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QuickBooks 2010 QuickSteps
Microsoft Access 2010 VBA Macro Programming
Mastering VBA for Office 2010
Microsoft Outlook 2013 Step by Step
Microsoft® Office 2013 QuickSteps
Computing for Seniors QuickSteps
Computing for Seniors QuickSteps
MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook
Office 2013: The Missing Manual
Microsoft Office Excel 2010 QuickSteps
The Shadow of Your Smile
Microsoft Office PowerPoint 2010 QuickSteps
Windows 7 SP1 QuickSteps
Quicken 2011 QuickSteps
Windows 7 for Seniors QuickSteps
Microsoft SharePoint 2010 QuickSteps
Microsoft Office Access 2003 QuickSteps
Outlook 2013 Absolute Beginner's Guide
Windows 8 QuickSteps
Office 2013 For Dummies
Microsoft Office 2010 In Depth
Getting Things Done

Microsoft® Excel® 2013 QuickSteps

At age eighty-three and in failing health, Olivia Morrow knows she has little time left. The last of her line, she faces a momentous choice: expose a long-held family secret, or take it with her to her grave. Olivia has in her possession letters from her deceased cousin Catherine, a nun, now being considered for beatification by the Catholic Church. These letters reveal that, at the age of seventeen, Catherine gave birth to a son and gave him up for adoption and they identify the father as Alex Gannon, a world-famous doctor, scientist and inventor of medical patents. Now, two generations later, thirty-one year old paediatrician, Dr. Monica Farrell, Catherine's granddaughter, stands as the rightful heir to what remains of the Gannon family fortune. But in telling Monica who she really is and getting what is lawfully hers, Olivia would have to betray Catherine's wishes and reveal the story behind Monica's ancestry. But as the pressure of Olivia's impending choice weighs down on her, little does she realize that Alex Gannon's grand-nephews - who are currently exploiting the Gannon inheritance to fund their profligate lifestyles - will stop at nothing to silence Olivia and prevent Monica from learning the secret, even murder.

Microsoft Office 2010 Plain & Simple

Step-by-Step, Full-Color Graphics! Get started using QuickBooks 2010 right away--the QuickSteps way. Color screenshots and clear instructions make it easy to ramp up on the latest release of this powerful small business financial software. Follow along and learn how to customize bookkeeping, process invoices, manage payroll, track inventory, run reports, and much more. Get up to speed on QuickBooks 2010 in no time with help from the practical, fast-paced guide. Use

these handy guideposts: Shortcuts for accomplishing common tasks
Need-to-know facts in concise narrative
Helpful reminders or alternate ways of doing things
Bonus information related to the topic being covered
Errors and pitfalls to avoid
Thomas E. Barich has been working with QuickBooks for more than 10 years, providing QuickBooks consulting services, and using it to manage his own small business ventures.

Microsoft Office Access 2007 Step by Step

A comprehensive guide to the language used to customize Microsoft Office Visual Basic for Applications (VBA) is the language used for writing macros, automating Office applications, and creating custom applications in Word, Excel, PowerPoint, Outlook, and Access. This complete guide shows both IT professionals and novice developers how to master VBA in order to customize the entire Office suite for specific business needs. Office 2010 is the leading productivity suite, and the VBA language enables customizations of all the Office programs; this complete guide gives both novice and experienced programmers the knowledge they need to make maximum use of VBA for Office Supported with real-world examples in Word, Excel, PowerPoint, Outlook, and Access, this book offers clear, systematic tutorials with both intermediate and advanced content Covers learning how to work with VBA; recording macros; using loops and functions; using message boxes, input boxes, and dialog boxes; creating effective code; XML-based files; ActiveX; the developer tab; content controls; add-ins; embedded macros; and security Mastering VBA for Office 2010 prepares developers to customize all Microsoft Office 2010 applications for the unique needs of their employers.

