

**Teach Yourself Visually Powerpoint 2002**

**A guide to wireless computer networks cover such topics as installing hardware, configuring networks, creating computer-to-computer networks, administering wireless networks, and network security. Every 3rd issue is a quarterly cumulation.**

**Offers a tutorial for creating applications with Visual Basic within the .NET platform, covering topics including user interfaces, object-oriented programming, application deployment, and XML.**

**A visual guide to Windows ME basics explains how to create documents and pictures, manipulate and view files, configure the system, work with a network, browse the Web, and send and receive e-mail.**

**Skills to Empower the Learning Function**

**Sams Teach Yourself Microsoft Office 2007 All in One**

**Building Business Acumen for Trainers**

**Sams Teach Yourself Visual Basic .NET in 21 Days**

**Teach Yourself Visually PowerPoint 2002**

**Offers a tutorial showcasing Window's newest release while reviewing such Windows basics as installation and customization, document and file management, networking, e-mail, and multimedia features.**

**Showcases the Web authoring program's updated features, explaining how to create professional-looking Web pages, revamp existing sites, add interactive features, and monitor a site's performance.**

**One Book...All the Answers! In just a short time you will be up and running with Microsoft Office 2007, including Word, Excel, PowerPoint, Outlook, and OneNote. Using a straightforward, step-by-step approach, each lesson builds upon a real-world foundation, allowing you to learn the essentials of Office 2007 from the ground up. Thorough instructions walk you through the most common tasks and show you extra features that make your Office 2007 documents stand apart from the crowd. Notes present interesting pieces of information, extra features you can use, and warnings to protect your data. Tips offer extra advice or teach an easier way to do something. Learn how to... Leverage New Features to Do More Work in Less Time Master Office 2007's New Ribbon Use Live Preview to See How Changes Will Affect Your Documents Create Online Web Pages from Your Office Documents, Worksheets, and Presentations Apply a Consistent Theme to All Your Documents, Worksheets, and Presentations Format Word Documents to Grab Attention Without Taking Away from the Message You Want to Convey Perform Mail Merging with Ease Set Up Powerful Worksheet Page Formats Drop Audio and Video into Your PowerPoint Presentations Organize Your Email to Work Smarter Locate Outlook Contacts on a Global Map Maximize Note Taking with OneNote Part I: Introducing Microsoft Office 2007 1 Chapter 1: Start Here 3 PART II:**

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**Includes, beginning Sept. 15, 1954 (and on the 13th of each month, Sept.-May) a special section: School library journal, ISSN 0000-0035, (called Junior libraries, 1954-May 1961). Also issued separately.**

**Windows 98 Simplified**

**Teach Yourself Visually Adobe Premiere 6**

**Teach Yourself Visually E-commerce with FrontPage**

**Teach Yourself Visually Windows XP**

**Sams Teach Yourself Visual C++ .Net in 21 Days**

**Teach Yourself Visually PowerPoint 2002Teach Yourself Visually PowerPoint 2002Visual**

**This essential resource provides readers with the plans and real examples to market and grow a successful practice. The guide is filled with practical marketing tips and strategies based around the five components of a successful practice.**

**Showcases Office essentials while demonstrating Office XP's updated features and explaining how to customize the programs, create shortcuts, and integrate Microsoft applications.**

**SEE IT DONE. DO IT YOURSELF. It's that Easy! Easy Microsoft Office 2010 teaches you the basics of working with Excel, PowerPoint®, Outlook®, Word, OneNote®, and Office Web Apps. Fullyillustrated steps with simple instructions guide you through each task, building the skills you need to create and share documents, spreadsheets, presentations, email, calendars, and more. No need to feel intimidated—we'll hold your hand every step of the way. Learn how to... • Get started quickly with Word to format and print great looking documents using new QuickStyles, Cover Pages, and Quick Parts • Include tables, graphics, pictures, and diagrams in Word documents that improve the appearance and impact of your documents • Build flexible spreadsheets with charts, functions, Sparklines, and PivotTables • Use Excel to make calculations and analyze data in spreadsheets • Create, format, fine-tune, and deliver great PowerPoint presentations • Use the new Web Apps to safely share, review, and revise Office documents online • Keep track of important information from the Web with OneNote search and tagging features • Integrate your to-do lists, tasks, and appointments between OneNote and Outlook • Use Outlook's new features including conversation view to track email and stay in touch with colleagues and clients Easy steps guide you through each task. Items you select or click are shown in bold. Each step is fully illustrated. Category: Office Applications/Office 2010 Covers: Microsoft Office 2010 User Level: Beginner**

