

File Type PDF
Access 2010 The
Missing Manual
**Access 2010
The Missing
Manual**

This fast-paced book teaches you the basics of Access 2007 so you can start using this popular database program

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right away. You'll learn how to work with Access' most useful features to design databases, maintain them, search for valuable nuggets of information, and build attractive forms for quick-and-easy

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data entry. The new Access is radically different from previous versions, but with this book, you'll breeze through the new interface and its timesaving features in no time with: Clear explanations Step-

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by-step

instructions Lots
of illustrations

Larger type Plenty
of friendly advice

Ideal for small
businesses and
households,

Access runs on
PCs and manages
large stores
information,

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including
numbers, pages of
text, and pictures
-- everything from
a list of family
phone numbers to
an enormous
product catalog.
Unfortunately,
each new version
of the program
crammed in yet

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another set of features -- so many that even the pros don't know where to find them all.

Access 2007 breaks the mold: Microsoft changed the user interface by designing a tabbed toolbar

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that makes features easy to locate. One thing that hasn't improved is Microsoft's documentation. Even if you find the features you need, you still may not know what to do with

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them. Access
2007 for Starters:
The Missing
Manual is the
perfect primer for
small businesses
with no techie to
turn to, as well as
those who want to
organize
household and
office information.

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Unlock the secrets of Access 2013 and discover how to use your data in creative ways. With this book's easy step-by-step instructions, you'll learn how to build and maintain a full-featured database and even turn it

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into a web app.
You also get tips
and practices from
the pros for good
database
design—ideal
whether you're
using Access for
business, school,
or at home. The
important stuff
you need to know

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Build a database with ease.

Organize and update lists, documents, catalogs, and other types of information.

Create your own web app. Let your whole team work on a database in

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the cloud. Share your database on a network. Link your Access database to SQL Server or SharePoint. Customize the interface. Make data entry a breeze by building your own

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templates Find what you need fast. Search, sort, and summarize huge amounts of data in minutes. Put your info to use. Turn raw info into well-formatted printed reports. Dive into Access

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programming.

Automate

complex tasks and
solve common
challenges.

If you can build
websites with CSS
and JavaScript,
this book takes
you to the next
level—creating
dynamic,

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database-driven websites with PHP and MySQL. Learn how to build a database, manage your content, and interact with users. With step-by-step tutorials, this completely revised edition gets you started

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with expanded coverage of the basics and takes you deeper into the world of server-side programming. The important stuff you need to know: Get up to speed quickly. Learn how to install PHP and

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MySQL, and get them running on both your computer and a remote server.

Gain new techniques. Take advantage of the all-new chapter on integrating PHP with HTML web pages. Manage

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your content. Use the file system to access user data, including images and other binary files. Make it dynamic. Create pages that change with each new viewing. Build a good database. Use MySQL to

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store user
information and
other data. Keep
your site working.
Master the tools
for fixing things
that go wrong.
Control
operations. Create
an administrative
interface to
oversee your site.

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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

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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

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tool. The
important stuff
you need to know:
Create profession
al-looking
documents. Use
Word to craft
reports,
newsletters, and
brochures for the
Web and desktop.
Stay organized.

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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

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Missing Manual

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

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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

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cloud. Upload and
work with your
Office files in
Microsoft's
SkyDrive.

Dreamweaver CS4
For Dummies
Photoshop CS6:
The Missing
Manual

Microsoft Office
2010 Demystified

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Missing Manual

Office 2011 for
Macintosh: The
Missing Manual
Microsoft Access
2013 Inside Out
*Demonstrates
how to become
adjusted to the
Macintosh
operating
system and how
to transfer*

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*data from a
Windows system
to a Macintosh,
discussing
topics such as
moving files
and Macintosh
equivalents to
Windows-only
programs.*

*Whether you're
a seasoned pro
or a Web design*

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newbie,

Dreamweaver CS4

For Dummies

shows you the

quickest,

easiest way to

get up to speed

on Dreamweaver.

