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The latest update of this best-selling Visual QuickStart Guide will have you up and running in no time with Snow Leopard, the fastest and most reliable version of the Mac OS X ever. Respected, best-selling author Maria Langer will take you through all of Mac OS X's groundbreaking capabilities and new features. With plenty of screenshots to clearly illustrate techniques, this reasonably priced guide is a great reference to the essentials of Mac OS X 10.6 Snow Leopard. Get up and running in no time with the best-selling Visual QuickStart guides. The key to their worldwide popularity: concise, step-by-step explanations of core tools and techniques in a task-based reference format, with plenty of screenshots to keep you on track as you work. Spreadsheet. Does that word send shivers down your spine? Well, you can't ignore it if you need to create tables, charts, or lists of information to do your job. Loads of people get it done with the Excel spreadsheet program, but it's a safe bet that most Excel users don't know its full potential. You may get by just fine after you learn the basics, but Excel can automate many tasks and save time. You'll have more time for fun things and may even get out of the office at a reasonable hour. Excel 2000 For Windows For Dummies Quick Reference is the no-nonsense reference tool for anyone who wants to become more efficient with Excel. Whether you're new to Excel or a veteran user, you'll find interesting, time-saving tips and techniques to help you with your project. For example, you can Move a chart element in two easy steps Save your workbook at a pre-specified interval with the AutoSave feature View multiple parts of the same worksheet by

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Office. They want to be able to accomplish what they can already do in Microsoft Office with their new office suite. OOoSwitch is aimed at providing this information to the new OpenOffice.org user in an easy to digest format, featuring hundreds of answers to those "How do I..." questions. Create powerful, innovative reporting solutions with Excel 2007! With this new book, which is significantly updated from the bestselling Excel 2003 version, author Timothy Zapawa provides you with in-depth coverage of Excel 2007's enhanced reporting capabilities. Discover what you can do with PivotTable and Spreadsheet reports, enhanced conditional formatting and filtering functions, improved data access and management tools, and expanded OLAP features. With notes, tips, warnings, real-world examples, and how-to videos in every chapter, you'll soon be an expert on Excel report development! Excel 2016 For Dummies (9781119077015) is now being published as Excel 2016 For Dummies (9781119293439). While this version features an older Dummies cover and design, the content is the same as the new release and should not be considered a different product. Let your Excel skills soar to new heights with this bestselling guide Updated to reflect the latest changes to the Microsoft Office suite, this new edition of Excel For Dummies quickly and painlessly gets you up to speed on mastering the world's most widely used spreadsheet tool. Written by bestselling author Greg Harvey, it has been completely revised and updated to offer you the freshest and most current information to make using the latest version of Excel easy and stress-free. If the thought of looking at spreadsheet makes your head swell, you've come to the right place. Whether you've used older versions of this popular program or have never gotten a headache from looking at all those grids, this hands-on guide will get you up and running with the latest installment of the software, Microsoft Excel 2016. In no time, you'll begin creating and editing worksheets, formatting cells, entering formulas, creating and editing charts, inserting graphs, designing database forms, and more. Plus, you'll get easy-to-follow guidance on mastering more advanced skills, like adding hyperlinks to worksheets, saving worksheets as web pages, adding worksheet data to an existing web page, and so much more. Save spreadsheets in the Cloud to work on them anywhere Use Excel 2016 on a desktop, laptop, or tablet Share spreadsheets via email, online meetings, and social media sites Analyze data with PivotTables If you're new to Excel and want to spend more time on your actual work than figuring out how to make it work for you, this new edition of Excel 2016 For Dummies sets you up for success. Mastering InDesign for Print Design and Production shows how experienced professionals with deadlines and billable hours use InDesign efficiently and effectively. Through the case studies and interviews, readers will find inspired to look beyond the over-emphasized basic features and into the depths of InDesign's utility for real-world print design. Most InDesign books are written for beginners, and experienced users are frustrated by them. When you already know how to make, fill, and thread a text box, the entire first half of most InDesign books is useless. But this one doesn't dwell on the basics. Mastering InDesign for Print Design and Production fulfills the promise of the Mastering series, to provide real-world skills to professionals and students. Like all Mastering books, this one includes: A "by pros for pros" approach: The author is an active professional working in the field of

