

Access 2010 The Missing Manual Free

You can build everything from simple animations to full-fledged iPhone, iPad, and Android apps with Flash CS6, but learning this complex program can be difficult—unless you have this fully updated, bestselling guide. Learn how to create gorgeous Flash effects even if you have no programming experience. With *Flash CS6: The Missing Manual*, you'll move from the basics to power-user tools with ease. The important stuff you need to know: Learn animation basics. Turn simple ideas into stunning animations—in the very first chapter. Master Flash's tools. Learn the animation and effects tools with clear explanations and hands-on examples. Use 3D effects. Rotate objects and make them move in three dimensions. Create lifelike motion. Use the IK Bones tool to simulate realistic body movements and other linked motions. Build apps that work anywhere. Create apps just for iOS or Android devices—or one app that works on mobile devices and desktops. Add multimedia. Incorporate your own audio and video files into Flash. Create rich interactive animations. Dive into advanced interactivity with easy-to-learn ActionScript examples.

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

Develop custom Access VBA macros Perfect for power users, *Microsoft Access 2010 VBA Macro Programming* reveals how to maximize the features and functionality of Access 2010. You'll get in-depth details on Access VBA programming and application development followed by 20 real-world projects—complete with source code—that show you how to set up specific subroutines and functions. This practical resource then explains how to include the subroutines in the Access menu system and transform a set of interrelated VBA macros into an Access add-in package. Create your own Access 2010 VBA macros right away with help from this hands-on guide. Learn how to: Create and enhance forms and reports Design custom dialog boxes and buttons Develop custom menus for the Ribbon Use SQL queries with VBA Create table macros Use Office object models to interact with other Microsoft applications Create and manipulate charts and graphs Work with external databases Add functionality to your programs with API calls Animate objects in Access Enhance database security Create audit trails Handle large text files Transfer data via FTP

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.

The easy, visual way to learn this popular database program Part of the Office 2013 productivity suite, Access enables you to organize, present, analyze, and share data on a network or over the web. With this Visual guide to show you how, you'll master the fundamentals of this robust database application in no time. Clear, step-by-step instructions are illustrated with full-color screen shots that show exactly what you should see on your screen. Learn to enter new records; create, edit, and design tables and forms; develop queries that generate specific reports; add smart tags to your tables; and much more. While it is the most widely used database application, Access is not particularly intuitive; the Visual system's two-page lessons and full-color screen shots make this complex software easier to learn Concise, step-by-step instructions and clear illustrations show you exactly what to expect Covers scores of tasks, including entering and setting up new records, organizing and sharing data, designing tables and forms, and generating reports Shows how to perform more complex operations, such as finding dependencies between database objects and adding smart tags to tables Teach Yourself VISUALLY Access 2013 uses clear steps and high-resolution screen images to get you up and running with this popular database program.

A concise introduction to the basics of open access, describing what it is (and isn't) and showing that it is easy, fast, inexpensive, legal, and beneficial. The Internet lets us share perfect copies of our work with a worldwide audience at virtually no cost. We take advantage of this revolutionary opportunity when we make our work "open access": digital, online, free of charge, and free of most copyright and licensing restrictions. Open access is made possible by the Internet and copyright-holder consent, and many authors, musicians, filmmakers, and other creators who depend on royalties are understandably unwilling to give their consent. But for 350 years, scholars have written peer-reviewed journal articles for impact, not for money, and are free to consent to open access without losing revenue. In this concise introduction, Peter Suber tells us what open access is and isn't, how it benefits authors and readers of research, how we pay for it, how it avoids copyright problems, how it has moved from the periphery to the mainstream, and what its future may hold. Distilling a decade of Suber's influential writing and thinking about open access, this is the indispensable book on the subject for researchers, librarians, administrators, funders, publishers, and policy makers.

The author explores how peer-to-peer design ideas can be integrated into existing .NET applications.

Experience learning made easy—and quickly teach yourself how to build database solutions with Access 2010. With STEP BY STEP, you set the pace—building and practicing the skills you need, just when you need them! Topics include building an Access database from scratch or from templates; publishing your database to the Web; exchanging data with other databases and Microsoft Office documents; creating data-entry forms; using filters and queries; designing reports; using conditional formatting; preventing data corruption and unauthorized access; and other core topics.