**Library Journal**

**Sams Teach Yourself Computer Basics in 24 Hours**

**Teach Yourself Visually Wireless Networking**

**Microsoft PowerPoint 2002**

**Quill & Quire**

**Explains how to use the program to incorporate various media, including slides, movie clips, sound, and Web pages into presentations, noting popular and new features for both Mac and PC users.**

**Are you a visual learner? Do you prefer instructions that show you how to do something – and skip the long-winded explanations? If so, then this book is for you. Open it up and you' ll find clear, step-by-step screen shots that show you how to tackle more than 150 Adobe Acrobat 5 tasks, from creating PDF files, comments, search indexes, and forms to working with Acrobat Distiller, links,**

**JavaScript, and document security tools. " I write to extend my thanks and appreciation for your books. They are clear, easy to follow, and straight to the point. I will always buy your books because they are the best." – Seward Kollie (Dakar, Senegal) " Your books are extraordinary! I buy them for friends, family, and colleagues." – Christine J. Manfrin (Castle Rock, CO) " Teach Yourself" sidebars offer practical tips and tricks Full-color screen shots demonstrate each task Succinct explanations walk you through step by step Two-page lessons break big topics into bite-sized modules**

**Visually demonstrates the newest features of the Web animation and interactive graphics authoring program, explaining how to add sound effects, innovative interfaces, and musical tracks to Web sites.**

**The visual and flexible way to learn Microsoft PowerPoint skills.**

**Office 2007 Bible**

**Teach Yourself Windows 2000 Professional VISUALLY**

**Using Microsoft PowerPoint 2002**

**Teach Yourself Visually Powerpoint 2002**

**This book emphasizes using VC++ tools and wizards to generate code. Code examples are augmented with C++ language sidebars. Readers who need a refresher on the language or want to go further "under the hood" will have a context, while those who don't can easily skip that coverage. The revision includes more information throughout on Microsoft Foundation Classes (MFC).**

**If you prefer instructions that show you how to do something and skip the long-winded explanations, then this book is for you. You'll find clear, step-by-step screen shots that show you how to tackle more than 160 MacBook tasks. Each task-based spread includes easy, visual directions for performing necessary operations, including using the Dock and Dashboard, managing Expos é and Spaces, video chatting with iChat, and creating albums and photos in iPhoto. Full-color screen shots demonstrate each task so that you can get started using your MacBook today.**

**Provides step-by-step instructions on creating an e-commerce Web site using Microsoft FrontPage 2002.**

**Designed to be an all in one solution, this book helps users to get up and running on their computers and learn the pre-loaded software applications. This third edition has been revised and updated to include coverage of new PC hardware and software.**

**Ethically, Effectively, Economically**

**Book Review Index**

**Forthcoming Books**

**Teach Yourself VISUALLY MacBook**

**Teach Yourself VISUALLY Windows 8 Tablets**

**Covers new PowerPoint features including how to create presentation slides, dress them up using templates and graphics, add sound and animation, and present in a business or Internet setting Equips users to present visually charged, captivating slideshows Sophisticated, revised full-color design provides readers with easier navigation Shows users how to make real-world use of PowerPoint**

**2007 with highly visual two-page tutorials and numbered, step-by-step screen shots in full color on high-quality paper**

**Offers advice on using the business presentation software to create transparencies and handouts, publish presentations on the Internet, and create timesaving macros.**

**A guide to the business presentation software explains how to combine text, animation, video, photographs, sound effects, and narration into a professional-looking presentation.**

