

Sams Teach Yourself Microsoft Office Powerpoint 2003 In 24 Hours

Thoroughly Updated and Expanded! Includes New Coverage on Cloud Computing for SAP! In just 24 sessions of one hour or less, you'll master the latest updates on SAP, and discover how to succeed with it in real business and technical environments! Using this book's straightforward, step-by-step approach, you'll learn through practical hands-on examples and case studies based on SAP's free demonstration software. Each lesson builds on what you've already learned, giving you a strong real-world foundation with both the business and technical sides of SAP. Leading SAP architect and consultant George Anderson starts with the absolute basics...thoroughly covers core business, reporting, and administration tasks...and takes you all the way to the cutting edge, including how the cloud might be used to support SAP environments. Step-by-Step instructions carefully walk you through the most common SAP tasks. Quizzes and Exercises at the end of each chapter help you test your knowledge. By the Way notes present interesting information related to the discussion. Did You Know? tips offer advice or show you easier ways to perform tasks. Watch Out! cautions alert you to possible problems and give you advice on how to avoid them. Learn how to... Integrate various cloud resources into your current-day SAP environments Understand SAP applications, components, and architecture Obtain and install the trial version of SAP, step by step Use NetWeaver, SAP ERP, the SAP Business Suite, and other SAP applications Select an access method and create user roles and authorizations Customize your user interface for maximum convenience and productivity Transact day-to-day business, including sample sales order transactions, personnel updates, and more Work through complex processes, such as "Order to Cash" Query from SAP and third-party business productivity tools, such as SharePoint Professionally tune, maintain, and monitor SAP systems Plan and build new SAP applications Prepare for SAP projects, including technical upgrades and enhancements Develop your career as a SAP business or technology professional Dr. George W. Anderson, senior architect and SAP Basis Consultant for Microsoft Services, specializes in designing and optimizing mission-critical platforms for SAP and other enterprise applications. He's passionate about developing architectural patterns and tools capable of enabling the kind of business agility that IT has been promising for years and businesses today need more than ever. A certified SAP technical consultant, PMI PMP, and long-time MCSE, his books include SAP Implementation Unleashed and the popular SAP Planning: Best Practices in Implementation. Category: SAP Covers: SAP User Level: Beginning-Intermediate

A guide to Microsoft Word covers such topics as formatting, using columns, adding images, and integration with other software.

This title is designed precisely for the beginning-level user--somebody who doesn't want to become an Office expert but just wants to get productive as quickly and as smoothly as possible. Written by an expert in the field who is familiar with what actual users need to know about Office, the book details the best tools, shortcuts, and ways to accomplish the most common tasks in Office, and avoids the little-used features.

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: Writing with Word 29 Chapter 2: Learning Word's Basics 31 Chapter 3: Making Your Words Look Good 69 Chapter 4: Adding Lists, Tables, and Graphics 107 Chapter 5: Using Word's Advanced Features 147 PART III: Working with Excel Worksheets 201 Chapter 6: Getting to Know Excel 203 Chapter 7: Working with Excel Data 243 Chapter 8: Formatting Worksheets with Excel 273 Chapter 9: Creating Advanced Worksheets 303 Chapter 10: Using Excel as a Simple Database 329 PART IV: Impressing Audiences with PowerPoint 347 Chapter 11: Learning About PowerPoint 349 Chapter 12: Adding Flair to Your Presentations 371 Chapter 13: Making More Impressive Presentations 393 PART V: Organizing with Outlook 429 Chapter 14: Introducing Outlook 431 Chapter 15: Making Contact 475 Chapter 16: Living with Outlook 497 PART VI: Enhancing Your Work with Other Office Features 517 Chapter 17: Making Notes with OneNote 519 Chapter 18: Automatic Office 541 Chapter 19: Sharing Data Among Office Applications 563 Chapter 20: Combining Office and the Internet 581

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.

