

## Excel 2013 The Missing Manual

*The complete guide to Excel 2019 Whether you are just starting out or an Excel novice, the Excel 2019 Bible is your comprehensive, go-to guide for all your Excel 2019 needs. Whether you use Excel at work or at home, you will be guided through the powerful new features and capabilities to take full advantage of what the updated version offers. Learn to incorporate templates, implement formulas, create pivot tables, analyze data, and much more. Navigate this powerful tool for business, home management, technical work, and much more with the only resource you need, Excel 2019 Bible. Create functional spreadsheets that work Master formulas, formatting, pivot tables, and more Get acquainted with Excel 2019's new features and tools Whether you need a walkthrough tutorial or an easy-to-navigate desk reference, the Excel 2019 Bible has you covered with complete coverage and clear expert guidance.*

*Answers found here! In iOS 7, Apple gave the iPhone the most radical makeover in its history. The new software is powerful, sleek, and a perfect companion to the iPhone 5s and 5c—but it's wildly different. Fortunately, David Pogue is back with an expanded edition of his witty, full-color guide: the world's most popular iPhone book. The important stuff you need to know: The iPhone 5s. This book unearths all the secrets of the newest iPhone—faster chip, dual-color flash, fingerprint scanner, and more—and its colorful companion, the 5c. The iOS 7 software. Older iPhones gain Control Center, AirDrop, iTunes Radio, free Internet phone calls, and about 197 more new features. This book covers it all. The apps. That catalog of 1,000,000 add-on programs makes the iPhone's phone features almost secondary. Now you'll know how to find, manage, and exploit those apps. The iPhone may be the world's coolest computer, but it's still a computer, with all of a computer's complexities. iPhone: The Missing Manual is a funny, gorgeously illustrated guide to the tips, shortcuts, and workarounds that will turn you, too, into an iPhone addict.*

*The smart way to learn Microsoft SharePoint 2013—one step at a time! Experience learning made easy—and quickly teach yourself how to boost team collaboration with SharePoint 2013. With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! Customize your team site's layout, features, and apps Manage and share ideas, documents, and data Capture and organize content into lists and libraries Automate business processes with built-in workflows Use social features to communicate and collaborate Publish content using enhanced web content management*

*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 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 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 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 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 programming. Automate complex tasks and solve common challenges.*

*Microsoft Project 2010 Step by Step*

*Office 2013: The Missing Manual*

*Excel 2013 In Depth \_p1*

*iWork: The Missing Manual*

*QuickBooks 2016*

*Excel, the world's most popular spreadsheet program, has the muscle to 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 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 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. 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*

*Apple's iWork is more versatile than ever now that there are versions for Mac, iOS, and even iCloud. The only thing iWork doesn't include is its own how-to guide. That's where this friendly, jargon-free Missing Manual comes in. With complete instructions and helpful examples, you'll quickly learn how to create stunning documents, slideshows, and spreadsheets with iWork's Pages, Keynote, and Numbers. The important stuff you need to know: Create elegant files in minutes. Save tons of time by using iWork's collection of prebuilt templates and themes. Craft a variety of documents. Use Pages to design attractive newsletters, catalogs, brochures, flyers, and posters. Build eye-popping presentations. Turn Keynote's themes and easy-to-use cinematic effects into beautiful custom slideshows. Organize and clearly convey information. Jazz up your Numbers spreadsheets with charts, images, and videos. Always have your work on hand. Store your files in iCloud and have them sync automatically to your Mac and iOS devices. Work anywhere, any time. Use the web-based iWork for iCloud to create projects on any computer—even a PC. Versions covered: This edition covers Pages for Mac 5.1, Keynote for Mac 6.1, Numbers for Mac 3.1, version 2.1 of each iOS app, and iWork for iCloud.*

"Microsoft's last Windows version, the April 2018 Update, is a glorious Santa sack full of new features and refinements. What's still not included, though, is a single page of printed instructions. Fortunately, David Pogue is back to help you make sense of it all--with humor, authority, and 500 illustrations."--Page 4 of cover.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Introducing Microsoft Power BI enables you to evaluate when and how to use Power BI. Get inspired to improve business processes in your company by leveraging the available analytical and collaborative features of this environment. Be sure to watch for the publication of Alberto Ferrari and Marco Russo's upcoming retail book, *Analyzing Data with Power BI and Power Pivot for Excel* (ISBN 9781509302765). Go to the book's page at the Microsoft Press Store here for more details:<http://aka.ms/analyzingdata/details>. Learn more about Power BI at <https://powerbi.microsoft.com/>.