Microsoft Office Access 2010 QuickSteps

Develop custom Access VBA macros Perfect for power users, Microsoft Access 2010 VBA Macro Programming reveals how to maximize the features and functionality of Access 2010. You'll get in-depth details on Access VBA programming and application development followed by 20 real-world projects--complete with source code--that show you how to set up specific subroutines and functions. This practical resource then explains how to include the subroutines in the Access menu system and transform a set of interrelated VBA macros into an Access add-in package. Create your own Access 2010 VBA macros right away with help from this hands-on guide. Learn how to: Create and enhance forms and reports Design custom dialog boxes and buttons Develop custom menus for the Ribbon Use SQL queries with VBA Create table macros Use Office object models to interact with other Microsoft applications Create and manipulate charts and graphs Work with external databases Add functionality to your programs with API calls Animate objects in Access Enhance database security Create audit trails Handle large text files Transfer data via FTP

Microsoft Office 2010 QuickSteps

Step-by-Step, Full-Color Graphics! Get up and running on Quicken right away--the QuickSteps way. Full-color screenshots and simple instructions make it easy to start using the latest release of the #1 personal finance software. Follow along and

learn how to balance your checkbook, pay bills, coordinate online banking, track investments, budget your money, manage your taxes, generate reports, print checks, and much more. Use Quicken 2011 to manage your personal finances with help from this practical, fast-paced guide. The unique, oblong layout of the QuickSteps series mimics your computer screen, displays graphics and explanations side by side, and lays flat so you can easily refer to the book while working on your computer. Use these handy guideposts: Shortcuts for accomplishing common tasks Need-to-know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

Simply Office 2010

Experience learning made easy—and quickly teach yourself how to stay organized and stay connected using Outlook 2013. With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! Includes downloadable practice files and a companion eBook. Set up your email and social media accounts Send, search, filter, and organize messages Manage one or more calendars, and share your schedule Help protect your inbox and outbox Create and track tasks, to-do lists, and appointments

The Indian National Bibliography

Visual QuickStart Guides, designed in an attractive tutorial and reference format, are the quickest, easiest, and most thorough way to learn applications, tasks, and technologies. The Visual QuickStart Guides are a smart choice and guide the learner in a friendly and respectful tone. Visually presented with copious screenshots, the focused discussions by topic and tasks make learning a breeze and quickly take you to exactly what you want to learn. Microsoft Office 2013: Visual QuickStart Guide, written by best-selling author Steve Schwartz, has been extensively rewritten to provide expanded coverage of the core Office applications: Word, Excel, PowerPoint, and Outlook, provides in-depth instructions on many of the new features and changes introduced in Office 2013, and offers a thorough introduction to the Office Web Apps. Coverage of each application is jam-packed with information and tips that not only explain HOW to perform a task, but WHY you need this procedure and WHEN it's best to use it. Includes eBook In addition to concise, step-by-step explanations of core tools and tasks, with plenty of helpful screen shots to keep you on track as you work, Microsoft Office 2013 for Windows: Visual QuickStart Guide includes the eBook. You can download digital versions of this book to load on the mobile device of your choice so that you can continue learning whenever and wherever you are. We provide you with EPUB, PDF, and MOBI eBook formats to ensure that you get the experience that best suits your viewing needs.

Microsoft Office 2013

Step-by-Step, Full-Color Graphics! Start using Windows 7 right away--the QuickSteps way. Color photos and screenshots with clear instructions make it easy to get up to speed on all the features of this versatile operating system. Follow

along and quickly learn how to customize your desktop, manage files, connect to the internet, use email, add hardware and software, print documents, and secure your system. You'll also get tips for using Windows 7 to work with your photos, play music, and make movies. Written by a senior for seniors, this practical, fast-paced guide helps you get the most out of Windows 7. The unique, oblong layout of the QuickSteps series mimics your computer screen, displays graphics and explanations side by side, and lays flat so you can easily refer to the book while working on your computer. Use these handy guideposts: Shortcuts for accomplishing common tasks Personal insights from other seniors Need-to-know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

