

10 Minute Guide To Microsoft Powerpoint 2002 Ten Minute Guides

Because most people don't have the luxury of sitting down uninterrupted for hours at a time to learn Office, this Guide Bundle focuses on the most often used features, covering them in lessons designed to take 10 minutes or less to complete.

The 10 Minute Guide to Microsoft Windows XP Home Edition covers: working with documents; managing files; sending e-mail; browsing the Internet; sending and receiving faxes; working with pictures; playing music; using other Windows XP accessories; customizing the Windows XP desktop; and setting up Windows for multiple users.

The 10 Minute Guide to Microsoft Exchange offers simple, practical help for busy people who need fast results. Through goal-oriented, 10-minute lessons, you'll learn all the skills you need to communicate with colleagues quickly and easily. 10 minutes is all you need to learn how to send and receive messages and faxes; manage messages with folders; maintain an address book; create a custom cover page; communicate across multiple mail systems, including The Microsoft Network, CompuServe, and the Internet; and customize Microsoft Exchange to work like you do.

The 10 Minute Guide to Schedule+ for Windows 95 offers simple, practical help for busy people who need fast results. Through goal-oriented, 10-minute lessons, you'll learn all the skills you need to get organized immediately. 10 minutes is all you need to learn how to schedule individual appointments and important events; attach files to meeting notices; track and update group tasks through a network; create a contact

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database; and view your schedule daily, weekly, or monthly. Explains the basic features of the shared communication platform, covering installation, contacts, instant message and chat features, account management, and how to create a shared space and use shared space tools. Presents lessons on the main features of Microsoft PowerPoint.

Because most people don't have the luxury of sitting down uninterrupted for hours at a time to learn Outlook, this 10-Minute Guide focuses on the most often used features, covering them in lessons designed to take 10 minutes or less to complete. In addition, this guide teaches the user how to use Outlook without relying on technical jargon. By providing straightforward, easy-to-follow explanations and lists of numbered steps that tell the user which keys to press and which options to select.

A tutorial which teaches the basic features and functions of the latest release of Windows, in approximately 20 mini-tutorials, each of which can be completed in 10 minutes or less. Timesaving Tips, Plain English definitions, and Panic Button advice help users throughout the book.

Describes the history of stocks and stock markets and discusses what to look for in a stock, when and where to buy, and how to create an investment portfolio

Sams Teach Yourself SQL in 10 Minutes, Fourth Edition New full-color code examples help you see

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how SQL statements are structured Whether you're an application developer, database administrator, web application designer, mobile app developer, or Microsoft Office users, a good working knowledge of SQL is an important part of interacting with databases. And Sams Teach Yourself SQL in 10 Minutes offers the straightforward, practical answers you need to help you do your job. Expert trainer and popular author Ben Forta teaches you just the parts of SQL you need to know—starting with simple data retrieval and quickly going on to more complex topics including the use of joins, subqueries, stored procedures, cursors, triggers, and table constraints. You'll learn methodically, systematically, and simply—in 22 short, quick lessons that will each take only 10 minutes or less to complete. With the Fourth Edition of this worldwide bestseller, the book has been thoroughly updated, expanded, and improved. Lessons now cover the latest versions of IBM DB2, Microsoft Access, Microsoft SQL Server, MySQL, Oracle, PostgreSQL, SQLite, MariaDB, and Apache Open Office Base. And new full-color SQL code listings help the beginner clearly see the elements and structure of the language. 10 minutes is all you need to learn how to... Use the major SQL statements Construct complex SQL statements using multiple clauses and operators Retrieve, sort, and format database contents Pinpoint the data you need using a variety of filtering techniques Use

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aggregate functions to summarize data Join two or more related tables Insert, update, and delete data Create and alter database tables Work with views, stored procedures, and more Table of Contents 1 Understanding SQL 2 Retrieving Data 3 Sorting Retrieved Data 4 Filtering Data 5 Advanced Data Filtering 6 Using Wildcard Filtering 7 Creating Calculated Fields 8 Using Data Manipulation Functions 9 Summarizing Data 10 Grouping Data 11 Working with Subqueries 12 Joining Tables 13 Creating Advanced Joins 14 Combining Queries 15 Inserting Data 16 Updating and Deleting Data 17 Creating and Manipulating Tables 18 Using Views 19 Working with Stored Procedures 20 Managing Transaction Processing 21 Using Cursors 22 Understanding Advanced SQL Features Appendix A: Sample Table Scripts Appendix B: Working in Popular Applications Appendix C : SQL Statement Syntax Appendix D: Using SQL Datatypes Appendix E: SQL Reserved Words

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

Short lessons introduce the new features of System 7 including TrueType, aliases, Balloon Help, and the Publish and Subscribe features

The 10 Minute Guide to Microsoft Exchange 4.0 offers

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simple, practical help for busy people who need fast results. Through goal-oriented, 10-minute lessons, you'll learn all the essential tasks for using the client side of Microsoft Exchange 4.0 to take advantage of all the features of the server product. 10 minutes is all you need to learn how to find, send and read a message; send e-mail throughout the workplace and the world; use the Global Address List and Distribution Lists; access personal or public folders; and customize mail.