You'll be able

to create

professional,

great-looking,

user-friendly

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*websites in no
time at all.
Take advantage
of the new,
more
customizable
interface,
improved
integration
with Flash and
Photoshop, a
handy new AJAX
coding feature,*

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and Live View, which lets you see your work as you create it. Understand Dreamweaver basics, set up your site and create new pages, and work with text, graphics, and links. You can

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*manage, test,
and publish a
site, define
and apply
styles with
CSS, coordinate
your design
work, add
audio, video,
and Flash files
to your site,
build a dynamic
Web site, and*

File Type PDF
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use

*Dreamweaver's
database
features. Know
how to: Design,
build, and
deploy professi
onal-looking
Web sites Use
Dreamweaver's
new, more
versatile
preset layouts*

File Type PDF
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*Fine-tune
styles with
enhanced CSS
support Keep
your pages
cutting-edge
with
SmartObjects
Take advantage
of the new,
more
customizable
interface*

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*Understand
browser
differences,
make the most
of CSS, build
dynamic sites
Create and
optimize Web
graphics Learn
to maximize
Cascading Style
Sheets and
Dreamweaver's*

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*Layers features
for creating
fluid layouts
Complete with
lists of ten
resources, ten
timesaving
tips, and ten
great Web sites
designed in
Dreamweaver,
Dreamweaver CS4
For Dummies is*

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*your one-stop
guide to
setting up,
working with,
and making the
most of
Dreamweaver.
The world's
most popular
spreadsheet
program is now
more powerful
than ever, but*

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it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel

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*so you can
easily track,
analyze, and
chart your
data. You'll be
using new
features like
PowerPivot and
Flash Fill in
no time. The
important stuff
you need to
know: Go from*

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novice to ace.

*Learn how to
analyze your
data, from
writing your
first formula
to charting
your results.
Illustrate
trends.*

*Discover the
clearest way to
present your*

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*data using
Excel's new
Quick Analysis
feature.*

*Broaden your
analysis. Use
pivot tables,
slicers, and
timelines to
examine your
data from
different
perspectives.*

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Import data.

*Pull data from
a variety of
sources,*

*including
website data*

*feeds and
corporate*

*databases. Work
from the Web.*

*Launch and
manage your*

workbooks on

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*the road, using
the new Excel
Web App. Share
your
worksheets.
Store Excel
files on
SkyDrive and
collaborate
with colleagues
on Facebook,
Twitter, and
LinkedIn.*

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*Master the new
data model. Use
PowerPivot to
work with
millions of
rows of data.
Make
calculations.
Review
financial data,
use math and
scientific
formulas, and*

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perform

*statistical
analyses.*

*A concise
introduction to
the basics of
open access,
describing what
it is (and
isn't) and
showing that it
is easy, fast,
inexpensive,*

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*legal, and
beneficial. The
Internet lets
us share
perfect copies
of our work
with a
worldwide
audience at
virtually no
cost. We take
advantage of
this*

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*revolutionary
opportunity
when we make
our work “open
access”:
digital,
online, free of
charge, and
free of most
copyright and
licensing
restrictions.
Open access is*

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*made possible
by the Internet
and copyright-
holder consent,
and many
authors,
musicians,
filmmakers, and
other creators
who depend on
royalties are
understandably
unwilling to*

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*give their
consent. But
for 350 years,
scholars have
written peer-
reviewed
journal
articles for
impact, not for
money, and are
free to consent
to open access
without losing*

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revenue. In
this concise
introduction,
Peter Suber
tells us what
open access is
and isn't, how
it benefits
authors and
readers of
research, how
we pay for it,
how it avoids

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*copyright
problems, how
it has moved
from the
periphery to
the mainstream,
and what its
future may
hold.*

*Distilling a
decade of
Suber's
influential*

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*writing and
thinking about
open access,
this is the
indispensable
book on the
subject for
researchers,
librarians,
administrators,
funders,
publishers, and
policy makers.*

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*Excel 2013: The
Missing Manual
Microsoft
Project 2010:
The Missing
Manual
Photoshop
Elements 9: The
Missing Manual
iPhone: The
Missing Manual
Creating a
Website: The*

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Missing Manual

*Conquer Microsoft
Access 2013—from
the inside out!*

*You're beyond the
basics, so dive right
into Access*

*2013—and use your
skills to create
sophisticated*

*database apps! This
supremely*

organized reference

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packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Access 2013—and challenge yourself to new levels of mastery. Build an

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Access Services
web app with
Microsoft
SharePoint Server
Automate your
Access web app
with data macros
Create tables in
your Access web
app using built-in
templates
Aggregate and
display your web

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Missing Manual

*app data using
totals queries Use
the Autocomplete
control to quickly
search for related
data Create a
Summary view to
consolidate and
group information
Display related data
on your views with
the Related Items
control Package*

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*your web app for
use by others in
your organization
Plus—download
chapters on
building desktop
databases For
Intermediate and
Advanced Users
and Database
Designers
Ready to move to
the Mac? This*

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Access 2010 The
Missing Manual
*incomparable guide
helps you make a
smooth transition.
New York Times
columnist and
Missing Manuals
creator David
Pogue gets you
past three
challenges:
transferring your
stuff, assembling
Mac programs so*