Microsoft Access 2010 Plain & Simple

Full-color, step-by-step guide to the new release of the world's most popular productivity suite of applications Get up and running with Office 2013 right away--the QuickSteps way. Full-color screenshots on every page with clear instructions make it easy to use the latest release of Microsoft's powerful productivity suite. Follow along and quickly learn how to create Word documents; build Excel spreadsheets; manage Outlook email, contacts, and schedules; design PowerPoint presentations; and much more. This practical, fast-paced guide gets you started in no time! Use these handy guideposts: Shortcuts for accomplishing common tasks Need-to-know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid The unique, landscape-oriented layout of the QuickSteps series mimics your computer screen, displays graphics and explanations side by side, and lays flat so you can easily refer to the book while working on your computer.

Microsoft® Outlook® 2010 Step by Step

Step-by-Step, Full-Color Graphics Show You How to Use Windows 8! Get up and running with Windows 8 right away—the QuickSteps way. Full-color screenshots on every page with clear instructions make it easy to use this innovative operating system on any device. Follow along and learn how to navigate the touch interface, customize your desktop, store data, manage files, connect to the Internet, use email, add hardware and software, download apps, work with photos, and enjoy multimedia. You'll also learn how to control security and set up a wired or wireless network. This practical, fast-paced guide gets you started in no time! Use these handy guideposts: Shortcuts for accomplishing common tasks Need-to-know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid Screenshots with callouts that show and explain exactly what you'll see on your computer screen while you're doing a task The unique, landscape layout of the QuickSteps series mimics your computer screen, displays graphics and explanations side by side, and lays flat so you can easily refer to the book while working on your computer.

Outlook 2013 For Dummies

The quick way to learn Windows 10 This is learning made easy. Get more done quickly with Windows 10. Jump in wherever you need answers--brisk lessons and colorful screenshots show you exactly what to do, step by step. Discover fun and functional Windows 10 features! Work with the new, improved Start menu and Start screen Learn about different sign-in methods Put the Cortana personal assistant to work for you Manage your online reading list and annotate articles with the new browser, Microsoft Edge Help safeguard your computer, your information, and your privacy Manage connections to networks, devices, and storage resources

Windows 10 Step by Step

Step-by-Step, Full-Color Graphics! Start using Word 2010 right away--the QuickSteps way. Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft's powerful word processing application. Follow along and quickly learn how to create and format documents, add tables, charts, and graphics, use mail merge, collaborate with others, save Word documents as web pages, and much more. Get up to speed on Word 2010 in no time with help from this practical, fast-paced guide. Use these handy guideposts: Shortcuts for accomplishing common tasks Need-to-know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

Microsoft Office Word 2010 QuickSteps

Office 2013 For Dummies is the key to your brand newOffice! Packed with straightforward, friendly instruction, this updateto one of the bestselling Office books of all time gets youthoroughly up to speed and helps you learn how to take fulladvantage of the new features in Office 2013. After coverage of thefundamentals, you'll discover how to spice up your Word documents,edit Excel spreadsheets and create formulas, add pizazz to yourPowerPoint presentation, and much more. Helps you harness the power of all five Office 2013applications: Word, Excel, PowerPoint, Outlook, and Access Discusses typing and formatting text in Word and easy ways todress up your documents with color, graphics, and more Demonstrates navigating and editing an Excel spreadsheet,creating formulas, and charting and analyzing Excel data Walks you through creating a PowerPoint presentation and adding some punch with color, sound, pictures, and videos Explores Outlook, including configuring e-mail, storingcontacts, organizing tasks, scheduling your time, and settingappointments Delves into designing Access databases, including editing,modifying, searching, sorting, and querying; also covers viewingand printing reports, and more The fun and friendly approach of Office 2013 For Dummiesmakes doing Office work easy and efficient!

QuickBooks 2011 QuickSteps

Experience learning made easy-and quickly teach yourself how to manage your communications with Outlook 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include managing e-mail messages; organizing your inbox, contacts, and task lists; managing and sharing your calendar; scheduling meetings and using collaboration

features; working away from the office; customizing Outlook; and more.