Microsoft Office Home and Student Edition 2013 All-in-One For Dummies

Excel 2010: The Missing Manual

iPhone: The Missing Manual

Windows 10

VBA and Macros

Keeping your financial house in order is more important than ever. But how do you deal with expenses, debt, taxes, and retirement without getting overwhelmed? This book points the way. It's filled with the kind of practical guidance and sound insights that makes J.D. Roth's *GetRichSlowly.org* a critically acclaimed source of personal-finance advice. You won't find any get-rich-quick schemes here, just sensible advice for getting the most from your money. Even if you have perfect credit and no debt, you'll learn ways to make your rosy financial situation even better. Get the info you need to make sensible decisions on saving, spending, and investing. Learn the best ways to set and achieve financial goals. Set up a realistic budget framework and learn how to track expenses. Discover proven methods to help you eliminate debt. Understand how to use credit wisely. Win big by making smart decisions on your home and other big-ticket items. Learn how to get the most from your investments by avoiding rash decisions. Decide how -- and how much -- to save for retirement.

Whether you're a budding blogger or seasoned Web designer, WordPress is a brilliant tool for creating websites, once you know how to tap its impressive features. The latest edition of this jargon-free *Missing Manual* shows you how to use WordPress 3.9's themes, widgets, plug-ins, and souped-up editing and multimedia tools to build just about any kind of site. The important stuff you need to know: Create your site. Get hands-on, A-to-Z instructions for building all types of websites, from classy blogs to professional-looking ecommerce sites. Add features. Choose from thousands of widgets and plug-ins to enhance your site's ease of use, looks, and performance. Mix in multimedia. Add picture galleries, slideshows, video clips, music players, and podcasts to your pages. Attract an audience. Create automatic content feeds, sign up site subscribers, and help readers share your posts on social media. Fine-tune your content. Analyze site statistics to improve your content and reach, and to optimize your site for search engines. Go Mobile. Choose a theme that automatically reconfigures your site for mobile devices. Build a truly unique site. Learn how to customize WordPress themes to create a site that looks exactly the way you want it to.

The Official Intuit Guide to QuickBooks 2013 for Windows. Your bookkeeping workflow will be smoother and faster with QuickBooks 2013 for Windows, and as the program's Official Guide, this *Missing Manual* puts you firmly in control. You get step-by-step instructions on how and when to use specific features, along with basic accounting advice to guide you through the learning process. The important stuff you need to know: Get started. Set up your accounts, customers, jobs, and invoice items quickly. Follow the money. Track everything from billable time and expenses to income and profit. Keep your company financially fit. Examine budgets and actual spending, income, inventory, assets, and liabilities. Spend less time on bookkeeping. Use QuickBooks to create and reuse bills, invoices, sales receipts, and timesheets. Find key info fast. Rely on QuickBooks' Search and Find features, as well as the Vendor, Customer, Inventory, and Employee Centers. Exchange data with other programs. Move data between QuickBooks, Microsoft Office, and other programs.

Creating tables in Excel allows for easier formatting and reporting, but the new syntax that it implies can be intimidating to the uninitiated. In this guide, one of the developers of the official Microsoft Excel 2013 templates—all of which employ tables—helps introduce readers to the multiple benefits of tables. The book begins by explaining what tables are, how to create them, and how they can be used in reporting before moving on to slightly more advanced topics, including slicers and filtering, working with VBA macros, and using tables in the Excel web app. Novice Excel users and experts alike will find relevant, useful, and authoritative information in this one-of-a-kind resource.

QuickBooks 2013: The Missing Manual

Excel Tables

FileMaker Pro 13: The Missing Manual

Creating a Website: The Missing Manual

Excel 2007: The Missing Manual

iOS 8 for the iPad is the biggest iOS release ever, and this all-new *Missing Manual* includes everything you need to know about iPad's exciting features and new user interface. *Missing Manual* series creator David Pogue takes you on a guided iPad tour, complete with step-by-step instructions, crystal-clear explanations, and lots of tips, tricks, and surprises along the way. Learn how to sync and work on any file anywhere, on any device, with iCloud Drive. Use Family Sharing to circulate your calendars, photos, iBooks, and iTunes and App Store purchases with those closest to you. Track your activity,

heart rate, and other fitness information with Health Connect to your other iOS devices and Mac like never before with Handoff, Messages, and Instant Hotspot With this beautiful full-color and easy-to-use book, you'll discover how to get the most out of your iPad—everything from Web browsing to watching videos.