Excel, the world's most popular spreadsheet program, has the muscle to analyze heaps of data. Beyond basic number-crunching, Excel 2010 has many impressive features that are hard to find, much less master -- especially from online help pages. This Missing Manual clearly explains how everything works with a unique and witty style to help you learn quickly. Navigate with ease. Master Excel's tabbed toolbar and its new backstage view Perform a variety of calculations. Write formulas for rounding numbers, calculating mortgage payments, and more Organize your data. Search, sort, and filter huge amounts of information Illustrate trends. Bring your data to life with charts and graphics -- including miniature charts called Sparklines Examine your data. Summarize information and find hidden patterns with pivot tables and slicers Share your spreadsheets. Use the Excel Web App to collaborate with colleagues online Rescue lost data. Restore old versions of data and find spreadsheets you forgot to save

Microsoft Project is brimming with features to help you manage any project, large or small. But learning the software is only half the battle. What you really need is real-world guidance: how to prep your project before touching your PC, which Project tools work best, and which ones to use with care. This book explains it all, helping you go from project manager to project master. Get a project management primer. Discover what it takes to handle a project successfully Learn the

program inside out. Get step-by-step instructions for Project Standard and Project Professional Build and refine your plan. Put together your team, schedule, and budget Achieve the results you want. Build realistic schedules, and learn how to keep costs under control Track your progress. Measure your performance, make course corrections, and manage changes Use Project's power tools. Customize Project's features and views, and transfer info directly between Project and other programs

Annotation With the iOS 8.1 software and the new iPhone 6 and 6 Plus, Apple has taken its flagship products into new realms of power and beauty. The modern iPhone comes with everythingcamera, music player, Internet, flashlightexcept a printed manual. Fortunately, David Pogue is back with this expanded edition of his witty, full-color guide: the worlds most popular iPhone book. The iPhone 6 and 6 Plus. This book unearths all the secrets of the newest iPhones. Bigger screens, faster chips, astonishing cameras, WiFi calling, Apple Pay, crazy thin. The iOS 8.1 software. Older iPhone models gain predictive typing, iCloud Drive, Family Sharing, "Hey Siri," the Health app, and about 195 more new features. Its all here, in these pages. The apps. That catalog of 1.3 million add-on programs makes the iPhones phone features almost secondary. Now youll know how to find, exploit, and troubleshoot those apps. The iPhone may be the worlds coolest computer, but its still a computer, with all of a computers complexities. iPhone: The Missing Manual is a funny, gorgeously illustrated guide to the tips, shortcuts, and workarounds that will turn you, too, into an iPhone master. This second edition of the bestselling Learning XML provides web developers with a concise but grounded understanding of XML (the Extensible Markup Language) and its potential-- not just a whirlwind tour of XML.The author explains the important and relevant XML technologies and their capabilities clearly and succinctly with plenty of real-life projects and useful examples. He outlines the elements of markup--demystifying concepts such as attributes, entities, and namespaces--and provides enough depth and examples to get started. Learning XML is a reliable source for anyone who needs to know XML, but doesn't want to waste time wading through hundreds of web sites or 800 pages of bloated text.For writers producing XML documents, this book clarifies files and the process of creating them with the appropriate structure and format. Designers will learn what parts of XML are most helpful to their team and will get started on creating Document Type Definitions. For programmers, the book makes syntax and structures clear. Learning XML also discusses the stylesheets needed for viewing documents in the next generation of browsers, databases, and other devices.Learning XML illustrates the core XML concepts and language syntax, in addition to important related tools such as the CSS and XSL styling languages and the XLink and XPointer specifications for creating rich link structures. It includes information about three schema languages for validation: W3C Schema, Schematron, and RELAX-NG, which are gaining widespread support from people who need to validate documents but aren't satisfied with DTDs. Also new in this edition is a chapter on XSL-FO, a powerful formatting language for XML. If you need to wade through the acronym soup of XML and start to really use this powerful tool, Learning XML, will give you the roadmap you need.