MICROSOFT OFFICE ACCESS 2010 Quick Steps

The fun and friendly way to manage your busy life with the new Outlook 2013 As the number one e-mail client and personal information manager, Microsoft Outlook offers a set of uncomplicated features that maximize the management of your e-mail, schedule, and general daily activities, with the least amount of hassle possible. This easy-to-understand guide walks you through Outlook 2013 and introduces you to the latest features. You'll learn how to find information quickly, handle e-mail, coordinate schedules, keep current with contacts and social networks, and much more. Walks you through getting started with Outlook 2013 and then provides you with complete coverage on e-mail basics, advanced e-mail features, working with the calendar, managing contacts, and integrating Outlook with other applications Shows you how to track tasks, take notes, and record items in the journal, as well as filter out junk e-mail, activate Outlook's privacy and security features, and more Explains how to customize your Outlook, manage all the information within Outlook, and take Outlook on the road Outlook 2013 For Dummies offers you a whole new outlook on Outlook 2013!

Indian National Bibliography

ALLEN/GETTING THINGS DONE

Microsoft® Office 2010 Inside Out

Step-by-Step, Full-Color Graphics! Take advantage of your computer's features and tools right away--the QuickSteps way. Color photos and screenshots with clear instructions make it easy to accomplish everything you want to do. Follow along and quickly learn how to navigate the Windows operating system; get online; use core programs such as Word, Excel, and Quicken; and secure your computer. Fun activities, such as genealogy, photo editing and management, social networking, and online dating are covered, plus you'll get tips for enjoying music, ebooks, and videos. Written by seniors for seniors, this practical, fast-paced guide helps you get the most out of your computer. The unique, oblong layout of the QuickSteps series mimics your computer screen, displays graphics and explanations side by side, and lays flat so you can easily refer to the book while working on your computer. Use these handy guideposts: Shortcuts for accomplishing common tasks Personal insights from other seniors Need-to-know facts in concise narrative Helpful reminders or alternative ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

Microsoft Office Outlook 2010 QuickSteps

Presents a guide to preparing for certification exams for four Microsoft Office programs, which includes overviews, step-by-step instructions, and practice projects for each program.

QuickBooks 2010 QuickSteps

Dive into the essential features in Microsoft Word 2010, Excel 2010, OneNote 2010, Outlook 2010, and PowerPoint 2010. This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Let the experts help you become at ease and proficient with every program in the Office family. Create great-looking documents using expert formatting tips. Build spreadsheets for complex calculations and data analysis. Save notes, clippings, web pages, and more in a notebook. Create dynamic slides and video-powered presentations. Expertly manage your inbox and business information. Protect your security and safeguard private information. Collaborate with Windows Live SkyDrive and SharePoint.

Microsoft Access 2010 VBA Macro Programming

Mastering VBA for Office 2010

Get the guide that makes learning Microsoft Access 2010 plain and simple! This full color, no-nonsense book shows you the quickest ways to build a database and sort information, using easy-to-follow steps and concise, straightforward language. You'll learn how out-of-the-box templates and reusable components make Access 2010 a fast and simple database solution. Here's WHAT you'll learn: Design and build your own database quickly Use Access forms to collect information with ease Create and modify tables to organize your data Store files such as documents and images Exchange data with other databases and documents Bring your data alive with colorful reports Here's HOW you'll learn it: Jump in whenever you need answers Easy-to-follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS! exercises help apply what you learn right away

Microsoft Outlook 2013 Step by Step

Step-by-Step, Full-Color Graphics! Start using Excel 2010 right away--the QuickSteps way. Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft's powerful spreadsheet application. Follow along and quickly learn how to create workbooks, enter and edit data, use formulas and functions, create charts and tables, analyze data, extend Excel, and more. Get up to speed on Excel 2010 in no time with help from this practical, fast-paced guide. Use these handy guideposts: Shortcuts for accomplishing common tasks Need-to-know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