graphic arts, layout, and design, writing for professionals who want to improve their skills or learn new skills. Real-world examples: Running throughout the text are examples of how the various skills are applied in real scenarios, described throughout the book in the form of examples and case studies from the author's own design and consulting work, as well as interviews with other designers using InDesign on the job. Skill-based teaching and hands-on exercises Although the book has a comprehensive glossary, page one begins right away speaking to the core market—print professionals—in industry terms about industry challenges. This immediately lets experienced InDesign users know the book is about them. The approach is humorous, making the digestion and retention of complicated information easier for the reader through quips, anecdotes, and design- and print-geek humor. But at all times the book is true to its mission: Helping a professional do their job in InDesign without frustration, confusion, or aesthetic compromise. Complete classroom training manual for Microsoft Publisher 2019. 296 pages and 189 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to create publications, format objects, customize schemes, create tables, perform mailings, prepare print files, and much more. Topics Covered: Getting Acquainted with Publisher 1. The Publisher Environment 2. The Title Bar 3. The Ribbon 4. The File Tab and Backstage View 5. The Quick Access Toolbar 6. Touch Mode 7. The Scroll Bars 8. The Page Layout View Buttons 9. The Zoom Slider and Zoom Button 10. The Status Bar 11. The Mini Toolbar 12. Keyboard Shortcuts Creating Basic Publications 1. Creating New Publications 2. Changing the Publication Template 3. Using Business Information 4. Saving Publications 5. Closing Publications 6. Opening Publications 7. Inserting New Pages 8. Deleting Pages 9. Moving Pages Basic Skills 1. Inserting Text Boxes 2. Inserting Shapes 3. Adding Text to Shapes 4. Inserting Pictures Saved Locally 5. Inserting Online Pictures 6. Inserting Picture Placeholders 7. Using the Scratch Area 8. Moving, Resizing, and Rotating Objects 9. Deleting Objects 10. Using Find and Replace 11. Using AutoCorrect 12. Inserting WordArt Formatting Objects 1. Formatting Text 2. Formatting Shapes 3. Formatting Pictures Using Building Blocks 1. Creating Basic Building Blocks 2. Using Building Blocks Master Pages 1. Using Master Pages Customizing Schemes 1. Creating a Custom Color Scheme 2. Creating a Custom Font Scheme 3. Customizing Page Backgrounds Using Tables 1. Creating and Deleting Tables 2. Selecting Table Elements 3. Inserting and Deleting Columns and Rows 4. Merging Text in Table Cells 5. Modifying Text in Table Cells 6. Formatting Tables Page Setup and Layouts 1. Using Page Setup 2. Using Layout Guides 3. Using the Rulers Mailings 1. Mail Merge 2. The Step by Step Mail Merge Wizard 3. Creating a Data Source 4. Selecting Recipients 5. Inserting and Deleting Merge Fields 6. Previewing a Merge 7. Detaching the Data Source 8. Finishing a Mail Merge 9. Merging a Catalog Printing 1. Previewing and Printing 2. Using the Pack and Go Feature 3. Sharing and Exporting Publications Helping Yourself 1. Using Publisher Help bull; Offers practical, business-focused coverage of Word's key enhancements, including real-time collaboration and XML support. bull; Superior coverage of features that have always been essential to Word users such as Charts, DTP Software, Field Codes, and Privacy and Security. bull; CD package is a super value, including WOPR and one hour of video training! Easy-to-follow instructions

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Using a PivotTable in Microsoft Office Excel 2007 is a quick and exciting way to slice and dice a large amount of data. This book explains what PivotTables are, how you can benefit from using them, how to create them and modify them, and how to use their enhanced features. It is for experienced Excel users who want to learn how to use Excel 2007 Pivot Tables for fast data analysis. The author is an internationally recognized Excel authority. Her web site on Excel, contextures.com, has over 175,000 visitors a month.