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*you can do what
you did with
Windows, and
learning your way
around Mac OS X.
Learning to use a
Mac is not a piece
of cake, but once
you do, the rewards
are oh-so-much
better. No viruses,
worms, or spyware.
No questionable*

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firewalls or inefficient permissions. Just a beautiful machine with a thoroughly reliable system. Whether you're using Windows XP or Windows 7, we've got you covered. Transfer your stuff. Moving files from a PC to a

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Mac is the easy part. This guide gets you through the tricky things: extracting your email, address book, calendar, Web bookmarks, buddy list, desktop pictures, and MP3 files. Re-create your software suite. Big-

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from Microsoft, Adobe, and others are available in both Mac and Windows versions. But hundreds of other programs are Windows-only. Learn the Macintosh equivalents and how to move data to them. Learn Mac

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OS X Lion. Once you've moved into the Macintosh mansion, it's time to learn your way around. You're in good hands with the author of Mac OS X: The Missing Manual, the #1 bestselling guide to Mac OS X. Explains how to use

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Missing Manual

the portable music player to perform functions including play music, store personal contact and calendar information, download and use applications, and use as a video player.

CSS3 lets you create professional-

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Access 2010 The
Missing Manual

*looking websites,
and this manual
shows you how to
take your HTML and
CCS skills to the
next level with tips,
tricks, and step-by-
step instructions to
build web pages
that look great and
run fast on devices
and screens of all
sizes.*

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Missing Manual

*JavaScript: The
Missing Manual*
*PHP & MySQL: The
Missing Manual*

*OS X Mountain Lion:
The Missing Manual*
*Switching to the
Mac: The Missing
Manual, Lion Edition*

Office 2011 for
Mac is easy to
use, but to

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unleash its full power, you need to go beyond the basics. This entertaining guide not only gets you started with Word, Excel, PowerPoint, and the new Outlook for Mac, it also reveals useful lots of things

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you didn't know the software could do. Get crystal-clear explanations on the features you use most -- and plenty of power-user tips when you're ready for more. Take advantage of new tools. Navigate with the Ribbon,

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use SmartArt graphics, and work online with Office Web Apps. Create professional-looking documents. Use Word to craft beautiful reports, newsletters, brochures, and posters. Crunch numbers with

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ease. Assemble data, make calculations, and summarize the results with Excel. Stay organized. Set up Outlook to track your email, contacts, appointments, and tasks. Make eye-catching presentations.

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Build PowerPoint
slideshows with
video and audio
clips,
animations, and
other features.
Use the programs
together.
Discover how to
be more
productive and
creative by
drawing directly
in Word

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documents,
adding
spreadsheets to
your slides, and
more.

In early
reviews, geeks
raved about
Windows 7. But
if you're an
ordinary mortal,
learning what
this new system
is all about

File Type PDF Access 2010 The Missing Manual

will be

challenging.

Fear not: David Pogue's Windows 7: The Missing Manual comes to the rescue. Like its

predecessors,

this book

illuminates its

subject with

reader-friendly

insight, plenty

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of wit, and
hardnosed
objectivity for
beginners as
well as veteran
PC users.

Windows 7 fixes
many of Vista's
most painful
shortcomings.
It's speedier,
has fewer
intrusive and
nagging screens,

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and is more compatible with peripherals. Plus, Windows 7 introduces a slew of new features, including better organization tools, easier WiFi connections and home networking setup, and even

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touchscreen
computing for
those lucky
enough to own
the latest
hardware. With
this book,
you'll learn how
to: Navigate the
desktop,
including the
fast and
powerful search
function Take

File Type PDF Access 2010 The Missing Manual

advantage of
Window's apps
and gadgets, and
tap into 40 free
programs Breeze
the Web with
Internet
Explorer 8, and
learn the email,
chat, and videoc
onferencing
programs Record
TV and radio,
display photos,

File Type PDF Access 2010 The Missing Manual

play music, and
record any of
these to DVD
using the Media
Center Use your
printer, fax,
laptop, tablet
PC, or
smartphone with
Windows 7 Beef
up your system
and back up your
files
Collaborate and

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share documents
and other files
by setting up a
workgroup
network

Access 2013: The
Missing
Manual "O'Reilly
Media, Inc."

You can easily
create a profess
ional-looking
website with
nothing more

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than an ordinary computer and some raw ambition. Want to build a blog, sell products, create forums, or promote an event? No problem! This friendly, jargon-free book gives you the techniques,

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tools, and advice you need to build a site and get it up on the Web. The important stuff you need to know: Master the basics. Learn HTML5, the language of the Web. Design good-looking pages. Use styles to

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build polished layouts. Get it online. Find a reliable web host and pick a good web address. Use time-saving tools. Learn free tools for creating web pages and tracking your visitors.