Microsoft® Office 2013 QuickSteps

Computing for Seniors QuickSteps

Step-by-Step, Full-Color Graphics! Start using Office 2010 right away--the QuickSteps way. Color screenshots and clear instructions make it easy to ramp up the latest release of Microsoft's powerful productivity suite. Follow along and

quickly learn how to create Word documents; build Excel spreadsheets; manage Outlook email, contacts, and schedules; design PowerPoint presentations; and use Office Web Apps. Get up to speed on Office 2010 in no time with help from this practical, fast-paced guide. Use these handy guideposts: Shortcuts for accomplishing common tasks Need-to-know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

Computing for Seniors QuickSteps

Step-by-Step, Full-Color Graphics Start using PowerPoint 2010 right away--the QuickSteps way. Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft's powerful presentation application. Follow along and quickly learn how to create great-looking slides, add text, tables, charts, graphics, sound, and video, and deliver a polished presentation guaranteed to impress. Get up to speed on PowerPoint 2010 in no time with help from this practical, fast-paced guide. Use these handy guideposts: Shortcuts for accomplishing common tasks Need-to-need facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid Carole Matthews, co-creator of the QuickSteps series, is the author or coauthor of more than 50 books, including Photoshop QuickSteps and QuickSteps to Winning Business Presentations.

MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook

Office 2010 In Depth is the beyond-the-basics, beneath-the-surface guide for everyone who wants to streamline their work with Office 2010, and get more done in less time. Best selling technology expert Joe Habraken provides specific, tested, proven solutions to the problems Office users run into every day: challenges other books ignore or oversimplify. Habraken thoroughly covers all facets of working with Office 2010's core features and techniques, and powerful new enhancements such as: " The updated customizable Ribbon and new Backstage full-screen options menu " Vastly improved image and illustration tools " Live Preview for tasks like Paste, Insert, or Theme change " Improved integration with SharePoint services, Windows Live, and Office Web Apps " And much more Simply put, no other book offers Office 2010 users this much simplicity, usable content, flexibility, and value. As with all In Depth books, Office 2010 In Depth presents comprehensive coverage, breakthrough techniques, exclusive shortcuts, quick access to information, troubleshooting help for tough problems, and real-world examples with nothing glossed over or left out. This book is both a reference and a desk-side resource, providing in depth coverage of important Office 2010 applications features and tools. By Joe Habraken, an Office expert and best selling author Covers the hottest new features in Word, Excel, PowerPoint, Outlook, Access, and Publisher For everyone who wants to get the most out of Office 2010, from hobbyists to power users to corporate developers

Office 2013: The Missing Manual

Step-by-Step, Full-Color Graphics! Take advantage of your computer's features and tools right away--the QuickSteps way. Color photos and screenshots with clear instructions make it easy to accomplish everything you want to do. Follow along and quickly learn how to navigate the Windows operating system; get online; use core programs such as Word, Excel, and Quicken; and secure your computer. Fun activities, such as genealogy, photo editing and management, social networking, and online dating are covered, plus you'll get tips for enjoying music, ebooks, and videos. Written by seniors for seniors, this practical, fast-paced guide helps you get the most out of your computer. The unique, oblong layout of the QuickSteps series mimics your computer screen, displays graphics and explanations side by side, and lays flat so you can easily refer to the book while working on your computer. Use these handy guideposts: Shortcuts for accomplishing common tasks Personal insights from other seniors Need-to-know facts in concise narrative Helpful reminders or alternative ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

Microsoft Office Excel 2010 QuickSteps

The Shadow of Your Smile

Step-by-Step, Full-Color Graphics! Start using QuickBooks 2011 right away--the QuickSteps way. Color screenshots and clear instructions make it easy to ramp up on the latest release of the leading small business financial software. Follow along and learn how to customize bookkeeping, process invoices, manage payroll, track inventory, run reports, and much more. Get up to speed on QuickBooks 2011 in no time with help from the practical, fast-paced guide. The unique, oblong layout of the QuickSteps series mimics your computer screen, displays graphics and explanations side by side, and lays flat so you can easily refer to the book while working on your computer. Use these handy guideposts: Shortcuts for accomplishing common tasks Need-to-know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