Unlock the secrets of Access 2013 and discover how to use your data in creative ways. With this book's easy step-by-step instructions, you'll learn how to build and maintain a full-featured database and even turn it into a web app. You also get tips and practices from the pros for good database design—ideal whether you're using Access for business, school, or at home. The important stuff you need to know Build a database with ease. Organize and update lists, documents, catalogs, and other types of information. Create your own web app. Let your whole team work on a database in the cloud. Share your database on a network. Link your Access database to SQL Server or SharePoint. Customize the interface. Make data entry a breeze by building your own templates Find what you need fast. Search, sort, and summarize huge amounts of data in minutes. Put your info to use. Turn raw info into well-formatted printed reports. Dive into Access programming. Automate complex tasks and solve common challenges.

With High Sierra, Apple has taken its macOS operating system to new heights. From Apple's efficient new file system to improved video streaming and support for virtual reality, this latest macOS version provides features improve your experience. And once again, David Pogue brings his humor and expertise to the #1 bestselling Mac book. Whether you're a developer or a home-user, this guide offers a wealth of detail on Apple's macOS 10.13 operating system, this new edition covers everything High Sierra has to offer. Perfect for newcomers. Get crystal-clear, jargon-free introductions to the best and brightest macOS apps, including Siri, Safari, iCloud, FaceTime, and AirDrop. Get the whole picture. Learn more efficient ways to navigate, organize, and edit your photos with new features in the Photos app. Go in-depth. Take advantage of Apple's new graphics technology, and its support for virtual reality.Gain real insight. David Pogue doesn't just tell you how to use macOS features. You'll also learn why to use them—and how to avoid common pitfalls.i

Galaxy Tab lets you work, play, read, and connect on the go, but mastering its TouchWiz interface and finding the best apps can be tricky—unless you have this Missing Manual. Gadget whiz Preston Gralla provides crystal-clear explanations and step-by-step instructions to get you up to speed quickly, whether you have the 3G/4G or Wi-Fi version of this amazing device. The important stuff you need to know: Design your experience. Add interactive widgets and mini-apps to your screen with TouchWiz. Satisfy your appetite. Download thousands of games and apps from the Android Market. Keep in touch. Chat, videochat, check email, and browse the Web. Find your way. View maps, use the GPS, and navigate turn-by-turn. Manage your media. Shoot and view photos and videos; organize and play your music. Stay informed. Read books, newspapers, and magazines. Be productive. Use Google Docs to store and share documents. You can easily create a professional-looking website with nothing more than an ordinary computer and some raw ambition. Want to build a blog, sell products, create forums, or promote an event? No problem! This friendly, jargon-free book gives you the techniques, tools, and advice you need to build a site and get it up on the Web. The important stuff you need to know: Master the basics. Learn HTML5, the language of the Web. Design good-looking pages. Use styles to build polished layouts. Get it online. Find a reliable web host and pick a good web address. Use time-saving tools. Learn free tools for creating web pages and tracking your visitors. Attract visitors. Make sure people can find your site through

popular search engines like Google. Build a community. Encourage repeat visits with social media. Bring in the cash. Host Google ads, sell Amazon's wares, or push your own products that people can buy via PayPal. Add pizzazz. Include audio, video, interactive menus, and a pinch of JavaScript.

Access 2013: The Missing Manual"O'Reilly Media, Inc."

This fast-paced book teaches you the basics of Access 2007 so you can start using this popular database program right away. You'll learn how to work with Access' most useful features to design databases, maintain them, search for valuable nuggets of information, and build attractive forms for quick-and-easy data entry. The new Access is radically different from previous versions, but with this book, you'll breeze through the new interface and its timesaving features in no time with: Clear explanations Step-by-step instructions Lots of illustrations Larger type Plenty of friendly advice Ideal for small businesses and households, Access runs on PCs and manages large stores information, including numbers, pages of text, and pictures -- everything from a list of family phone numbers to an enormous product catalog. Unfortunately, each new version of the program crammed in yet another set of features -- so many that even the pros don't know where to find them all. Access 2007 breaks the mold: Microsoft changed the user interface by designing a tabbed toolbar that makes features easy to locate. One thing that hasn't improved is Microsoft's documentation. Even if you find the features you need, you still may not know what to do with them. Access 2007 for Starters: The Missing Manual is the perfect primer for small businesses with no techie to turn to, as well as those who want to organize household and office information.