The go-to reference for the new Office Home & Student 2013 The Home & Student version of Microsoft Office targets the home and education markets, covering the four applications most used outside the workplace: Word, Excel, PowerPoint, and OneNote. The minibooks in this essential All-in-One guide include real-world examples and projects that cover the new features and capabilities of Office 2013. Straightforward advice and beneficial projects help you to learn the basics of creating a resume in Word, establishing a home budget in Excel, developing a dynamic school presentation with PowerPoint, and taking notes in OneNote. Targets home and school users of Office 2013, who primarily use Word, Excel, PowerPoint, and OneNote Walks you through how to use Office 2013 for everyday projects, such as creating a cover letter in Word or reusable templates in Excel Demonstrates how to jazz up a school presentation with PowerPoint Provides you with straightforward instructions for taking notes in OneNote Shares common Office 2010 tools and details the basics of the Office ribbon Office Home & Student 2013 All-in-One For Dummies is an easy-to-understand guide to the essentials of Office 2013!

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.

You can easily create a professional-looking website with nothing more 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, 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 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. 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 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.

Microsoft Excel 2010

Kindle Fire HD: The Missing Manual

Excel 2013 In Depth

Windows 8: The Missing Manual

Microsoft Project 2013

**The world's most popular spreadsheet program is now more powerful than ever, but 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 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 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 data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. 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 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. 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 perform statistical analyses.**

**Amazon's Kindle Fire HD combines the most popular e-reader and tablet features in one sleek package, and with this entertaining guide, you'll master everything the Fire has to offer. With loads of illustrations, step-by-step instructions, and savvy tips, you'll learn how to manage your media library in the cloud, find the coolest apps, and make the most of your Kindle Fire experience—no matter which model you choose. The important stuff you need to know: Read all about it. Find ebooks and newspapers in the Kindle Store, and add your own books and magazines. Use great new features. Discover Amazon's X-Ray service, and parental controls for individual users. Take in a show. Watch movies and TV series, and display your photos and videos. Go online. Browse the Web and manage email with Wi-Fi and 4D LTE. Fill up your jukebox. Listen to your favorite music from Amazon and iTunes. Load up on apps. Get popular games, guides, and references with Amazon's Apps for Android. Get to work. Read PDFs, Word files, Excel spreadsheets, and other docs.**

**Dreamweaver CC is a powerful tool for designing all kinds of websites, from those with simple, static pages to interactive, media-driven sites for desktop, laptop, and mobile devices. But the program still doesn't include a printed guide to its amazing capabilities. That's where this Missing Manual comes in. With hands-on tutorials and coverage of every feature, you'll learn to build, deploy, and manage sites whether you're an experienced designer or just getting started. The important stuff you need to know: Dive into page design. Quickly learn the basics of working with text, images, links, and tables. Edit pages in Live view.**

**Dynamically add elements to live pages and immediately see the results. Design once, and for all. Build fluid-grid sites that adapt themselves to desktop, tablet, and mobile devices. Troubleshoot your HTML. Use the new Element Quick View to reveal the hierarchy of page elements. Style with ease. Tap Dreamweaver's enhanced CSS Designer to copy and paste styles. Enhance Dreamweaver. Get new program features with add-ons that integrate directly with Dreamweaver. Bring**

**your pages to life. Use jQuery UI to add interactive page elements like tabbed content panels. Create universal pages. Avoid browser incompatibility with workarounds.**

**Get more out of Microsoft Excel® 2013: more productivity and better answers for greater success! Drawing on his unsurpassed Excel experience, Bill Jelen (“Mr Excel”) brings together all the intensely useful knowledge you need: insights, techniques, tips, and shortcuts you just won’t find anywhere else. Excel 2013 In Depth is the fastest, best way to master Excel 2013’s full power; get comfortable with its updated interface; and leverage its new tools for everything from formulas, charts, and functions to dashboards, data visualization, and social media integration. Start by taking a quick “tour” of Excel 2013’s most valuable new features. Then, learn how to Build more trustworthy, error-resistant, flexible, extensible, intelligent, and understandable spreadsheets Get more productive with Excel 2013’s new Start Screen and Timelines Create formulas, charts, subtotals, and pivot tables faster with new Flash Fill and Analysis Lens Quickly apply attractive, consistent formats Master every function you’ll ever need,- including powerful new web services functions Solve real-world business intelligence analysis problems Create amazing PowerPivot data mashups that integrate information from anywhere Use Power View to generate stunningly intuitive maps, dashboards, and data visualizations Share workbooks on the Web and social networks Leverage the improved Excel Web App to create highly interactive web pages and online surveys Automate repetitive functions using Excel macros Supercharge your workbooks with new apps from the Excel App Store Like all In Depth books, Excel 2013 In Depth delivers complete coverage with detailed solutions, and troubleshooting help for tough problems you can’t fix on your own. Whatever you intend to do with Excel 2013, this is the only book you’ll need!**

