

Office 2013 Library Excel 2013 Bible Access 2013 Bible Powerpoint 2013 Bible Word 2013 Bible

Describes the features of the software program, including writing formulas, presenting data visually, linking worksheets, using PivotTables, and collaborating online.

A comprehensive set of four Microsoft program guides for a range of users This set comes with the Excel 2013 Bible, PowerPoint 2013 Bible, Access 2013 Bible, and Word 2013 Bible. Tips, tricks, and techniques help you use four popular programs effectively. You'll be guided into Excel, Word, Access and PowerPoint 2013 insights. Get help creating Excel formulas and spreadsheets. Then use the Access guide so you're ready to organize, present, analyze, and share data. Learn how to create tables, manipulate datasheets, and build databases that suit your specific needs. You'll also find out the features of Word 2013 - from document design to producing master documents. Collaborate in the Cloud, format like a pro, and create forms and labels more easily. In the PowerPoint 2013 guide, you'll know the features and tools that make an impact. You'll also learn to work with photos and charts in the program.

Shows readers how to perform complex data analysis, create reports with the data analysis expressions language, and add hierarchies to data models to enable faster browsing.

The best of the best from our Excel, Word, Access, and PowerPoint Bibles! Learn the sought-after features of the core applications from the Office 2013 suite. This Office 2013 Bible features the best-of-the-best content from the Excel 2013 Bible, by "Mr. Spreadsheet" John Walkenbach; the Word 2013 Bible, by Office expert Lisa A. Bucki; the PowerPoint 2013 Bible, by MOS Master Instructor and PowerPoint expert Faithe Wempen; and the Access 2013 Bible from Microsoft Certified Application Developer Michael Alexander and Office and Access expert Dick Kusleika. This major resource also covers Outlook, Publisher, OneNote, SkyDrive, and other important features in the Office 2013 suite. If you want to quickly and effectively use Office 2013, start in the experts' corner with this must-have book. Gives you the best-of-the-best content on Office 2013 from the leading experts, authors, and contributors to our Excel, Word, PowerPoint, and Access Bibles Includes content from John Walkenbach, aka "Mr. Spreadsheet"; Word and Office expert Lisa A. Bucki; MOS Master Instructor and PowerPoint expert Faithe Wempen; Microsoft Certified Application Developer Michael Alexander; and Office and Access expert Dick Kusleika Takes you beyond creating simple text documents, spreadsheets, and presentations to help you use multiple Office applications at once to accomplish critical business tasks Also covers Publisher, OneNote, SkyDrive, the Cloud, and other key features and topics for Office 2013 Get the best of four Office 2013 books in one with this power-packed reference!

Excel 2013 Pivot Table Data Crunching

Excel 2013 Bible, Access 2013 Bible, PowerPoint 2013 Bible, Word 2013 Bible

Enhanced Discovering Computers & Microsoft Office 2013: A Combined Fundamental Approach

Microsoft Office 2013: Advanced

Office 2013 Digital Classroom

Your guide to the most significant changes in SharePoint 2013. Discover what's new and what's changed in SharePoint 2013—and get a head start using these cutting-edge capabilities to improve organizational collaboration and effectiveness. Led by a Microsoft MVP for SharePoint, you'll learn how to take advantage of important new features and functionality, including app development, collaborative social enterprise tools, enhanced versioning, themes, improved search, and an extended client object model. Get an early, expert look at how to: Develop SharePoint apps using collaborative social enterprise tools Use the new Minimal Download Strategy (MDS) smart technology to consume less bandwidth Version documents, list items, and entire parts of SharePoint with improved control Use colors and styles to get a themed version of your CSS with a simple line of code Extend the client object model with enhanced search capabilities

Presents a guide to Office Professional 2013, describing such tasks as creating documents, spreadsheets, and slide presentations; managing email; and organizing notes, covering the Microsoft programs Word, Excel, Access, OneNote, Publisher, Outlook, and PowerPoint.

Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series engages both computer rookies and hot shots in mastering MICROSOFT OFFICE 2013 applications quickly and efficiently. Skills are accessible and easy-to-follow thanks to the Illustrated Series' hallmark 2-page layout, which allows students to see an entire task in one view. New Learning Outcomes outline the skills covered in each lesson, and larger full-color screens represent exactly what students should see on their own computers. Each unit begins with a brief overview of the principles of the lesson, and introduces a case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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 workarounds. It's all muscle 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 write your own-and carry 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 analyze data Share 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 inside the book Add-ins and other resources to help you extend Microsoft Office programs Links to demos, user communities, and product support

Office 2013 In Depth

Enhanced Microsoft Office 2013: Illustrated Fundamentals, Spiral bound Version

Exploring Microsoft SharePoint 2013

Mastering VBA for Microsoft Office 2013

Office 2013 Library Excel 2013 Bible, Access 2013 Bible, PowerPoint 2013 Bible,

Conquer SharePoint 2013—from the inside out! You're beyond the basics, so dive right into SharePoint 2013—and re your business collaboration platform to work! This supremely organized reference packs hundreds of timesaving solu troubleshooting techniques, and workarounds. It's all muscle and no fluff. Discover how the experts facilitate inform sharing across the enterprise—and challenge yourself to new levels of mastery. Efficiently manage documents throu enterprise Build team sites and collaborate with Microsoft OneNote and SkyDrive Design workflows with SharePoint Designer and Microsoft Visio Produce e-forms using Microsoft InfoPath and Access Manage community sites using social features Connect SharePoint to external data and business systems Create business intelligence dashboards performance indicators Customize and control Sharepoint enterprise search

Top-to-bottom coverage of the top-selling Microsoft Office application If you want to use Microsoft Word to create just simple documents, start with this ultimate Word guide. Packed with the in-depth content that is the hallmark of Bibles, this book covers it all. You'll first find out what's new in Word 2013 on the features level - formatting, styles, and more - before you dive into the big stuff that can help you become more efficient. From document design to creating master documents to applying security to collaborating in the Cloud, you'll learn not just how to do tasks, but the best way to do them, and why. Details everything you need to know to get the most out of Word 2013 Walks you through new basics, such as formatting, styles, charts, and tables Shows you how to use data sources, create envelopes and labels forms Takes your Word skills up a notch with coverage of keyboard customization, security, collaborating on the Cloud, comparing documents, and much more Start creating documents at a new level and wow your colleagues, with Word Bible.

CRUNCH ANY DATA, FROM ANY SOURCE, QUICKLY AND EASILY, WITH EXCEL 2013 PIVOT TABLES! Use Excel 2013 pivot tables and pivot charts to produce powerful, dynamic reports in minutes instead of hours... understand what's going on in your business... take control, and stay in control! Even if you've never created a pivot table before, this book will help you leverage all their amazing flexibility and analytical power. In just the first seven chapters, you learn to generate complex pivot reports complete with drill-down capabilities and accompanying charts. Then, you go even further, discovering how to build a comprehensive, dynamic pivot table reporting system for any business task or function. Learning advanced pivot table and pivot chart techniques for Excel 2013 or the newest Office 365 has never been easier. You'll get simple, step-by-step instructions, real-world case studies, even complete, easy recipes for solving your most common analysis problems. • Create, customize, and change your pivot tables and pivot charts • Transform gigantic data sets into crystal-clear summary reports • Summarize and analyze data even faster with new Excel 2013 recommended pivot table formulas • Instantly highlight your most (and least) profitable customers, products, or regions • Quickly filter pivot tables using slicers • Use dynamic dashboards using Power View to see exactly where your business stands right now • Revamp analyses and reports by simply dragging and dropping fields • Build dynamic self-service reporting systems your entire team can use • Use PowerPivot or the Data Model to create pivot tables from multiple data sources and worksheets • Work with and analyze OLAP data, and much more 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 • Dramatically increase your productivity—saving you 50 hours a year or more • Present proven, creative strategies for solving real-world problems • Show you how to get great results, no matter how much data you have • Help you avoid critical mistakes that even experienced users make CATEGORY: Spreadsheets COVERS: Microsoft Office Excel 2013

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

Microsoft Excel 2013: Complete

Excel 2013 VBA and Macros

Microsoft SharePoint 2013 Inside Out

Enhanced Microsoft Office 2013: Introductory

Advice from the Trenches

Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced

within the product description or the product text may not be available in the ebook version.