A tutorial demonstration of the updated operating system covers installation, configuration, desktop activation, Internet connectivity, system maintenance, peripherals, e-mail, software, and remote computing. Examines the new features of the operating system, covering such topics as Windows XP upgrading and installation, configuring services, menu navigation, Internet options, and networking.

In just 24 sessions of one hour or less, you'll learn how to build flexible, easy-to-maintain, standards-based websites with Microsoft Expression Web 2. Using this book's straightforward, step-by-step approach, you'll master the entire process—from concept and design through delivery! Each lesson builds on what you've already learned, giving you a strong real-world foundation for success, no matter what kind of site you're building! Step-by-step instructions carefully walk you through the most common Expression Web 2 tasks. Quizzes and Exercises at the end of each chapter help you test your knowledge. By the Way notes present interesting information related to the discussion. Did You Know? tips offer advice or show you easier ways to perform tasks. Watch Out! cautions alert you to possible problems and give you advice on how to avoid them Learn how to... · Build your first Expression website in just five minutes! · Import text from Microsoft Word and other software · Make the most of Expression Web 2's advanced image-editing features · Create hyperlinks that simplify navigation, perform actions, and send commands · Write error-free code quickly and easily with Code View and IntelliSense · Use CSS to control your site's appearance, create standards-based, cross-browser content, and simplify redesigns · Design site layouts that communicate more effectively · Use Dynamic Web Templates to consistently format (or reformat) hundreds of pages · Implement state-of-the-art interactivity with Behaviors · Add Silverlight, Flash, and other multimedia content · Build a web-based email form with FrontPage Server Extensions and PHP · Integrate web application code written in ASP.NET or PHP Morten Rand-Hendriksen is a web designer, developer, programmer, and digital media expert based in Burnaby, B.C., Canada. He has operated Pink and Yellow Media since 2002, creating web and design solutions for small businesses and individuals. For his work with Expression Web, he was invited as a Canadian VIP to the MIX08 conference in Las Vegas and asked to present on Building Compelling Websites on the Microsoft Platform at Microsoft's Innovation Briefing. He blogs on Expression Web at <http://blog.pinkandyellow.com/>. Category: Web Development Covers: Microsoft Expression Web 2 User Level: Beginning-Intermediate

Master T-SQL database design, development, and administration the easy way—hands-on! In just one hour a day, you'll build all the skills you need to create effective database applications with T-SQL and

SQL Server. With this complete tutorial, you'll quickly master the basics and then move on to more advanced features and concepts: Learn the fundamentals of T-SQL from the ground up, one step at a time Succeed with the newest versions of T-SQL, SQL Server, and SQL Server Management Studio Use T-SQL effectively as both an application developer and DBA Master powerful stored procedures, triggers, transactions, and user-defined functions (UDFs) Systematically optimize and secure your SQL Server databases Learn on your own time, at your own pace No previous T-SQL or database programming experience required Learn how to design efficient, reliable SQL Server databases Define efficient tables, table relationships, fields, and constraints Make the most of T-SQL's SELECT and UPDATE statements Work effectively with simple and complex views and joins Master stored procedure techniques every developer should know Build and use powerful User-Defined Functions (UDFs) Secure databases with authentication, roles, permissions, and principals Configure, maintain, and tune SQL Server for maximum reliability, performance, and value Back up, restore, and audit databases Optimize databases with the SQL Server Profiler, System Monitor, and Index Tuning Wizard Leverage valuable insight and time saving techniques from a world renowned database expert Register your book at informit.com/register for access to source code, example files, updates, and corrections as they become available.

