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The Pages, Keynote, & Numbers Essentials for Mac quick reference guide covers basic features that are common to Pages, Keynote, and Numbers Apple's iWork suite of office software. Great companion product to our Pages for Mac, Keynote for Mac, and Numbers for Mac Introduction guides. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to get started with Pages, Keynote, and Numbers.

Note: This is for the most recent versions of Pages, Keynote and Numbers if you are using Mac OS X Mavericks (version 10.9) or earlier. If you are using Yosemite or El Capitan, then look for one of these guides instead: Pages, Keynote, Numbers Essentials version x.5 (ISBN 978-1939791412), or Pages, Keynote, Numbers Essentials version x.6 (ISBN 978-1944684006).

The following topics are covered:

Creating a New Document: Opening an Existing Document; Saving a Document; Duplicating a Document; Reverting to an Earlier Version; Opening a Microsoft Office Document; Exporting to Microsoft Office, PDF or Other Formats; Viewing On-Screen Tips; Renaming, Moving, or Tagging a Document; Using iCloud, Collaborating via iCloud; Working in Full-Screen Mode; Adjusting the Zoom.

Formatting: Using Cut, Copy, Paste to Move or Copy Text or Objects; Moving or Copying by Dragging; Undoing an Action. Using the Special Character Panel; Using the Format Inspector; Changing the Size or Font of Text; Enhancing Text: Bold, Italic, etc.; Copying Formatting; Inserting a Table; Add/Remove Table Rows or Columns. Using Find and Replace; Inserting Images, Music, or Videos: Using the Media Browser, Inserting from Finder; Resizing Graphics; Inserting Shapes; Resizing a Shape; Adding Text to a Shape. Moving an Object; Selecting Multiple Objects.

Other: Adding Comments; Using the Dictionary and Thesaurus; Using Dictation; Using Text to Speech; Customizing the Toolbar; Sending the Document as an Email Attachment; Printing the Document.

Also includes: Lists of Selection and Movement Shortcuts.

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