**An introduction to personal computers covers hardware, input, output, processing, storage, multimedia, portable computers, operating systems, application software, and networks.**

**Easy Microsoft Office 2010**

**Learn PowerPoint 2002 Comprehensive**

**Teach Yourself Visually Adobe Acrobat 5 PDF**

**Teach Yourself Visually FrontPage 2002**

**Microsoft PowerPoint 2002/2001 for Windows and Macintosh**

**As a training and development or human resource professional, doyou have the knowledge, skills, and experience you need to becomean indispensable strategic partner within your organization?Building Business Acumen for Trainers providesstep-by-step practical advice on business practices guaranteedto win the support, respect, and attention of yourorganization. Written for both new and seasoned professionals, thisessential resource will show how to put into practice the threecritical areas of business acumen: Finance skills Partnering**

**skills Communication skills**

**Visually demonstrates Windows' most recent upgrade, including files management, configuration, applications, and Internet access**

**For courses in Microsoft PowerPoint 2002. This text is highly-visual and skills-based, delivering the steps in a screen-by-screen format. Learn edu methodology gives quick framework for success in Office XP and the series is certified to the core level of Microsoft XP.**

**Demonstrates the word processing program's updated features and explains how to use the software to edit documents, check spelling and grammar, insert tables and graphics, and create a Web page.**

**Tools of Engagement**

**Marketing Your Clinical Practice**

**The British National Bibliography**

**Teach Yourself VISUALLY Microsoft Office PowerPoint 2007**

**Teach Yourself Visually Word 2002**

**Premiere 6 is Adobe's award-winning digital video editing software. Teach Yourself VISUALLY Premiere 6 is the full-color tutorial with clear, concise, jargon-free instructions with over 500 color screenshots throughout. This book is jam-packed with information that goes beyond the basics. You'll find out how to edit digital video in Premiere; create special effects; integrate narration, music and/or sound effects with moving images; and create digital video productions out of camcorder movies.**

**Uses action pictures and 3-D animated characters to explain tasks, including basic functions, Internet Explorer, Active Desktop, Paint, and electronic mail**

**PRAISE FOR Tools of Engagement "The main takeaway in this thorough and accessible book is the idea that today's business and educational environments require a mash-up mentality. It takes a constantly changing blend of tools, techniques, and strategies to achieve direct, immediate, and effective communication."—ROBERT L. LINDSTROM, former editor, Presentations and Multimedia Producer magazines; author, The BusinessWeek Guide to Multimedia Presentations "If ever there were a person to really dive into the trenches and discuss the practical implications of the social media revolution,**

**it's Tom Bunzel." —RICK ALTMAN, author, Why Most PowerPoint Presentations Suck; president, The Presentation Summit www.BetterPresenting.com "Tom Bunzel has had his pulse on the new social technology and its impact on communication and entertainment and writes about it effectively and with conviction."—VICTOR HARWOOD, president, Digital Hollywood, Inc. "Clear and cogent. Tom Bunzel's gift is translating what can be dry and difficult material into something that I can learn and use immediately." —LESLIE LUNDT, M.D., author, You Can Think Like a Psychiatrist and 40 Cases "Takes a topic as dynamic as social media and makes it understandable and relevant." —JIM ENDICOTT, president, Distinction Communication Inc. www.distinction-services.com "Tools of Engagement is a powerful addition to every presenter and meeting planner's bookshelf." —JOYCE SCHWARZ, keynote speaker/moderator and author featured on E Entertainment TV, CBS Radio, and other media "Tom Bunzel has been very helpful to my business as we continue to grow into this new media paradigm." —KIM CALVERT, editorial director, Singular Magazine**

**Explores PowerPoint, covering topics such as editing and formatting presentations, working with graphics and multimedia, embedding and linking MS Office objects, and creating macros.**

**Computers Simplified**

**Teach Yourself Visually Macromedia Flash MX 2004**

**Presenting and Training in a World of Social Media**

**Learn PowerPoint 2002**

**Microsoft Office XP for Windows**