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

In just 24 sessions of one hour or less, you will be up and running with Dynamics CRM 4. Using a straightforward, step-by-step approach, this book offers a quick way for you to get started with Dynamics CRM by leveraging real business examples, practice exercises, and big picture theory. In addition to learning how to use the core application, you will develop a deeper understanding of how Dynamics CRM fits into today's business needs. Step-by-step instructions carefully walk you through the questions, issues, and tasks most common to Dynamics CRM. Quizzes and Exercises at the end of each chapter help you build and test your knowledge. By the Way notes present interesting pieces of information related to the discussion. Did You Know? tips offer advice or show you easier ways to perform tasks. Watch Out! cautions alert you to possible problems and give you advice on how to avoid them. Learn how to... Orchestrate a successful CRM project Identify building blocks of Dynamics CRM Automate processes Create and manage your business units and users Use and maintain security roles Redefine an account Import new contacts and distribute leads Create marketing campaigns and capture the results Convert a lead to an account and contact Configure your display Capture contact and activity details Email directly from Dynamics CRM Master scheduling Integrate Dynamics CRM with Microsoft Excel and other applications Create simple workflows Customize and add utilities

Offers tutorials covering data-aware controls and Web pages, data organization, reusable code modules, reports, graphing, and contact and task management.

Explains how to use the newest version of Excel to store and manipulate data, create and use formulas, customize spreadsheets, integrate Excel with other applications, and share data over an intranet.

A guide to the software package highlights tips and shortcuts while explaining how to create professional documents, Web pages, databases, and business presentations.

This book is designed for readers who are new to Microsoft Office 2003 and want to get up and running quickly.

A guide to the software package highlights shortcuts and tips while explaining how to format and edit documents, create spreadsheets, manage email, enhance presentations, and maintain Web pages

Provides instructions on how to use and create PDF files from electronic documents, review and edit PDF files, organize documents, devise multimedia presentations, and add security to PDF files and documents.

Demonstrates FrontPage's updated features while reviewing basic Web publishing techniques.

Vista is the brave new world of Microsoft Windows computing, and with it, what once was old, is new again. In just a short time, Sams Teach Yourself Windows Vista All in One will have you up and running with this new, must-have Windows operating system. Using a straightforward, step-by-step approach, each lesson builds upon a real-world foundation forged in both technology and everyday user scenarios, allowing you to learn the essentials of Windows Vista from the ground up. If you're a pro or a newcomer to Windows, you have in your hands the book you need to make the most of Vista with the least effort possible. Step-by-step instructions carefully walk you through the most common questions, issues, and tasks, and you'll learn the extra under-the-hood features that enable you to leverage Windows even more. Learn how to... • Do more with Windows Vista in less time • Quickly start using Vista's new user interface like a pro • Leverage the power of Vista's new Aero graphics • Keep often-used tools and utilities handy by adding Gadgets to your new Windows Sidebar • Manage your digital picture library with Windows Photo Gallery • Utilize Vista's Explorer windows to quickly get to data you need • Master Vista's new Instant Search feature, so your files no longer get lost in the shuffle • Use the new Windows Media Player 11 to manage both your music and video collections • Automate routine Windows tasks so your computer works while you sleep • Improve security with Vista's state-of-the-art Windows Defender • Easily optimize your disk's files and folders and configure your home network • Protect your valuable data with Vista's Backup and Restore Center • Surf the 'Net with tabbed browsing, manage RSS feeds, and more, using the new Internet Explorer 7

A guide to the database management program highlights tips and shortcuts while explaining how to build databases with wizards, modify data, integrate databases with Web sites, and create tables, forms, and queries

Sams Teach Yourself Microsoft Internet Explorer 5 in 10 Minutes is a quick, efficient reference to getting connected to the Internet, finding and browsing Web sites, sending and receiving e-mail, reading and posting to newsgroups, and generally applying Internet Explorer to your everyday office and home life. Only the most common problems and most frequently used Internet Explorer tasks are covered--from saving bookmarks of your favorite Web sites, to organizing your e-mail folders, to creating a simple page on the World Wide Web. Revised and updated, covering all the new features of Microsoft Internet Explorer 5 and its integration with Microsoft Office 2000.