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Attract

visitors. Make sure people can find your site through popular search engines like Google.

Build a community.

Encourage repeat visits with social media.

Bring in the cash. Host

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Google ads, sell Amazon's wares, or push your own products that people can buy via PayPal. Add pizzazz. Include audio, video, interactive menus, and a pinch of JavaScript.

Droid X: The
Missing Manual

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Access 2010 The
Missing Manual

Microsoft

Project 2013:

The Missing

Manual

Access 2007 for

Starters

QuickBooks 2010:

The Missing

Manual

CSS: The Missing

Manual

Microsoft Office is
the most widely used

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software suite in the world. The half-dozen programs in Office 2010 are packed with amazing features, but most people just know the basics. This entertaining guide not only gets you started with Office, it reveals all kinds of

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Missing Manual

useful things you
didn't know the
software could do --
with plenty of power-
user tips and tricks
when you're ready
for more. Create
professional-looking
documents. Learn
everything you need
to know to craft
beautiful Word

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documents. Stay organized. Keep track of your email, calendar, and contacts with Outlook. Crunch numbers with ease. Assemble data, make calculations, and summarize the results with Excel. Make eye-catching

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Missing Manual
presentations. Build
PowerPoint
slideshows with
video and audio
clips, animations,
and more. Build
Access databases
quickly. Make your
data easy to find,
sort, and manage.
Manage your files
more efficiently. Use

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the new Backstage view to quickly work with your Office files. Get to know the whole suite. Learn to use other handy Office tools: Publisher, OneNote, and Office Web Apps.

Photoshop CS6 is truly amazing, but it

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can also be

overwhelming if
you're just getting
started. This book
makes learning
Photoshop a breeze
by explaining things
in a friendly,
conversational
style—without
technical jargon.
After a thorough

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introduction to the program, you'll delve deep into Photoshop's secrets with expert tips and practical advice you can use every day. The important stuff you need to know: Learn your way around. Get a guided tour of Photoshop's

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Missing Manual

beautiful new
workspace. Unlock
the magic. Discover
the most practical
ways to use layers,
channels, masks,
paths, and other
tools. Fine-tune your
images. Learn
techniques for
cropping,
retouching, and

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combining photos.

Play with color.

Drain, change, and add color; and create gorgeous black-and-whites and duotones.

Be artistic. Create original illustrations and paintings, use text and filters effectively, and edit video clips. Share

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your work. Produce great-looking images for print and the Web. Work smarter and faster. Automate common chores and install plug-ins for complex tasks.

With the iOS5 software and the new iPhone 4S device, Apple has

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another world-class hit on its hands. This sleek, highly refined pocket computer comes with everything—cellphone, iPod, Internet, camcorder—except a printed manual.

Fortunately, David Pogue is back with the latest edition of

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his witty, crystal-clear, colorful guide: the world's most popular iPhone book. Use it as a phone. Learn the basics as well as time-saving tricks and tips for contact searching by voice, texting, and more.

Manage your stuff in

File Type PDF
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the cloud. Sync and back up your contacts and media across all of your devices with iCloud. Get things done. Ask Siri to send reminders, place calls, and more. Master notifications. Use the Notification Center to find

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missed messages,
calendar invitations,
friend requests, and
more. Connect with
other iPhone owners.
Send unlimited
iMessages to friends,
family, and
colleagues who are
also running iOS5.
Treat it as an iPod.
Master the ins and

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outs of iTunes, and listen to music, upload and view photos, and fill the iPhone with TV shows and movies. Take the iPhone online. Make the most of your online experience to browse the Web, read and compose email, use

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social networks, or
send photos and
audio files. Go
beyond the iPhone.
Learn how to use the
App Store, and how
to multitask between
your apps, organize
them in folders, and
read ebooks in
iBooks. Whether
you have a brand-

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new iPhone or want to update an earlier model with the iOS5 software, this beautiful full-color book is the best, most objective resource available.

Windows Vista is Microsoft's most important software release in more than

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a decade. It offers users an abundance of new and upgraded features that were more than five years in the making: a gorgeous, glass-like visual overhaul; superior searching and organization tools; a multimedia and collaboration

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suite; and above all, a massive, top-to-bottom security-shield overhaul.

There's scarcely a single feature of the older versions of Windows that hasn't been tweaked, overhauled, or replaced entirely.

But when users first

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encounter this beautiful new operating system, there's gonna be a whole lotta head-scratchin', starting with trying to figure out which of the five versions of Vista is installed on the PC (Home, Premium, Business, Enterprise,

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Ultimate).