This complete training package makes learning the new Office 2013 even easier! Featuring both a video training DVD and a full-color book, this training package is like having your own personal instructor guiding you through each lesson of learning Office 2013, all while you work at your own pace. The self-paced lessons allow you to discover the new features and capabilities of the new Office suite. Each lesson includes step-by-step instructions and lesson files, and provides valuable video tutorials that complement what you're learning and clearly demonstrate how to do tasks. This essential training package takes you well beyond the basics in a series of short, easy-to-absorb lessons. Takes you from the basics through intermediate level topics and helps you find the information you need in a clear, approachable manner Walks you through numerous lessons, each consisting of easy-to-follow, step-by-step instructions in full color that make each task less intimidating Covers exciting new features of Office 2013 applications: Word, Excel, PowerPoint, Outlook, and Publisher Features a companion DVD that includes lesson files and video tutorials for a complete training experience Shares additional resources available on companion website: www.digitalclassroombooks.com This all-in-one, value-packed combo teaches you all you need to know to get confidently up and running with the new Office 2013 suite!

With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Office 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Maximize your Excel 2013 experience using VBA application development The new Excel 2013 boasts updated features, enhanced power, and new capabilities. Naturally, that means John Walkenbach returns with a new edition of his bestselling VBA Programming book and covers all the methods and tools you need to know in order to program with Excel. With this comprehensive guide, "Mr. Spreadsheet" shows you how to maximize your Excel experience using professional spreadsheet application development tips from his own personal bookshelf. Featuring a complete introduction to Visual Basic for Applications and fully updated for the latest features of Excel 2013, this essential reference includes an analysis of Excel application development and is packed with procedures, tips, and ideas for expanding Excel's capabilities with VBA. Offers an analysis of Excel application development and a complete introduction to VBA Features invaluable advice from "Mr. Spreadsheet" himself, bestselling author John Walkenbach, who demonstrates all the techniques you need to create Excel applications, both large and small Covers navigating the Excel interface, formatting worksheets, interacting with other Office applications, working with collaboration tools, and using sample workbooks and John Walkenbach's award-winning Power Utility Pak to help enhance your Excel skills Provides tips, tricks, and techniques for expanding Excel's capabilities with VBA that you won't find anywhere else Excel 2013 Power Programming with VBA is packed with procedures, tips, and ideas for achieving Excel excellence with VBA.

2013 Edition

Excel 2013 Bible

Office 2013 For Dummies

Microsoft Office Professional 2013

Access 2013 All-in-One For Dummies

Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series engages both computer rookies and hot shots in mastering Microsoft Office 2013 applications quickly and efficiently. Skills are accessible and easy-to-follow thanks to the Illustrated Series' hallmark 2-page layout, which allows you to work through an entire task without turning the page! New Learning Outcomes outline the skills covered in each lesson, and larger full-color screens represent exactly what you should see on your own computer. Each unit begins with a brief overview of the principles of the lesson, and introduces a case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Office 2013 For Dummies is the key to your brand new Office! Packed with straightforward, friendly instruction, this updated to one of the bestselling Office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in Office 2013. After coverage of the fundamentals, you'll discover how to spice up your Word documents, edit Excel spreadsheets and create formulas, add pizzazz to your PowerPoint presentation, and much more. Helps you harness the power of all five Office 2013 applications: Word, Excel, PowerPoint, Outlook, and Access Discusses typing and formatting text in Word and easy ways to dress up your documents with color, graphics, and more Demonstrates navigating and editing an Excel spreadsheet, creating formulas, and charting and analyzing Excel data Walks you through creating a PowerPoint presentation and adding some punch with color, sound, pictures, and videos Explores Outlook, including configuring e-mail, storing contacts, organizing tasks, scheduling your time, and setting appointments Delves into designing Access databases, including editing, modifying, searching, sorting, and querying; also covers viewing and printing reports, and more The fun and friendly approach of Office 2013 For Dummies makes doing Office work easy and efficient! Both computer rookies and hot shots can master Microsoft Excel 2013 quickly and efficiently with this new book in the acclaimed Illustrated Series - ENHANCED MICROSOFT EXCEL 2013: ILLUSTRATED COMPLETE. Using a concise, focused approach and user-friendly format, the Illustrated Series provides a hallmark two-page layout that allows readers to work through an entire task without turning the page. Skills are accessible and easy to follow with new Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that preview what readers should see on their own computers. Each unit begins with a brief overview of the principles of the lesson and introduces a case study for further application. New and updated appendixes guide you in exploring cloud computing and other developments in more depth. Readers strengthen their understanding of the latest features in MS Excel 2013 for ongoing success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Combining computer concepts material from the best-selling Discovering Computers and step-by-step instruction on Office applications from Microsoft Office 2013, ENHANCED DISCOVERING COMPUTERS & MICROSOFT OFFICE 2013: A COMBINED FUNDAMENTAL APPROACH delivers the best of Shelly Cashman Series in