In just 24 sessions of one hour or less, you'll learn how to build flexible, easy-to-maintain, standards-based websites with Microsoft Expression Web 3. Using this book's straightforward, step-by-step approach, you'll master the entire process, from concept through delivery. You'll learn powerful ways to plan, design, construct, and even redesign websites that are simple to manage and easy to repurpose. Each lesson builds on what you've already learned, giving you a strong real-world foundation for success, no matter what kind of site you're building! Step-by-step instructions carefully walk you through the most common Expression Web 3 tasks. Quizzes and Exercises at the end of each chapter help you test your knowledge. By the Way notes present interesting information related to the discussion. Did You Know? tips offer advice or show you easier ways to perform tasks. Watch Out! cautions alert you to possible problems and give you advice on how to avoid them Learn how to... Build your first Expression Web 3 website in just five minutes Establish work processes for building standards-based sites faster, with far less work Write error-free code quickly and easily with Code view and IntelliSense Create hyperlinks that simplify navigation, perform actions, and send commands Understand, create, and

modify CSS style sheets with unprecedented speed and accuracy Use Dynamic Web Templates to consistently format (or reformat) hundreds of pages Implement state-of-the-art interactivity with buttons, behaviors, and Cascading Style Sheets (CSS) Publish simple Silverlight applications and add multimedia content from Flash and other sources Build advanced drop-down and other CSS-based menus from scratch Learn how and when to use each of Expression Web's six publishing options Integrate web application code written in ASP.NET or PHP

Presents a series of lessons, exercises, and quizzes covering the features of Microsoft CRM 2011, including such topics as security, contacts, marketing campaigns, Outlook integration, scheduling, and query basics.

Shows how to use Photoshop Elements to retouch, repair, publish, and add effects to digital photographs and graphics by altering such factors as lighting, composition, and texture, and through editing, cropping, and filtering.

Explains how to use the Microsoft Office suite to create letters, documents, spreadsheets, presentations, e-mail, and Web sites.

Introduces the latest version of the database program and provides lessons on how to create, update, and modify databases.

A beginner's guide to Outlook 2003 provides a self-paced tutorial that introduces a variety of Outlook tasks and functions, as well as a number of shortcuts, tools, and techniques to simplify the use of the latest version of Outlook.

Build standards-based Web sites with Expression Web: a step-by-step tutorial that helps you do it right the first time The easy-to-read, hands-on introduction to Microsoft's new Expression Web 4 Establish work processes for building standards-based web code faster and with much less work Covers all the new features in version 4, including HTML5 A complete tutorial: step-by-step instructions, examples, Q and As, quizzes, exercises, tips, shortcuts, and more Expression Web 4 offers a fundamentally different, more powerful approach to web authoring. To make the most of it, both beginners and seasoned web professionals will benefit from a thorough, simple introduction that covers both the programs program's features and its new workflows. Sams Teach Yourself Microsoft Expression Web 4 in 24 Hours is that book. In just 24 lessons of one hour or less, it will help readers gain true mastery, so they can build state-of-the-art standards-based Web sites and applications with far less work. In this book's straightforward approach, each lesson builds on everything that's come before, helping readers learn all of Expression Web 4's core features from the ground up - including breakthrough features like Dynamic Web Templates and SuperPreview. Friendly, accessible, and conversational, it takes readers from concept through delivery, teaching powerful techniques for designing, constructing, and even re-designing web sites for easier management and repurposing. By the time they're finished with these lessons, readers won't just understand Expression Web 4: they'll be comfortable using it in real-world projects.

John guides the reader through the new and unfamiliar Windows interface, while introducing the new features. The book provides information in several formats, all integrated with theory, tutorials, procedures, tips and comprehensive. Topics range from: * Installation of Windows XP * Whether to upgrade and if so, how to do it * Configuring services and setting up users * Navigation of the new menus * Explanation of the new internet options, such as third party cookie alert, firewalls, and web publishing wizard * Registry configurations * Integration ideas for home networks and explanations about using the networking wizards * Accessory overview * Using XP on laptops * Working with Linux Maintaining the system & productivity tips

Presents an introduction to the fundamental features of Microsoft Office 2007, covering Word, Excel, PowerPoint, Outlook, and OneNote.