Thankfully,
Windows Vista: The
Missing Manual
offers coverage of
all five versions.

Like its
predecessors, this
book from New
York Times
columnist,
bestselling author,

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Missing Manual
and Missing

Manuals creator
David Pogue
illuminates its
subject with
technical insight,
plenty of wit, and
hardnosed
objectivity for
beginners, veteran
standalone PC users,
and those who know

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their way around a network. Readers will learn how to:

- Navigate Vista's elegant new desktop
- Locate anything on your hard drive quickly with the fast, powerful, and fully integrated search function
- Use the Media Center to

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Missing Manual,
record TV and radio,
present photos, play
music, and record
any of the above to
DVD Chat,
videoconference,
and surf the Web
with the vastly
improved Internet
Explorer 7 tabbed
browser Build a
network for file

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sharing, set up
workgroups, and
connect from the
road Protect your PC
and network with
Vista's beefed up
security And much
more. This jargon-
free guide explains
Vista's features
clearly and
thoroughly,

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revealing which
work well and which
don't. It's the book
that should have
been in the box!

Access 2013: The
Missing Manual

CSS3: The Missing
Manual

Office 2010: The
Missing Manual

Teach Yourself

File Type PDF
Access 2010 The
Missing Manual

VISUALLY Access
2010

Office 2013: The
Missing Manual

***QuickBooks 2010
has impressive
features, like
financial and tax
reporting,
invoicing,
payroll, time and
mileage tracking,
and online***

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banking. So how do you avoid spending more time learning the software than using it? This Missing Manual takes you beyond QuickBooks' help resources: you not only learn how the program works, but why and when to use

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Missing Manual

specific features.

You also get

basic accounting

advice so that

everything makes

sense.

QuickBooks can

handle many of

the financial

tasks small

companies face.

QuickBooks

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Missing Manual

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and preferences
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company Track
inventory,
control spending,
run a payroll,
and manage
income Follow*

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***monitor budgets
to keep your
company***

financially fit

Share

***information with
your accountant***

***quickly and
easily***

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covers only***

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for Windows.

***Get up to speed
on Microsoft
Project 2013 and
learn how to
manage projects
large and small.
This crystal-clear
book not only
guides you step-
by-step through
Project 2013's
new features, it
also gives you***

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***real-world
guidance: how to
prep a project
before touching
your PC, and
which Project
tools will keep
you on target.
With this
Missing Manual,
you'll go from
project manager
to Project
master. The***

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***important stuff
you need to know
Learn Project
2013 inside out.
Get hands-on
instructions for
the Standard and
Professional
editions. Start
with a project
management
primer. Discover
what it takes to
handle a project***

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successfully.

***Build and refine
your plan. Put
together your
team, schedule,
and budget.
Achieve the
results you want.
Build realistic
schedules with
Project, and
learn how to
keep costs under
control. Track***

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your progress.

***Measure your
performance,
make course
corrections, and
manage changes.
Create attractive
reports.***

***Communicate
clearly to
stakeholders and
team members
using charts,
tables, and***

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dashboards. Use Project's power tools. Customize Project's features and views, and transfer info via the cloud, using Microsoft SkyDrive. Excel, the world's most popular spreadsheet program, has the muscle to

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analyze heaps of data. Beyond basic number-crunching, Excel 2010 has many impressive features that are hard to find, much less master -- especially from online help pages. This Missing Manual clearly explains

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how everything works with a unique and witty style to help you learn quickly. Navigate with ease. Master Excel's tabbed toolbar and its new backstage view Perform a variety of calculations. Write formulas

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***for rounding
numbers,
calculating
mortgage
payments, and
more Organize
your data.
Search, sort, and
filter huge
amounts of
information
Illustrate trends.
Bring your data
to life with***

***charts and
graphics --
including
miniature charts
called Sparklines
Examine your
data. Summarize
information and
find hidden
patterns with
pivot tables and
slicers Share
your
spreadsheets.***

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***Use the Excel
Web App to
collaborate with
colleagues online
Rescue lost data.
Restore old
versions of data
and find
spreadsheets you
forgot to save
Elements 9 offers
much of
Photoshop's
power without***

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the huge price tag. It's an ideal tool for most image-editing buffs -- including scrapbookers, photographers, and aspiring graphic artists. But Elements still doesn't come with a decent manual. This bestselling book

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will help you get the most out of the program, from the basics to advanced tips for both Windows and Mac. Quickly learn your way around.

Customize Elements to suit your working style. Get to work right away.

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***Import, organize,
and make quick
image fixes with
ease. Retouch
any image. Learn
how to repair and
restore your old
and damaged
photos. Add
some pizzazz.
Give images
more zip with
dozens of filters,
frames, and***

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special effects.