one book for your Introduction to Computers course. For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. We're continuing our history of innovation by enhancing our proven pedagogy to engage you in more critical thought, personalization, and experimentation with Office 2013 software. In addition, computer concepts content has been fully updated and revised to reflect the evolving needs of Introductory Computing students, and focus solely on what you really need to know to be a successful digital citizen in college and beyond. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Building Data Models with PowerPivot

Microsoft Excel 2010 Inside Out

Word 2013 Bible

Excel 2013 VBA and Macros _p1

Office 2013 Bible e-Book Library

This book provides information on ways to automate routine tasks with Excel and build Excel macros.

An indispensable collection of Office 2013 Bibles Eager to delve into the new suite of Office 2013 applications? Look no further than this spectacular collection of four invaluable resources that boast nearly 5,000 pages and cover the core Office programs: Excel, Access, PowerPoint, and Word. The world's leading experts of these applications provide you with an arsenal of information on the latest version of each program. Features four essential books on the most popular applications included in the Office 2013 suite: Excel, Access, PowerPoint, and Word Excel 2013 Bible - serves as an essential reference for Excel users, no matter your level of expertise, and updates you on the latest Excel tips, tricks, and techniques Access 2013 Bible - offers a detailed introduction to database fundamentals and terminology PowerPoint 2013 Bible - shows you how to use the newest features and make successful presentations Word 2013 Bible - begins with a detailed look at all the latest features and then cover more advanced, intricate topics Look no further than Office 2013 Library for the most thorough coverage on every aspect of the Office 2013 suite!

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.

A unique, comprehensive guide to creating custom apps with VBA Automating computing tasks to increase productivity is a goal for businesses of all sizes. Visual Basic for Applications (VBA) is a version of Visual Basic designed to be easily understandable for novice programmers, but still powerful enough for IT professionals who need to create specialized business applications. With this invaluable book, you'll learn how to extend the capabilities of Office 2013 applications with VBA programming and use it for writing macros, automating Office applications, and creating custom applications in Word, Excel, PowerPoint, Outlook, and Access. Covers the basics of VBA in clear, systematic tutorials and includes intermediate and advanced content for experienced VB developers Explores recording macros and getting started with VBA; learning how to work with VBA; using loops and functions; using message boxes, input boxes, and dialog boxes; creating effective code; XML-based files, ActiveX, the developer tab, content controls, add-ins, embedded macros, and security Anchors the content with solid, real-world projects in Word, Excel, Outlook, PowerPoint, and Access Covering VBA for the entire suite of Office 2013 applications, Mastering VBA for Microsoft Office 2013 is mandatory reading.