**OS X Yosemite: The Missing Manual**

**Excel 2019 Bible**

**A Complete Guide for Creating, Using and Automating Lists and Tables**

**Excel 2003: The Missing Manual**

**A Guide to Microsoft Excel 2013 for Scientists and Engineers**

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 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 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 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 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 dashboards. Use Project's power tools. Customize Project's features and views, and transfer info via the cloud, using Microsoft SkyDrive.

You don’t need a technical background to build powerful databases with FileMaker Pro 13. This crystal-clear guide covers all new FileMaker Pro 13 features, such as its improved layout tools and enhanced mobile support. Whether you’re running a business, printing a catalog, or planning a wedding, you’ll learn how to customize your database to run on a PC, Mac, Web browser, or iOS device. The important stuff you need to know: Get started. Tour FileMaker Pro’s features and create your first database in minutes. Access data anywhere. Use FileMaker Go on your iPad or iPhone—or share data on the Web. Dive into relational data. Solve problems quickly by connecting and combining data tables. Create professional documents. Publish reports, invoices, catalogs, and other documents with ease. Harness processing power. Use calculations and scripts to crunch numbers, search text, and automate tasks. Add visual power and clarity. Create colorful charts to illustrate and summarize your data. Share your database on a secure server. Add the high-level features of FileMaker Pro Advanced and FileMaker Pro Server.

Whether you are an Excel neophyte, a sophisticate who knows the program inside out, or an intermediate-level plodder eager to hone your skills, Excel: The Missing Manual is sure to become your go-to resource for all things Excel. Covering all the features of Excel 2002 and 2003, the most recent versions for Windows, Excel: The Missing Manual is an easy-to-read, thorough and downright enjoyable guide to one of the world's most popular, (and annoyingly complicated!) computer programs. Never a candidate for "the most user-friendly of Microsoft programs," Excel demands study, practice and dedication to gain even a working knowledge of the basics. Excel 2003 is probably even tougher to use than any previous version of Excel. However, despite its fairly steep learning curve, this marvelously rich program enables users of every stripe to turn data into information using tools to analyze, communicate, and share knowledge. Excel can help you to collaborate effectively, and protect and control access to your work. Power users can take advantage of industry-standard Extensible Markup Language (XML) data to connect to business processes. To unleash the power of the program and mine the full potential of their database talents, users need an authoritative and friendly resource. None is more authoritative or friendlier than Excel: The Missing Manual. Not only does the book provide exhaustive coverage of the basics, it provides numerous tips and tricks, as well as advanced data analysis, programming and Web interface knowledge that pros can adopt for their latest project. Neophytes will find everything they need to create professional spreadsheets and become confident users. Excel: The Missing Manual covers: worksheet basics, formulas and functions, organizing worksheets, charts and graphics, advanced data analysis, sharing data with the rest of the world, and programming. If you buy just one book about using Excel, this has GOT to be it. This book has all you need to help you excel at Excel.

With Yosemite, Apple has unleashed the most innovative version of OS X yet—and once again, David Pogue brings his expertise and humor to the #1 bestselling Mac

book. Mac OS X 10.10 includes more innovations from the iPad and adds a variety of new features throughout the operating system. This updated edition covers it all with something new on practically every page. Get the scoop on Yosemite's big-ticket changes Learn enhancements to existing applications, such as Safari and Mail Take advantage of shortcuts and undocumented tricks Use power user tips for networking, file sharing, and building your own services

Microsoft Excel 2010 Inside Out

Microsoft Project 2013: The Missing Manual

The Missing Manual

Covers 2014 release

WordPress: The Missing Manual

Offers step-by-step instructions on basic bookkeeping and accounting, and how and when to use specific QuickBooks features. Includes how to set up accounts, track, and examine budgets.