***Find your
creative flair.***

***Create
scrapbooks,
greeting cards,
photo books, and
more. Use
advanced
techniques. Work
with layers,
blend modes, and
other tools. Try
out your new***

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***skills. Download
practice images
and try new
tricks as you
learn.***

***Droid X2: The
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Microsoft Project
2007***

***iPod: The
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***iMovie '11 &
iDVD: The
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Unlock the secrets of this powerful database program and discover how to use your data in creative ways. With this book's easy step-by-step process, you'll quickly learn how to build and maintain a complete Access database, using

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Access 2013's new, simpler user interface and templates. You also get practices and tips from the pros for good database design—ideal whether you're using Access for school, business, or at home. The important stuff you need to know: Build a database with ease. Store information to

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track numbers, products, documents, and more. Customize the interface. Build your own forms to make data entry a snap. Find what you need fast. Search, sort, and summarize huge amounts of information. Put your data to use. Turn raw info into printed reports with attractive

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formatting. Share your data. Collaborate online with SharePoint and the Access web database. Dive into Access programming. Get tricks and techniques to automate common tasks. Create rich data connections. Build dynamic links with SQL Server, SharePoint, and other

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JavaScript is an essential language for creating modern, interactive websites, but its complex rules challenge even the most experienced web designers. With JavaScript: The Missing Manual, you'll quickly learn how to use JavaScript in sophisticated ways --

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without pain or frustration -- even if you have little or no programming experience.

JavaScript expert David McFarland first teaches you the basics by having you build a simple program. Then you'll learn how to work with jQuery, a popular library of pre-built JavaScript

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components that's free and easy to use. With jQuery, you can quickly build modern, interactive web pages -- without having to script everything from scratch! Learn how to add scripts to a web page, store and manipulate information, communicate with the browser window,

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respond to events like mouse clicks and form submissions, and identify and modify HTML Get real-world examples of JavaScript in action Learn to build pop-up navigation bars, enhance HTML tables, create an interactive photo gallery, and make web forms more usable Create

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interesting user
interfaces with tabbed
panels, accordion
panels, and pop-up
dialog boxes Learn to
avoid the ten most
common errors new
programmers make,
and how to find and fix
bugs Use JavaScript
with Ajax to
communicate with a
server so that your
web pages can

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receive information
without having to
reload

What do you get when
you cross a Mac with
an iPad? OS X 10.8
Mountain Lion. Its 200
new features include
iPaddish goodies like
dictation, Notification
Center, and
Reminders—but not a
single page of
instructions.

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Fortunately, David Pogue is back, with the expertise and humor that have made this the #1 bestselling Mac book for over 10 years straight. Big-ticket changes. Twitter and Facebook integration. Air-Play TV mirroring. Power Nap. Game Center. Documents in the Cloud. iMessages.

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Gatekeeper. If Apple wrote it, this book covers it. Mountain Lion Watch. This book demystifies the hundreds of smaller enhancements, too, in all 50 programs that come with the Mac: Safari, Mail, Messages, Preview... Shortcuts. This must be the tippiest, trickiest Mac book

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ever written.

Undocumented surprises await on every page. Power users. Security, accounts, networking, build-your own Services, file sharing with Windows—this one witty, expert guide makes it all crystal clear. There's something new on practically every page

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of this new edition,
and David Pogue
brings his celebrated
wit and expertise to
every one of them.

Apple's brought a new
cat to town, and Mac
OS X Mountain Lion:
The Missing Manual is
the best way to tame
it.

It's EASIER than ever
to get started with
Microsoft Office 2010!

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Navigate your way around the Microsoft Office 2020 suite without getting lost in too many details. Microsoft Office 2010 Demystified shows you the ropes and explains the new, handy, and most popular functions of each application. Written in a step-by-step, tutorial format,

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this practical guide begins with an overview of the suite and the universal features that can be used in all of the individual programs. Then, you'll drill down into the specifics of Word, Excel, PowerPoint, Outlook, and Access. Detailed explanations and screenshots make it

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easy to understand the material, and end-of-chapter quizzes and a final exam help reinforce key concepts. It's a no-brainer! You'll learn how to: Create great-looking Word documents Crunch numbers and get graphical in Excel spreadsheets Develop persuasive

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PowerPoint

presentations Manage
your email, tasks,
calendar, and contacts
with Outlook Build and
manage Access
databases Simple
enough for a beginner,
but challenging
enough for an
advanced student,
Microsoft Office 2010
Demystified helps you
master this powerful

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suite of applications.