Microsoft Office 2013: Illustrated, Second Course

Enhanced Microsoft Excel 2013: Illustrated Complete

Excel 2013: The Missing Manual

MOS 2013 Study Guide for Microsoft Excel

The Comprehensive Tutorial Resource

Both an unparalleled reference and an exceptionally practical desk-side resource, Office 2013 In Depth is the beyond-the-basics, beneath-the-surface guide for Office 2013 users who want to maximize their productivity. ¿ Renowned Office 2013 expert and college instructor Joe Habraken delivers specific, proven solutions through a task-based approach that introduces features within the context of how they are used in the real world. Throughout, Habraken illuminates the most valuable new features in Word, Excel, PowerPoint, Outlook, and Publisher. ¿ Straightforward and conversational, Office 2013 In Depth presents comprehensive coverage, breakthrough techniques, exclusive shortcuts, quick access to information, troubleshooting help for tough problems, and real-world examples with nothing glossed over or left out. Packed with insights, techniques, tips, and shortcuts, it's all you need to master all these programs: Word 2013, Excel 2013, PowerPoint 2013, Outlook 2013, Publisher 2013, and OneNote 2013! ¿

Conquer Microsoft Office—from the inside out! You're beyond the basics, so dive right into Microsoft Office—and really put these productivity tools and services to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Office—and challenge yourself to new levels of mastery. Take advantage of Office in the cloud with Office 365 Get insider tweaks and tips to become more productive Sync your email, calendar, and contacts on multiple devices Organize and edit complex documents with Microsoft Word Enhance Microsoft PowerPoint presentations with rich media Handle data with the Microsoft Excel Quick Analysis tool Get organized with Microsoft OneNote using expert techniques Save, share, and sync documents and settings with SkyDrive Use Microsoft Access, Publisher, and Lync in smarter ways

Dive into the business intelligence features in SharePoint 2013—and use the right combination of tools to deliver compelling solutions. Take control of business intelligence (BI) with the tools offered by SharePoint 2013 and Microsoft SQL Server 2012. Led by a group of BI and SharePoint experts, you'll get step-by-step instructions for understanding how to use these technologies best in specific BI scenarios—whether you're a SharePoint administrator, SQL Server developer, or business analyst. Discover how to: Manage the entire BI lifecycle, from determining key performance indicators to building dashboards Use web-based Microsoft Excel services and publish workbooks on a SharePoint Server Mash up data from multiple sources and create Data Analysis Expressions (DAX) using PowerPivot Create data-driven diagrams that provide interactive processes and context with Microsoft Visio Services Use dashboards, scorecards, reports, and key performance indicators to monitor and analyze your business Use SharePoint to view BI reports side by side, no matter which tools were used to produce them

SAVE TIME AND SUPERCHARGE EXCEL 2013 WITH VBA AND MACROS! Use Excel® 2013 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! You'll discover macro techniques you won't find anywhere else and learn how to create automated reports that are amazingly powerful and useful. Bill Jelen and Tracy Syrstad show how to instantly visualize information, so you and your colleagues can understand and act on it...how to capture data from anywhere, and use it anywhere...how to automate Excel 2013's most valuable new features. Mastering advanced Excel macros 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. • Get started fast with Excel 2013 macro development • Write macros that use Excel 2013 enhancements, including Timelines and the latest pivot table models • Work efficiently with ranges, cells, and R1C1-style formulas • Build super-fast applications with arrays • Write Excel 2013 VBA code that works on older versions of Excel • Create custom dialog boxes to collect information from your users • Use error handling to make your macros more resilient • Use web queries and new web service functions to integrate data from anywhere • Master advanced techniques such as classes, collections, and custom functions • Build sophisticated data mining and business analysis applications • Read and write to both Access and SQL Server databases • Control other Office programs—and even control Windows itself • Start writing Excel Apps similar to those in the Excel App Store 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 • Dramatically increase your productivity—saving you 50 hours a year or more • Present proven, creative strategies for solving real-world problems • Show you how to get great results, no matter how much data you have • Help you avoid critical mistakes that even experienced users make

Visual QuickStart Guide

Business Intelligence in Microsoft SharePoint 2013

Microsoft Office 2013: Essential

New Features & Functions

Office 2013: The Missing Manual

Provides information on best practices and strategies for SharePoint implementation, including integrating SharePoint with external data sources, governance strategies, planning for disaster recovery, records management, and security.

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.

Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Excel 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Excel 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Get started with the new Access 2013 with this impressive all-in-one reference! Microsoft Access allows you to store, organize, view, analyze, and share data; the new release enables you to build even more powerful, custom database solutions that integrate with the web and enterprise data sources. This compilation of nine indispensable minibooks is exactly what you need to get up to speed on the latest changes to Access. This easy-to-understand resource provides both new and experienced Access users with invaluable advice for connecting Access to SQL Server, manipulating data locally, getting up to speed on the latest features of Access 2013, creating queries and macros, and much more. From the basics to advanced functions, this book is what you need to make Access more accessible. Shows you how to store, organize, view, analyze, and share data using Access 2013 Includes nine minibooks that cover such topics as database design, tables, queries, forms, reports, macros, database administration, securing data, programming with Visual Basic for Applications (VBA), and using Access with the web Helps you build database solutions that integrate with the web and other enterprise data solutions Offers plenty of techniques, tips, and tricks to help you get the most out of Access This all-in-one guide offers you access to all things Access 2013!

Microsoft Excel 2013 Programming by Example with VBA, XML, and ASP

Microsoft Office Inside Out

Microsoft Office 2013: Introductory

Microsoft Office 2013: Brief

Office 2013 Library Excel 2013 Bible, Access 2013 Bible, PowerPoint 2013 Bible, Word 2013 Bible

Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Excel Microsoft Office Specialist (MOS) exam, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files

Excel at Excel with the help of this bestselling spreadsheet guide John Walkenbach's name is synonymous with excellence in computer books that decipher the complexities of Microsoft Excel. Known as "Mr. Spreadsheet," Walkenbach shows you how to maximize the power of Excel 2013 while bringing

you up to speed on the latest features. This perennial bestseller is fully updated to cover all the new features of Excel 2013, including how to navigate the user interface, take advantage of various file formats, master formulas, analyze data with PivotTables, and more. Whether you're an Excel beginner who is looking to get more savvy or an advanced user looking to become a power user, this latest edition provides you with comprehensive coverage as well as helpful tips, tricks, and techniques that you won't find anywhere else. Shares the invaluable insight of Excel guru and bestselling author "Mr. Spreadsheet" John Walkenbach as he guides you through every aspect of Excel 2013 Provides essential coverage of all the newest features of Excel 2013 Presents material in a clear, concise, logical format that is ideal for all levels of Excel experience Features a website that includes downloadable templates and worksheets from the book Chart your path to fantastic formulas and stellar spreadsheets with Excel 2013 Bible!

Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students In Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition you'll find exciting videos, which correlate to the Table of Contents and mirror the step-by-step pedagogy of the Microsoft Office 2013 text to reinforce the skills taught in each chapter. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Microsoft PowerPoint is a slide show presentation program developed by Microsoft. It was officially launched on May 22, 1990, as a part of the Microsoft Office suite. PowerPoint presentations consist of a number of individual pages or "slides." The "slide" analogy is a reference to the slide projector. A better analogy would be the "foils" (or transparencies/plastic sheets) that are shown with an overhead projector, although they are in decline now. Slides may contain text, graphics, sound, movies, and other objects, which may be arranged freely. The presentation can be printed, displayed live on a computer, or navigated through at the command of the presenter. For larger audiences the computer display is often projected using a video projector. Slides can also form the basis of webcasts.

Excel 2013 Power Programming with VBA

Microsoft Office 2013

Microsoft Excel 2013

New Perspectives on Microsoft Office 2013, First Course

Office 2013 Bible

This book is suitable for readers already familiar with the Excel user interface and introduces programming concepts via numerous multi-step, illustrated, hands-on exercises. More advanced topics are introduced via custom projects. From recording and editing a macro and writing VBA code through working with XML documents and using classic ASP to access and display data on the Web, this book takes you on a program that will change the way you work with Excel. Completely updated for Excel 2010, this book provides information on performing automatic backups, working with folders, and other Microsoft Office applications. It also covers proper use of event procedures, testing and debugging, and programming features such as PivotTables, PivotCharts, and SmartTags. The chapters are loaded with illustrated hands-on projects and exercises that show you where to enter code, how to debug it, and then run it. Each exercise/project step is clearly explained as it is performed. Features: Explains the latest version of Excel and all of its features. Covers recording and editing a macro and writing VBA code through working with XML documents and using ASP to display data on the Web. Covers Office Web Apps.

SharePoint 2013