BASIC APPROACH PLEASE PROVIDE COURSE INFORMATION

If you're new to the world of Windows XP and are daunted by the thought of having to figure it all out on your own, Sams Teach Yourself Windows XP All in One can help. This all-inclusive reference book will teach you how to not only use your Windows XP system, but also how to utilize digital media and Internet features. Learn how to set up a home network, as well as how to upgrade, repair and protect your PC from viruses, spam and spyware. Updated to include information relating to the Windows XP Server Pack 2, Sams Teach Yourself Windows XP All in One will help you get the most you can out of your Windows XP-based computer.

Introduces the latest version of the integrated software package, and provides lessons on how to use each of its components

Sams Teach Yourself Microsoft SQL Server T-SQL in 10 Minutes offers straightforward, practical answers when you need fast results. By working through 10-minute lessons, you'll learn everything you need to know to take advantage of Microsoft SQL Server's T-SQL language. This handy pocket guide starts with simple data retrieval and moves on to more complex topics, including the use of joins, subqueries, full text-based searches, functions and stored procedures, cursors, triggers, table constraints, XML, and much more. You'll learn what you need to know methodically, systematically, and simply—in highly focused lessons designed to make you immediately and effortlessly productive. Tips point out shortcuts and solutions Cautions help you avoid common pitfalls Notes explain additional concepts, and provide additional information 10 minutes is all you need to learn how to... Use T-SQL in the Microsoft SQL Server environment Construct complex T-SQL statements using multiple clauses and operators Filter data so you get the information you need quickly Retrieve, sort, and format database contents Join two or more related tables Make SQL Server work for you with globalization and localization Create subqueries to pinpoint your data Automate your workload with triggers Create and alter database tables Work with views, stored procedures, and more Register your book at www.sampublishing.com/register to download examples and source code from this book.

Sams Teach Yourself Facebook® in 10 Minutes Third Edition Sherry Kinkoph Gunter Sams Teach Yourself Facebook® in 10 Minutes, Third Edition offers straightforward, practical answers when you need fast results. By working through 10-minute lessons, you'll learn everything you need to know to quickly and easily get up to speed with Facebook. Tips point out shortcuts and solutions Cautions help you avoid common pitfalls Notes provide additional information 10 minutes is all you need to learn how to... Start a new account, build a profile, and start using the new timeline Connect with friends, coworkers, and family members Post status updates and comments, and view news feeds Communicate through posts, messages, and live chat Create a blog with Facebook notes Share photos, videos, and favorite links Add applications to enhance your Facebook experience Share a hobby or interest using Facebook groups Keep track of upcoming events and happenings Create an official Page for a band, business, or other organization Keep connected with Facebook through your mobile device Control your privacy settings and keep your information safe

Visual C# .NET is available as part of Microsoft's Visual Studio .NET suite of developer tools (\$1,079 to \$2,499) or as a standalone product (\$109 before MS rebates). With the initial release of Visual Studio.NET in 2001, the focus was on the new language C# and not the developer tool Visual C#. Now that Visual Studio is moving out of the "early adopter" stage and into general acceptance by the bulk of the developer audience, the trend is toward Visual C# as a developer tool with less interest in the basis language. Teach Yourself Visual C# .NET in 24 Hours provides readers with 24 structured lessons with step-by-step guidance to real-world programming tasks including Windows and Web applications. James Foxall moves beyond the pure syntax covered in most C# books to guide readers through the basics of Visual C# .NET. Each chapter includes practice exercises, tips, notes, and cautions providing easy-to-understand advice on how to start programming quickly. Sidebars provide more experienced readers with tips that will ease their migration from Visual Basic 6 and Visual C++ to Visual C# .NET.

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