Microsoft Excel continues to grow in power, sophistication, and capability, but one thing that has changed very little since the early '90s is its user interface. The one that has been packed with so many features over the years that few users know where to find them all. Microsoft has addressed this problem in Excel 2007 by radically reworking the interface with a tabbed toolbar that makes every feature easy to locate and use. Unfortunately, Microsoft's documentation is as scant as ever, so even if users can find the features, they probably won't know what to do with them. Excel 2007: The Missing Manual covers the entire gamut of how to build spreadsheets, add and format information, create reports, create charts and graphics, and use basic formulas and functions. Like its siblings in the Missing Manual series, this book crackles with a fine sense of humor and objectivity about its subject, guiding readers through the new Excel with clear explanations, step-by-step instructions, lots of illustrations, and friendly, time-saving advice. A primer for small businesses with no techie to turn to, as well as those who want to organize household and office information.

This Microsoft Project 2013 book is the only Microsoft Official Academic Course (MOAC) textbook. This series includes a complete classroom instructional program. The text is designed to re-enforce workforce skills. With this book students learn to manage project resources, task assignments and scheduling. They will also learn about the planning and tracking of multiple projects and programs. Skills mastery of Project 2013 can help students with classwork and differentiate job hunters in today's competitive job market. Microsoft Project 2010 offers flexibility and choice for individuals, teams, and the enterprise to effectively manage all types of work - from simple tasks to complex programs.

The Official Intuit Guide to QuickBooks 2013

Switching to the Mac: The Missing Manual, Mavericks Edition

Introducing Microsoft Power BI

Excel 2013 Formulas

Access 2013: The Missing Manual

With Windows 8, Microsoft completely reimagined the graphical user interface for its operating system, and designed it to run on tablets as well as PCs. It's a big change that calls for a trustworthy guide. The Missing Manual. New York Times columnist David Pogue provides technical insight, lots of wit, and hardnosed objectivity to help you hit the ground running with Microsoft's new OS. This jargon-free guide explains Windows 8 features so clearly—revealing which work well and which don't—that it should have been in the box in the first place.

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 provides expert 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 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 successfully. Create a 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 your progress. Measure performance. Make course corrections, and manage changes. Create attractive reports. Communicate clearly to stakeholders and team members using charts, tables, and dashboards. Use Project's power tools. Customize views, and transfer info via the cloud, using Microsoft SkyDrive.

Schedules, budgets, communications, resources. Projects big and small include them all, and Microsoft Project 2007 can help you control these variables -- not be controlled by them. But Project 2007 is more than a tool. It's a learning it is, well, a project in itself. Get up to speed fast with Microsoft Project 2007: The Missing Manual. Written by project management expert Bonnie Biafore, this book teaches you how to manage budgets and tracking schedules to testing scenarios and recognizing trouble spots before your project breaks down. Find out what's new in Project 2007 from previous versions, and get help choosing between whether it's Project Standard, Project Professional, or Enterprise Project Management Solution. With Microsoft Project 2007: The Missing Manual, you get more than a simple software how-to. You get project management basics and plenty of solid advice on how to use Project to: Define your project and plan your approach Estimate your project, set up a budget, define tasks, and break the work into manageable pieces Create a schedule, define the sequence of work, and learn the right way to use date constraints and deadlines Build a project team and assign resources to tasks: "who does what" Refine the project plan by building reality into the schedule, and learn to keep project costs under control Track progress and communicate with team members via reports, information sharing, and meetings that work Close out the project and away valuable lessons for the future Microsoft Project 2007 is the flagship of all project management programs, and this Missing Manual is the book that should have been in the box. No project management book without it.

You're beyond the basics, so dive in and really put your spreadsheet skills to work! This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and v

and no fluff. Discover how the experts tackle Excel 2010-and challenge yourself to new levels of mastery! Learn expert techniques for designing powerful spreadsheets Apply built-in functions-or out complex calculations Use rich charting and graphic capabilities to visualize data Perform sophisticated data analysis: financial, statistical, and "what-if" Design PivotTable reports to dynamically and collaborate with others-while managing sensitive data Link and embed Excel data into other documents Create macros with Microsoft Visual Basic for Applications Sample spreadsheets from and other resources to help you extend Microsoft Office programs Links to demos, user communities, and product support