Microsoft Office PowerPoint 2010 QuickSteps

Step-by-Step, Full-Color Graphics! Get up to speed with Windows 7 right away--the QuickSteps way. Fully updated to cover Windows 7 SP1, Windows Live Mail 2011, and Internet Explorer 9, this book includes color screenshots and clear explanations that show you how to maximize the powerful features and upgrades available in Windows 7. Find out how to navigate and customize your desktop, store data, manage files, connect to the Internet, use email, add hardware and software, work with photos, and enjoy multimedia. Managing security and setting up a wired or wireless network are also covered. Start using Windows 7 in no time with help from this hands-on guide. The unique, oblong layout of the QuickSteps series mimics your computer screen, displays graphics and explanations side by side, and lays flat so you can easily refer to the book while working on your computer. Use these handy guideposts: Shortcuts for accomplishing common tasks Need-to-know facts in concise narrative Helpful reminders or alternate ways of

doing things Bonus information related to the topic being covered Errors and pitfalls to avoid Marty Matthews is the cocreator of the QuickSteps series and the author or coauthor of more than 70 books, including the bestselling Windows Vista QuickSteps and Windows 7 QuickSteps.

Windows 7 SP1 QuickSteps

Make the most of Outlook2013 -- without becoming a technical expert! Outlook 2013 Absolute Beginner's Guide is the fastest way to get comfortable and productive with the newest version of Outlook, use its powerful new tools, and extend it to the web and the latest mobile devices. Whether you're new to Outlook or you're one of the millions who've used previous versions, this practical, approachable book will show you how to do exactly what you want, one incredibly clear and easy step at a time. World-renowned Outlook tutorial author Diane Poremsky reveals Outlook2013's power, helps you quickly master its updated interface, and teaches you how to do all this, and more: * Use Peeks to instantly find what you need without changing views * Set up email just the way you want, and sync only your newest mail * Completely control message flow, and regain control over your email life * Use advanced email features such as message tracking and deferred delivery * Create and work with calendar appointments and meeting invitations * Publish and share your calendar * Use Contacts, Tasks, and To-Do Lists more efficiently * Link Outlook to social networks * Sync and share Outlook data, and use powerful Exchange and SharePoint sharing features * Track your life with Color Categories, Folders, and Outlook 2013's improved Search * Run mail/email merges from within Outlook * Efficiently manage and protect your Outlook data files

Quicken 2011 QuickSteps

Full-color, step-by-step guide to the new release of the world's most popular spreadsheet application Get up and running with Excel 2013 right away--the QuickSteps way. Full-color screenshots on every page with clear instructions make it easy to use the latest release of Microsoft's powerful spreadsheet application. Follow along and quickly learn how to create workbooks, enter and edit data, use formulas and functions, create charts and tables, analyze data, extend Excel, and more. This practical, fast-paced guide gets you started in no time! Use these handy guideposts: Shortcuts for accomplishing common tasks Need-to-know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid The unique, landscape-oriented layout of the QuickSteps series mimics your computer screen, displays graphics and explanations side by side, and lays flat so you can easily refer to the book while working on your computer.

Windows 7 for Seniors QuickSteps

Step-by-Step, Full-Color Graphics! Start using Access 2010 right away--the QuickSteps way. Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft's powerful database application. Follow along and quickly learn how to build databases and tables, enter and edit data, retrieve

information, create forms, generate reports, secure your data, extend databases to the Web, and interact with Microsoft SQL Server. Get up to speed on Access 2010 in no time with help from this practical, fast-paced guide. Use these handy guideposts: Shortcuts for accomplishing common tasks Need-to-know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

