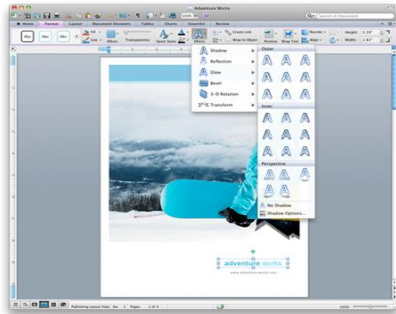




# What's new in Microsoft Word 2011?

## (MAC USER GUIDE)

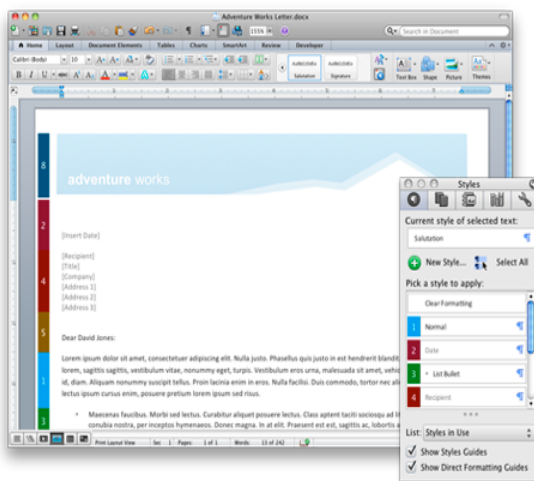
Interactive Guide: <http://www.microsoft.com/mac/interactive-guides/word/default.htm>



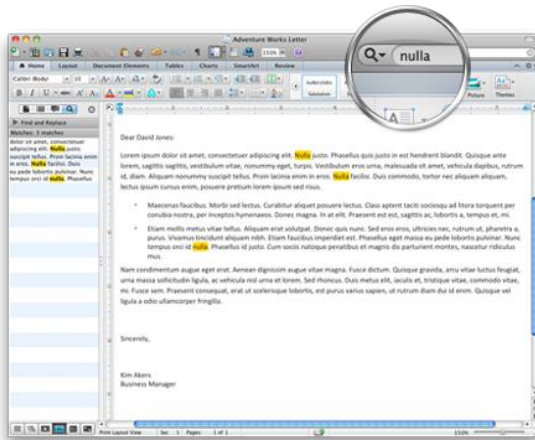
Your home base is the Home tab, which holds the most frequently used tools, such as font and paragraph formatting. Other commonly used tools, such as those for page layout, tables, charts, and SmartArt, can be found on their own tabs.



Focus view helps you focus on your ideas by offering a clean, uncluttered environment that has two great modes: Write mode or Read mode. When you are in Write mode, you can focus on just that: writing. Focus view minimizes all but the most popular formatting commands when you need them. When you are in Read mode, you can read a document as you would a book, with smooth page curl animations. To exit Focus View, press the ESC key.



You can change the formatting in your document quickly and easily with the visual Styles Guides. These guides show you not just where but how styles have been applied. This makes it easy to change your document formatting. By using Styles Guides, you can quickly find and fix text that was directly formatted. It's easy to turn Styles Guides on and off, too. Select or clear the check boxes in the Styles panel of the Toolbox for Show Styles Guides and Direct Formatting Guides.



Just like many Mac OS X applications that you already use, Office search includes a search field right in the standard toolbar. All of your search results—every instance of the word, phrase, or special character that you're looking for—are highlighted in the document as you type in the search field. You can also open the Word sidebar to see a full list of all of the search results in the document. In the sidebar, you can also find and replace text. You can even search for special characters, such as paragraph marks.

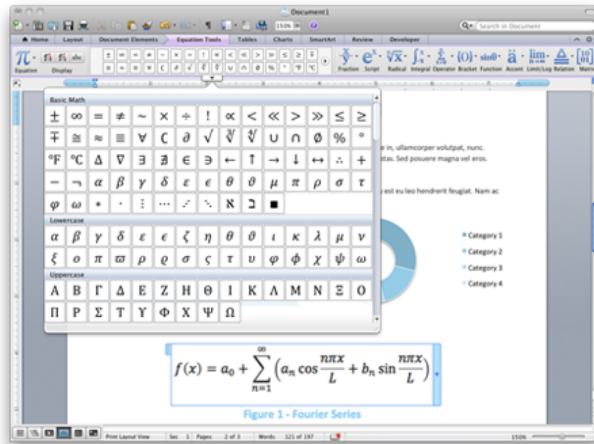


Publishing layout view in Microsoft Word for Mac 2011 makes complex document layout a breeze. This environment provides rich desktop publishing tools and transforms Word for Mac into a freeform canvas for your creativity. You can place a text box, shape, or picture anywhere on the page intuitively and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



You want your documents to stand out from the crowd, to express your style and point of view. Advanced typography tools in Word for Mac can help you create documents that get noticed.





Equation tools, available directly in the ribbon, include a vast gallery of equation elements that are easy to see, compare, and choose from. Publishing complex equations in your documents is simple.



Word Online, an online extension of Word on your computer, extends your workspace to the Internet. Now, whether you're in the office, at home, or on the road, Word Online lets you easily post, access, edit, and share your documents—all in one place. You can share documents with anyone, anywhere, even if he or she doesn't own Word.

From the browser, you can use familiar tools, such as AutoCorrect, check spelling as you type, and apply font and paragraph formatting.



Whether at work or at home, you can boost efficiency and save time by using Visual Basic, available in Word for Mac 2011. Create macros to automate tasks and add customization (menus, dialogs, and so on) to Office documents, so you can focus on being creative, not repetitive.