Because most people don't have the luxury of sitting down uninterrupted for hours at a time to learn Word, this 10-Minute Guide focuses on the most often used features, covering them in lessons designed to take 10 minutes or less to complete. In addition, this guide teaches the user how to use Word without relying on technical jargon. By providing straightforward, easy-to-follow explanations and lists of numbered steps that tell the user which keys to press and which options to select. Practical help.

This book is ideal for users who want quick, step-by-step instructions for using this popular electronic mail application. -- Presents information in approximately 20 lessons that can be completed in 10 minutes or less -- Includes Timesaver Tips to help new users become more efficient -- Covers reading mail, creating a personal address list, attaching documents, and more

Learn how to use Excel without having to decipher technical jargon or wade through a giant manual. By providing straightforward, easy-to-follow explanations and numbered steps, this compact guide shows how to use Excel in the shortest time possible.

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For those new to Microsoft Access, this guide provides essential instructions for common tasks, in a concise, "no frills" format. Each lesson focuses on one basic task, such as creating a form design or querying a database. Effective two-color interior design takes the reader quickly to key information. Organized as a mini-tutorial, the book is equally effective as a handy reference.

This guide directly addresses the needs of users who want to learn the program quickly, don't have large blocks of time to spend learning it, and feel overwhelmed or intimidated by new programs. Organized in lesson format, it teaches the basics of DOS in 25 "mini tutorials", each of which can be completed in 10 minutes or less.

Includes one copy each of 10 Minutes Guide to Excel 5 for Windows, 10 Minute Guide to Word for Windows 6, 10 Minute Guide to PowerPoint 4, and 10 Minute Guide to Microsoft Mail for Windows.

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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

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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.

Explains how to create personalized address books and distribution lists, send and receive faxes, manage tasks with Schedule+, and format documents using a Web browser Provides an overview of the features of a Pocket PC and discusses applications including connecting to the Internet, tasks, media player, and eBooks.

Because most people don't have the luxury of sitting down uninterrupted for hours at a time to learn Excel, this 10-Minute Guide focuses on the most often used features, covering them in lessons designed to take 10 minutes or less to complete. In addition, this guide teaches the user how to use Excel without relying on technical jargon, and by providing straightforward, easy-to-follow explanations and lists of numbered steps that tell the user which keys to press and which options to select.

Sams Teach Yourself SharePoint 2003 in 10 Minutes is the first quick reference book for users of SharePoint 2003. Easy-to-follow instructions for the

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most common tasks in SharePoint 2003 are the basis of this book, which also provides answers to the most commonly asked questions about using SharePoint 2003. As an end-user, you will learn the basic skills needed to work successfully with a SharePoint Services website, as well as contribute to document libraries and discussion groups. As a site administrator, you will learn fundamental skills needed to effectively manage SharePoint Services site collections. Best of all, it will only take about 10 minutes of your time to do so. Sams Teach Yourself SharePoint 2003 in 10 Minutes will prove to be a worthy investment of your two most valuable commodities: time and money.

This consumer-friendly reference quickly explains in ten-minute lessons the most common beginning and intermediate level tasks a Word user would need. Inexpensive and compact, the book is designed for the consumer who needs to learn Word in the shortest time possible.

Internet Explorer is part of Microsoft!, which will be bundled at a special discount with the retail version of Windows 95--so the installed base and potential market will be huge. It will also be available on-line through the Microsoft Network. This book will show users how to use Internet Explorer to cruise the Web, find what they are looking for, create their own home pages, and more.

The 10 Minute Guide to Microsoft Office XP covers:

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using the Office Speech feature; sharing information between applications; using Office Web integration features; creating and sending e-mail; using proofreading tools; creating workbooks and charts; and creating a FrontPage Web site.

Organized in a lesson format, this clear, concise guide to Microsoft Project for Windows teaches readers the basics of the software through a series of mini-tutorials, each of which can be completed in ten minutes or less. Original.

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