Microsoft SharePoint 2010 QuickSteps

Microsoft Office is the most widely used productivity software in the world, but most people just know the basics. This helpful guide gets you started with the programs in Office 2013, and provides lots of power-user tips and tricks when you're ready for more. You'll learn about Office's new templates and themes, touchscreen features, and other advances, including Excel's Quick Analysis tool. The important stuff you need to know: Create professional-looking documents. Use Word to craft reports, newsletters, and brochures for the Web and desktop. Stay organized. Set up Outlook to track your email, contacts, appointments, and tasks. Work faster with Excel. Determine the best way to present your data with the new Quick Analysis tool. Make inspiring presentations. Build PowerPoint slideshows with video and audio clips, charts and graphs, and animations. Share your Access database. Design a custom database and let other people view it in their web browsers. Get to know the whole suite. Use other handy Office tools: Publisher, OneNote, and a full range of Office Web Apps. Create and share documents in the cloud. Upload and work with your Office files in Microsoft's SkyDrive.

Microsoft Office Access 2003 QuickSteps

Experience learning made easy—and quickly teach yourself how to build database solutions with Access 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Build databases from scratch or from templates Exchange data with other databases and Office documents Create forms to simplify data entry Use filters and queries to find and analyze information Design rich reports that help make your data meaningful Help prevent data corruption and unauthorized access Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eReference—plus other resources on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Outlook 2013 Absolute Beginner's Guide

Get the fast facts that make learning Office 2010 plain and simple! This colorful, no-nonsense guide uses easy-to-follow steps and screenshots, and clear, concise language to show the simplest ways to get things done with Microsoft Word, Excel, Outlook, PowerPoint, Access, Publisher, and OneNote. Here's WHAT You'll Learn Create documents, Web pages, and other publications Organize your e-mail, calendar, contacts and tasks Build spreadsheets to analyze and visualize data Set up a simple database Capture notes with ink, voice or text Here's HOW You'll Learn

It Jump in wherever you need answers Easy-to-follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS! Exercises help you apply what you learn right away

Windows 8 QuickSteps

An illustrated guide to Microsoft Access 2003 covers such topics as creating a database, modifying tables, retrieving information, creating forms, and security.

Office 2013 For Dummies

Step-by-Step, Full-Color Graphics! Start using Outlook 2010 right away--the QuickSteps way. Color screenshots and clear instructions make it easy to ramp up the latest release of Microsoft's powerful communications application. Follow along and quickly learn how to send, receive, and manage e-mail; enter contacts; schedule appointments; track tasks; keep a journal; use notes; manage files and folders; and set up instant messaging. Get up to speed on Outlook 2010 in no time with help from this practical, fast-paced guide. Use these handy guideposts: Shortcuts for accomplishing common tasks Need-to-know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

Microsoft Office 2010 In Depth

Wanting to make the most of Microsoft Office 2010? But not sure exactly what it has to offer? Then look no further as this clear, concise guide is the ideal companion for fast and efficient learning. Simply Office 2010 runs you through the main features of the Office applications with simple, step-by-step instructions that show you how to tackle dozens of Microsoft Office tasks, whilst offering practical examples and advice. The simple, yet elegant design features a multitude of images as well as tips & tricks to make this a perfect reference for all ages and abilities. If you are new to Microsoft Office you will find the gentle approach to the software provides a non-intimidating and easy to follow resource that helps you to get to grips with the application quickly - just follow all instructions on screen at your own speed. Each application in the Office suite is covered, including: Word Excel Outlook Publisher PowerPoint Using Office Internet and graphics tools Packed with advice and screen shots, this full-colour visual tutorial is excellent value for money. Learn something new today - read it, try it and become your own expert with Simply Office 2010!

Getting Things Done

Step-by-Step, Full-Color Graphics! Start using SharePoint 2010 right away--the QuickSteps way. Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft's powerful collaboration platform. Follow along and quickly learn how to use a SharePoint site, add pages and web parts, create and manage lists and libraries, and integrate with and collaborate using Microsoft Office applications. You'll also find out how to customize pages with SharePoint Designer, use SharePoint Workspace to work offline on SharePoint content, handle

permissions and security, and much more. Get up to speed on SharePoint 2010 in no time with help from this practical, fast-paced guide. Use these handy guideposts: Shortcuts for accomplishing common tasks Need-to-know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

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