Excel 2010: The

Missing Manual

Microsoft Access

2010 In Depth

Windows 7: The

Missing Manual

Model Rules of

Professional Conduct

Switching to the Mac:

The Missing Manual,

Mountain Lion Edition

The visual way to

get up to speed on

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Access 2010 It's one thing to gain access to Access. It's another thing entirely to figure out how to do all the things you want to do in Access, because the software is not all that intuitive. This full-color guide clearly shows you

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how to get the most out of Access 2010, including how to enter new records; create, edit, and design tables and forms; organize, analyze, and share data; generate concise reports; and much more. With pages of step-by-step

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instructions,
graphics, and
helpful advice, this
is the visual
learner's Access
book-keep this on
your desk and flip
to what you need,
any time! Explores
the very latest
features, functions,
and tools of Access
2010, a database

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software tool that is part of the new Microsoft Office 2010 Teaches you how to enter new records and create, edit, and design tables and forms Explains how to organize, analyze, and share data; generate concise reports; add smart

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tags to tables, save backup copies of your data; and more Demonstrates through step-by-step instructions and numerous, full-color screen shots and graphics, so you can see exactly how to perform tasks This unparalleled book

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contains everything
you need to know
to use Access 2010
effectively.

The Model Rules of
Professional
Conduct provides
an up-to-date
resource for
information on
legal ethics.

Federal, state and
local courts in all

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jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional

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Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations,

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review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts.

Droid X2 has more power and better graphics than its

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Missing Manual

predecessor, but it still doesn't offer a printed guide to its amazing features. This Missing Manual helps you dig deep into everything Droid X2 can do. Learn how to shop, keep in touch, play with photos, listen to music, and even do

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some work.

Unleash the power of this popular device with expert advice. The important stuff you need to know: Get organized. Sync Droid X2 with Google Calendar, Exchange, and Outlook. Go online. Navigate the Web,

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use email, and tap into Facebook and Twitter. Listen to tunes. Play and manage music using Droid X2's Music app and Google's Music Cloud Player. Shoot photos and video. View and edit photos, slideshows, and video in the

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Gallery. Connect to Google Maps. Use geotagging and get turn-by-turn directions. Stay productive. Create, edit, and store documents with Google Docs and Microsoft Office. A guide to the project management tool

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covers such topics as estimating work time, setting up a project schedule, building a team, setting up a budget, tracking progress, evaluating performance, and reporting on projects.

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Missing Manual

The Missing

Manual

Your Brain: The

Missing Manual

Open Access

Windows Vista: The

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Puzzles and brain

twisters to keep

your mind sharp

and your memory

intact are all the

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rage today. More
and more people --
Baby Boomers and
information
workers in
particular -- are
becoming
concerned about
their gray matter's
ability to function,
and with good
reason. As this
sensible and

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entertaining guide
points out, your
brain is easily your
most important
possession. It
deserves proper
upkeep. Your
Brain: The Missing
Manual is a
practical look at
how to get the
most out of your
brain -- not just

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how the brain works, but how you can use it more effectively. What makes this book different than the average self-help guide is that it's grounded in current neuroscience. You get a quick tour of several aspects of

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the brain,
complete with
useful advice
about: Brain Food:
The right fuel for
the brain and how
the brain
commands hunger
(including an
explanation of the
different chemicals
that control
appetite and

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cravings) Sleep:
The sleep cycle
and circadian
rhythm, and how
to get a good
night's sleep (or
do the best you
can without it)
Memory:
Techniques for
improving your
recall Reason:
Learning to defeat

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common sense;
logical fallacies
(including tactics
for winning
arguments); and
good reasons for
bad prejudices
Creativity and
Problem-Solving:
Brainstorming tips
and thinking not
outside the box,
but about the box

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-- in other words,
find the
assumptions that
limit your ideas so
you can break
through them
Understanding
Other People's
Brains: The battle
of the sexes and
babies developing
brains Learn about
the built-in

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circuitry that makes office politics seem like a life-or-death struggle, causes you to toss important facts out of your memory if they're not emotionally charged, and encourages you to eat huge amounts

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of high-calorie snacks. With Your Brain: The Missing Manual you'll discover that, sometimes, you can learn to compensate for your brain or work around its limitations -- or at least to accept its eccentricities.