The visual way to get up to speed on Access 2010 It's one thing to gain access to Access. It's another thing entirely to figure out how to do all the things you want to do in Access, because the software is not all that intuitive. This full-color guide clearly shows you how to get the most out of Access 2010, including how to enter new records; create, edit, and design tables and forms; organize, analyze, and share data; generate concise reports; and much more. With pages of step-by-step instructions, graphics, and helpful advice, this is the visual learner's Access book-keep this on your desk and flip to what you need, any time! Explores the very latest features, functions, and tools of Access 2010, a database software tool that is part of the new Microsoft Office 2010 Teaches you how to enter new records and create, edit, and design tables and forms Explains how to organize, analyze, and share data; generate concise reports; add smart tags to tables, save backup copies of your data; and more Demonstrates through step-by-step instructions and numerous, full-color screen shots and graphics, so you can see exactly how to perform tasks This unparalleled book contains everything you need to know to use Access 2010 effectively.

Guides readers with practical advice for getting -- and keeping -- their finances in order, covering all the money-management bases, from saving and spending to getting out of debt to investing, and planning for retirement.

Access 2010 In Depth is the beyond-the-basics, beneath-the-surface guide for everyone who wants to streamline their work with Access 2010, and get more done in less time. Legendary Access expert Roger Jennings provides specific, tested, proven solutions to the problems Access database users and developers run into every day: challenges other books ignore or oversimplify. Jennings thoroughly covers all facets of working with Access 2010, and adds new chapters on integration and collaboration with Microsoft SharePoint and emulating Table Triggers with Access Data Macros. New coverage also includes: customizable Ribbon and Themes; the revamped Macro Designer; Quick Start Fields; IntelliSense support in Expression Builder; Application Parts and Navigation Forms; conditional formatting and data bars in reports; and new web database publishing techniques. As with all In Depth books, Access 2010 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. Step-by-step instructions with icons guide readers through essential tasks such as designing tables, entering data, importing external data, designing and executing queries, and designing data entry forms and printed reports. Additional chapters on advanced form and report design emphasize data entry efficiency and presentation clarity. By Roger Jennings, a world-renowned Access expert who has sold more than 1.25 million books! Covers all aspects of working with Access 2010, from the customizable Ribbon and Themes to conditional formatting, advanced web database publishing to SharePoint collaboration For everyone who wants to get the most out of Access 2010, from hobbyists to power users to corporate developers Get the guide that makes learning Microsoft OneNote 2010 plain and simple! This full-color, no-nonsense book shows you the quickest ways to take, organize, and share great notes—with easy-to-follow steps, screenshots, and concise, straightforward language. Here's WHAT you'll learn: Take notes and organize them with ease Arrange notes in pages, sections, and notebooks Add pictures, drawings, and audio and video clips Apply readymade and custom tags to your notes Link notes to web pages and Microsoft Office files Share your notes and collaborate with others Here's HOW you'll learn it: Jump in wherever you need answers Easy-to-follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS! exercises help apply what you learn right away

You're beyond the basics, so dive right in and customize, automate, and extend Access—using Visual Basic for Applications (VBA). This supremely organized reference is packed with hundreds of time-saving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts use VBA to exploit the power of Access—and challenge yourself to new levels of mastery! Enhance your application with VBA built-in functions and SQL code Use the Access Object Model to work with data in forms and reports Manipulate data using SQL, queries, and recordsets with Data Access Objects (DAO) Create classes for handling form and control events Connect your Access database to different sources of data Effectively plan how to upsize an existing Access database to Microsoft SQL Server Dynamically update Microsoft Excel spreadsheets from the database Migrate your Access database directly to the cloud using SQL Azure

A comprehensive guide to programming for Access 2010 and 2007 Millions of people use the Access database applications, and hundreds of thousands of developers work with Access daily. Access 2010 brings better integration with SQL Server and enhanced XML support; this Wrox guide shows developers how to take advantage of these and other improvements. With in-depth coverage of VBA, macros, and other programming methods for building Access applications, this book also provides real-world code examples to demonstrate each topic. Access 2010 Programmer's Reference is a comprehensive guide to the best-of-breed techniques for programming Access applications. Coverage Includes: Introduction to Microsoft Access 2010 New Features Upgrading and Converting to Access 2010 Macros in Access 2010 Using the VBA Editor VBA Basics Using VBA in Access Creating Classes in VBA Extending VBA with APIs Working with the Windows Registry Using DAO to Access Data Using ADO to Access Data Using SQL with VBA Using VBA to Enhance Forms Enhancing Reports with VBA Customizing the Ribbon