Want to preserve those Super 8 movies of Grandpa with his Studebaker or you in your prized Lone Ranger get -up? Want to create a CD of the newest hits from Napster or old 45s? Want to take videos or photos from Christmases past and turn them into Christmas presents? It's Roxio Easy Media Creator for Dummies to the rescue! With Roxio's digital media toolbox, you can capture video, pictures, and sound, edit photos, store data files, create custom calendars, and more. You can do everything from burning CDs and DVDs to labeling them. First you get acquainted with Easy Media Creator Home—the hub from which all the applications are launched. Then you create your own flight plan. You don't have to read each helpful tidbit—each chapter stands on its own, ready for you to dig in and start: Backing up and organizing media files for quick retrieval Using Photo Suite to fix, edit, and enhance photos and show them off in slideshows, photo collages, calendars, and the like Recording and editing digital audio with Easy Media Creator's Sound Editor Enhancing your audio with Alienizer, Enhancer, Equalizer, Maturizer, Robotizer, Room Simulator, and more Playing audio backward (if you're determined to hear the hidden message at last) Using the Capture tool to acquire the digital media (audio, photo, and video) you need for DVD projects Using DVD Builder to assemble and burn multi-media projects on DVD, combining video clips, still photo images, text, and audio tracks Using VideoWave to assemble and edit video projects

Roxio Easy Media Creator For Dummies was written by Greg Harvey, author of Excel 2003 For Dummies, Windows XP for Dummies and numerous other computer books. It helps you take full advantage of all of Roxio's application programs and tools and discover how to: Use Sound Editor to record audio from audio devices connected to your computer, including analog sources such as cassettes and LP records Get album titles, artist's names, and track titles from Gracenote CDDB online Use StoryBuilder to turn video clips into finished videos using pre-designed themes and templates Add special effects, transitions to bridge scenes, and color panels and text to introduce new scenes or provide credits Complete with a Help Center & Tutorials link that speeds to you help on a particular topic, Roxio Easy Media Creator For Dummies gives you the tools and puts you at the controls. Take the kinks out of working with QuarkXPress QuarkXPress still remains one of the top tools for layout and design projects, even thirty years after it made its debut. This full-color, hands-on guide is here to help you take the guesswork out of using this powerful tool to create stunning print or digital designs. In QuarkXPress For Dummies, you'll find information on the latest changes to QuarkXPress, easy-to-follow, step-by-step guidance on using the tools built into the software to aid in designing and outputting visual product, and quick solutions to common Quark problems when you get stuck. QuarkXPress dominated the page layout world for decades. It's stuck around thanks to how it readily adapts to customer needs. This new version contains updates and features driven solely by

customer feedback. That responsiveness is luring new and former users to the fold. That resurgence in the design community has Quark users clamoring for an authoritative book on how to use it to its fullest. Created in partnership with the pros at Quark, this is the book for new and experienced QuarkXPress users looking to make sense of the latest version. Offers unbeatable tricks for working with text Provides guidance on managing larger design projects Includes tips on how to correct mistakes Take a tour of the palettes, add style to your work, and make QuarkXPress work for you! Visual Studio 2005 Team System is a large and complex product, and is arguably the most sophisticated development environment that Microsoft has ever built. It has enormous potential to improve people's working lives by allowing them to draw together disparate tasks within a single reporting and testing structure. In order to do this people need a guide, and this book provides that guidance. It walks readers through a fictional scenario containing all the problems that Team System was built to remedy and shows how the product can be best applied to solve the problems of architects, developers, testers and project managers alike. "InDesign for QuarkXPress Users" is the only book on the market that shows experienced graphic designers how to use InDesign from a QuarkXPress user's perspective. Using an easy-to-read and easy-to-digest style, this unique title focuses on common tasks, giving users quick solutions rather than bogging them down with lengthy theory. The most complete resource for learning AutoCAD Civil 3D Mastering AutoCAD Civil 3D is the ultimate guide to the new standard in civil engineering software. With combined experience in both civil engineering and Autodesk Civil 3D, authors Cyndy Davenport and Ishka Voiculescu guide you through the ins and outs of the program, from the fundamentals to the little-known tricks that make a big difference. The book focuses on real-world applications in professional environments, and presents topics and ideas not found anywhere else. Lessons begin simply, with an overview of the software and interface, and then gradually progress to more complex topics. AutoCAD Civil 3D is the standard software for civil engineering and design. From surveying and mapping, to design, to documentation and analysis, the program offers expanded capabilities and complementary workflows, allowing easy integration with InfraWorks, Revit Structure, and more. The ability to complete a project within a single suite means increased productivity and continuity, which translates into quicker turnaround, better-designed structures, and streamlined project management. The savvy civil engineering professional must be well versed in the program's full functionality as it expands throughout government agencies and private companies. This book features in-depth coverage of topics including: Surveying, points, and alignments Profiles, corridors, and grading LandXML and LDT project transfer Visualization, sheets, and project management The book also features downloadable datasets that enable you to access the lessons most relevant to your needs, and includes an objectives map to help you prepare for the Civil 3D certification exam. For the civil engineering professional hoping to remain relevant in a changing industry, Mastering AutoCAD Civil 3D is the ultimate resource. ARE YOU A system manager who needs to understand X architecture tools and techniques? An IT director or manager deciding whether your organization should go the X route? A programmer who wants an overview of X before exploring the system in detail? Involved in technical support and