Microsoft SharePoint 2013 Step by Step

Dreamweaver CC: The Missing Manual

Switching to the Mac: The Missing Manual, Yosemite Edition

iPad: The Missing Manual

Excel 2013: The Missing Manual

***Completely updated guide for students, scientists and engineers who want to use Microsoft Excel 2013 to its full potential. Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science. Microsoft Excel, as the industry standard spreadsheet, has a range of scientific functions that can be utilized for the modeling, analysis and presentation of quantitative data. This text provides a straightforward guide to using these functions of Microsoft Excel, guiding the reader from basic principles through to more complicated areas such as formulae, charts, curve-fitting, equation solving, integration, macros, statistical functions, and presenting quantitative data. Content written specifically for the requirements of science and engineering students and professionals working with Microsoft Excel, brought fully up to date with the new Microsoft Office release of Excel 2013. Features of Excel 2013 are illustrated through a wide variety of examples based in technical contexts, demonstrating the use of the program for analysis and presentation of experimental results. New to this edition: The Backstage is introduced (a new Office 2013 feature); all the 'external' operations like Save, Print etc. are now in one place The chapter on charting is totally revised and updated - Excel 2013 differs greatly from earlier versions Includes many new end-of-chapter problems Most chapters have been edited to improve readability***

***Ready to move to the Mac? This incomparable guide from New York Times columnist and Missing Manuals creator David Pogue helps you make a smooth transition to OS X Mavericks, a beautiful machine with a thoroughly reliable system. Whether you're using Windows XP, Windows 7, or Windows 8, we've got you covered --***

***What makes Windows refugees decide to get a Mac? Enthusiastic friends? The Apple Stores? Great-looking laptops? A "halo effect" from the popularity of iPhones and iPads? The absence of viruses and spyware? The freedom to run Windows on a Mac? In any case, there's never been a better time to switch to OS X—and there's never been a better, more authoritative book to help you do it. The important stuff you need to know: Transfer your stuff. Moving files from a PC to a Mac by cable, network, or disk is the easy part. But how do you extract your email, address book, calendar, Web bookmarks, buddy list, desktop pictures, and MP3 files? Now you'll know. Recreate your software suite. Many of the PC programs you've been using are Windows-only. Discover the Mac equivalents and learn how to move data to them. Learn Yosemite. Apple's latest operating system is faster, smarter, and more in tune with iPads and iPhones. If Yosemite has it, this book covers it. Get the expert view. Learn from Missing Manuals creator David Pogue—author of OS X Yosemite: The Missing Manual, the #1 bestselling Mac book on earth.***

***Use Excel 2010 VBA and macros to automate virtually any routine task, and save yourself hours, days, maybe even weeks. Then learn how to make Excel do things you thought were simply impossible! This book reveals scripting techniques you won't find anywhere else and shows you how to create automated reports that are amazingly powerful and useful. It helps you instantly visualize information so you can understand and act on it. It also shows you how to capture data from anywhere and use it anywhere, and helps you automate Excel 2010's most powerful new features Learning advanced Excel scripting has never been easier You'll find simple, step-by-step instructions, real-world examples and case studies, and 50 workbooks packed with bonus examples, macros, and solutions, straight from MrExcel. About MrExcel Library: Every book in the MrExcel Library pinpoints a specific set of crucial Excel tasks and presents focused skills and examples for performing them rapidly and effectively. Selected by Bill Jelen, Microsoft Excel MVP and mastermind behind the leading Excel solutions website MrExcel.com, these books will***

***Microsoft Project 2007: The Missing Manual***

***Your Money: The Missing Manual***

***Maximize the power of Excel 2013 formulas with this must-have Excel reference John Walkenbach, known as "Mr. Spreadsheet," is a master at deciphering complex technical topics and Excel formulas are no exception. This fully updated book delivers more than 800 pages of Excel 2013 tips, tricks, and techniques for creating formulas that calculate, developing custom worksheet functions with VBA, debugging formulas, and much more. Demonstrates how to use all the latest features in Excel 2013 Shows how to create financial formulas and tap into the power of array formulas Serves as a guide to using various lookup formulas, working with conditional formatting, and developing custom functions Shares proven solutions for handling typical (and not-so-typical) Excel formula challenges Includes links to the "Mr. Spreadsheet" website, which contains all the templates and worksheets used in the book, plus access to John Walkenbach's award-winning Power Utility Pak. From charts to PivotTables and everything in between, Excel 2013 Formulas is your formula for Excel success.***