = Smart mailboxes



Troubleshooting: Outlook for Mac 2011

Mail Account Preferences

Map server folders to Outlook folders

Junk = Junk E-mail

Trash = Deleted Items

Security

When to download pictures

Signatures

Able to use 'random' signatures

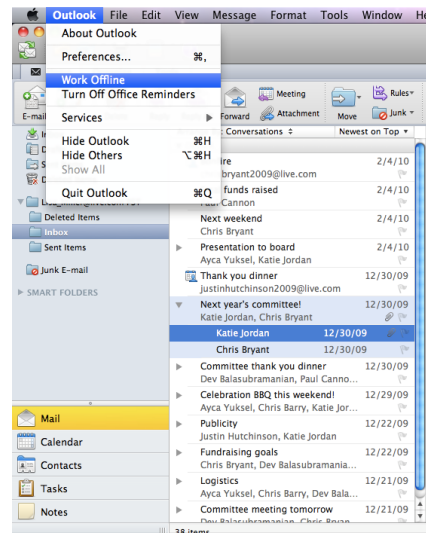
Certain Entourage 'mark as read' preferences no longer available

Color of unread messages



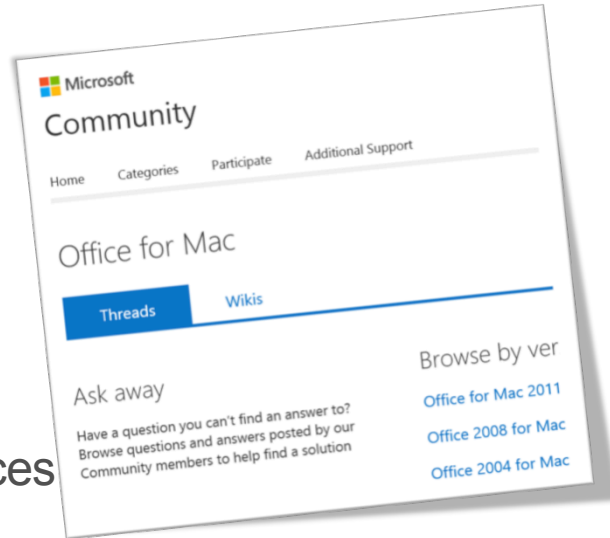
Troubleshooting: Outlook for Mac 2011

- Keep Outlook offline for troubleshooting
 - Select Work offline
 - May take longer to quit normally
 - **Shift + launch**
 - Will not attempt to run schedules or connect to mail server



Support and resources

- Office for Mac Blog
- Deployment Guides
- Office for Mac help
- Knowledge Base
- Office for Mac Forums
 - <http://answers.microsoft.com/en-us/mac>
- Training videos and resources
- Getting Technical Support



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Microsoft

Best Practices For Working With Windows:

<http://office.microsoft.com/en-us/mac-powerpoint-help/best-practices-for-working-with-windows-HA102927242.aspx#BMwd>

Microsoft support site:

<https://support.microsoft.com/find-solutions/office/office-for-mac-2011>
<http://www.microsoft.com/mac/support>

Deployment Guides:

<http://www.microsoft.com/mac/support>

Office for Mac Training:

<http://www.microsoft.com/mac/how-to>
<http://www.microsoft.com/mac/how-to/training>

Built-in application help



Communities

Office for Mac Forums

<http://www.officeformac.com/productforums>

MVPs Most Valuable Professionals

<http://www.office.mvps.org>

<http://word.mvps.org/Mac/>

Diane Ross' site (private MVP site)

<http://officeformachelp.com>

Google groups (monitored by a few MVPs):

<https://groups.google.com/group/microsoft.public.mac.office>



Business Customers

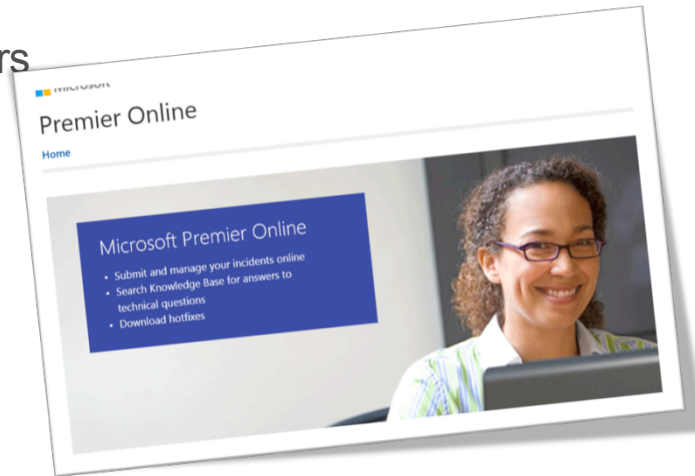
Microsoft Premier Support

http://www.microsoft.com/en-us/microsoftservices/premier_support.aspx



Support for small business

- Microsoft Premier Customers
- Microsoft Premier Online
- Microsoft Partner Network



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Today we covered



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Short break



Exam

<http://aka.ms/mactech>

Please select *Post-event exam & survey*

You may leave when you are done.

MacTech BootCamp tomorrow.

Registration at 8:30am