looking for an understanding of how X works? Confused by the GUI wars between OPEN LOOK and Motif? Involved in sales or marketing and need to understand your customers? THEN THE JOY OF X IS FOR YOU It provides an introduction to the X Window System, the de facto standard windowing system for workstations, minicomputers, mainframes and supercomputers running UNIX, MS and other operating systems. THE JOY OF X pulls together material from a wide range of sources to provide a complete picture of the system so that you can understand the important features and issues. FEATURES INCLUDE: Topic coverage divided into three sections: X in a nutshell - a quick managers' overview How X works, in detail, and how the user sees it Using the system, system administration, performance and programming Written in a clear, uncomplicated style, and containing over 200 illustrations for maximum accessibility A flexible, modular structure that makes it easy to skip to the sections that interest you and avoid technical details that don't "I find this book extraordinary. It's one of the first books on X which addresses questions of information systems policy with respect to the X Window System... It will advance the case of X and open systems by making the interesting issues more accessible..." Oliver Jones "THE X WINDOW SYSTEM: A USER'S GUIDE shines like a beacon. It caters for the intelligent non-programmer, the person who can do more than just click buttons and menus but doesn't want to dive into code..." Jon Vogler, SUN UK User 0201565129B04062001

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to the next level. Word is the top-selling application in the Microsoft Office suite and is the leading word processing software Both newcomers to Word and experienced users will need instruction in Word 2010's new features, including online editing capabilities, online document collaboration, and an improved search function Nine minibooks cover Word basics, editing, formatting, inserting bits and pieces, publishing documents, using reference features, mailings, customizing Word, and special features for developers Word 2010 All-in-One For Dummies makes it easier for Word users everywhere to get up and running with Word 2010 and its new features. Published in 1992, like the first, this second edition is not intended as introductory textbook command-driven, Boolean searching. It is targeted at online searchers who already have some knowledge of command languages and may be proficient searchers on databases in one or two subject areas, but when required to venture into new and less familiar territory still need guidance. It is also offered to end users who possess the subject expertise but lack of information retrieval know-how. The Manual is offered as a guide to database selection and a navigational aid through the twists and turns of the retrieval maze; at least some of the dead ends and backtracking may thereby be avoided. This volume, written by experts in their various fields, deals with the subject coverage and record structures of specific databases, offers comparisons between databases (context, indexing procedures, updating policies, etc.), discusses the choice between online and CD-ROM sources (and between hosts if online is selected), and illustrates strategies with numerous search extracts. Provides an introductory reference for Visual basic programmers. The text concentrates on essential topics to beginning developers including Application Wizard, file I/O, standard controls, error handling and program flow. The CD contains source code from the book. This Exam Cram study guide covers one of the most rapidly growing certification programs in the industry-the CheckPoint Certified Security Administrator (CCSA) program, which requires candidates to pass the CCSA CP2000 exam. Includes proven features of the exclusive Exam Cram method of study with tips, tricks, and alerts, plus a special tear-out cram sheet and practice exam.

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