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Exploring your brain is the greatest adventure and biggest mystery you'll ever face. This guide has exactly the advice you need. Microsoft Project is brimming with features to help you manage any project, large or

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small. But learning the software is only half the battle. What you really need is real-world guidance: how to prep your project before touching your PC, which Project tools work best, and which ones to use with care. This book

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explains it all,
helping you go
from project
manager to project
master. Get a
project
management
primer. Discover
what it takes to
handle a project
successfully Learn
the program inside
out. Get step-by-

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step instructions
for Project
Standard and
Project
Professional Build
and refine your
plan. Put together
your team,
schedule, and
budget Achieve
the results you
want. Build
realistic

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schedules, and
learn how to keep
costs under
control Track your
progress. Measure
your performance,
make course
corrections, and
manage changes
Use Project's
power tools.
Customize
Project's features

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and views, and transfer info directly between Project and other programs

Access 2010 In Depth is the beyond-the-basics, beneath-the-surface guide for everyone who wants to streamline their

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emulating Table
Triggers with
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Macros. New
coverage also
includes:
customizable
Ribbon and
Themes; the
revamped Macro
Designer; Quick
Start Fields;
IntelliSense

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support in
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Builder;
Application Parts
and Navigation
Forms; conditional
formatting and
data bars in
reports; and new
web database
publishing
techniques. As
with all In Depth

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techniques,
exclusive
shortcuts, quick
access to
information,
troubleshooting
help for tough

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problems, and real-world examples with nothing glossed over or left out. Step-by-step instructions with icons guide readers through essential tasks such as designing tables, entering data, importing external data,

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designing and
executing queries,
and designing data
entry forms and
printed reports.

Additional
chapters on
advanced form
and report design
emphasize data
entry efficiency
and presentation
clarity. By Roger

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advanced web
database
publishing to
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collaboration For
everyone who
wants to get the
most out of
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hobbyists to
power users to
corporate
developers

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Get the most from your Droid X right away with this entertaining Missing Manual. Veteran tech author Preston Gralla offers a guided tour of every feature, with lots of expert tips and tricks along the way. You'll

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learn how to use calling and texting features, take and share photos, enjoy streaming music and video, and much more. Packed with full-color illustrations, this engaging book covers everything from getting started to

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advanced features
and

troubleshooting.

Unleash the power
of Motorola's hot
new device with
Droid X: The
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Get organized.

Import your
contacts and sync
with Google
Calendar and

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Microsoft
Exchange. Go
online. Get your
phone to act as a
portable hotspot
or as a modem to
get your laptop
online. Play music.
Purchase music
from Amazon and
sync your Droid X
with Windows
Media Player and

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iTunes. Shoot photos and video. Edit and share your photos, and use them as desktop or icon images. Record video and share it with your friends. Connect to Google Maps. Use geotagging and get turn-by-turn

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directions.

Microsoft Office
Access 2007 Bible
(W/Cd)

Cascading Style
Sheets can turn
humdrum websites
into highly-
functional, prof
essional-looking
destinations,
but many
designers merely

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treat CSS as window-dressing to spruce up their site's appearance. You can tap into the real power of this tool with CSS: The Missing Manual. This second edition combines crystal-clear explanations,

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real-world examples, and dozens of step-by-step tutorials to show you how to design sites with CSS that work consistently across browsers. Witty and entertaining, this second

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edition gives you up-to-the-minute pro techniques. You'll learn how to: Create HTML that's simpler, uses less code, is search-engine friendly, and works well with CSS Style text by changing fonts, colors,

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font sizes, and
adding borders
Turn simple HTML
links into
complex and
attractive
navigation bars
-- complete with
rollover effects
Create effective
photo galleries
and special
effects,
including drop

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shadows Get up
to speed on CSS
3 properties
that work in the
latest browser
versions Build
complex layouts
using CSS,
including multi-
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Style web pages
for printing
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Second Edition,
you'll find all-
new online
tutorial pages,
expanded CSS 3
coverage, and
broad support
for Firefox,
Safari, and
other major web
browsers,
including
Internet
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Learn how to use CSS effectively to build new websites, or refurbish old sites that are due for an upgrade.

Apple's video-editing program is better than ever, but it still doesn't have a printed

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guide to help
you get started.
That's where
this gorgeous,
full-color book
comes in. You
get clear
explanations of
iMovie's
impressive new
features, like
instant
rendering,
storyboarding,

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and one-step special effects. Experts David Pogue and Aaron Miller also give you a complete course in film editing and DVD design. Edit video like the pros. Import raw footage, add transitions, and use iMovie's

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newly restored,
intuitive
timeline editor.
Create stunning
trailers. Design
Hollywood-style
"Coming
Attractions!"
previews for
your movies.
Share your film.
Distribute your
movie in a
variety of

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places—on smartphones, Apple TV, your own site, and with one-click exports to YouTube, Facebook, Vimeo, CNN iReport, and MobileMe. Make DVDs. Design the menus, titles, and layout for your DVDs, and

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disc. This book
covers version 9
of Apple's
iMovie software.