Customizing the Office Backstage Working with Office 2010 Working with SharePoint Working with .NET Building Client-Server Applications with Access The Access 2010 Templates Access Runtime Deployment Database Security Access 2010 Security Features

Master VBA automation quickly and easily to get more out of Excel Excel VBA 24-Hour Trainer, 2nd Edition is the quick-start guide to getting more out of Excel, using Visual Basic for Applications. This unique book/video package has been updated with fifteen new advanced video lessons, providing a total of eleven hours of video training and 45 total lessons to teach you the basics and beyond. This self-paced tutorial explains Excel VBA from the ground up, demonstrating with each advancing lesson how you can increase your productivity. Clear, concise, step-by-step instructions are combined with illustrations, code examples, and downloadable workbooks to give you a practical, in-depth learning experience and results that apply to real-world scenarios. This is your comprehensive guide to becoming a true Excel power user, with multimedia instruction and plenty of hands-on practice. Program Excel's newest chart and pivot table object models Manipulate the user interface to customize the look and feel of a project Utilize message boxes, input boxes, and loops to yield customized logical results Interact with and manipulate Word, Access, PowerPoint, and Outlook from Excel If you're ready to get more out of this incredibly functional program, Excel VBA 24-Hour Trainer, 2nd Edition provides the expert instruction and fast, hands-on learning you need.

Microsoft Office is the most widely used software suite in the world. The half-dozen programs in Office 2010 are packed with amazing features, but most people just know the basics. This entertaining guide not only gets you started with Office, it reveals all kinds of useful things you didn't know the software could do -- with plenty of power-user tips and tricks when you're ready for more. Create professional-looking documents. Learn everything you need to know to craft beautiful Word documents. Stay organized. Keep track of your email, calendar, and contacts with Outlook. Crunch numbers with ease. Assemble data, make calculations, and summarize the results with Excel. Make eye-catching presentations. Build PowerPoint slideshows with video and audio clips, animations, and more. Build Access databases quickly. Make your data easy to find, sort, and manage. Manage your files more efficiently. Use the new Backstage view to quickly work with your Office files. Get to know the whole suite. Learn to use other handy Office tools: Publisher, OneNote, and Office Web Apps.

Your financial goals probably include a comfortable retirement, paying for your kids' college education, and long-term healthcare. But you can't reach those goals by putting your money in a savings account. You need to invest it so it grows over time. Three seasoned personal finance experts show you how in this jargon-free guide. Investing demystified. Get clear, real-world examples of why investing is crucial to your financial goals How to invest. Learn how to evaluate four types of investment so you make the right decisions Hidden gems. Discover lesser-known, low-cost investments that provide tax advantages Retirement, Education, Healthcare. Find chapters devoted to the fine points of each of these big-ticket goals Flexibility. Learn how to change your investment strategy as you age Choices. Find an investment plan that's right for you -- whether you're a conservative investor or go-for-broke risk-taker

Unlock the secrets of this powerful database program and discover how to use your data in creative ways. With this book's easy step-by-step process, you'll quickly learn how to build and maintain a complete Access database, using Access 2013's new, simpler user interface and templates. You also get practices and tips from the pros for good database design—ideal whether you're using Access for school, business, or at home. The important stuff you need to know: Build a database with ease. Store information to track numbers, products, documents, and more. Customize the interface. Build your own forms to make data entry a snap. Find what you need fast. Search, sort, and summarize huge amounts of information. Put your data to use. Turn raw info into printed reports with attractive formatting. Share your data. Collaborate online with SharePoint and the Access web database. Dive into Access programming. Get tricks and techniques to automate common tasks. Create rich data connections. Build dynamic links with SQL Server, SharePoint, and other systems.

Photoshop CS5 is more amazing than ever, but it can be overwhelming if you're just getting started. This book makes learning Photoshop a breeze by explaining things in a conversational, friendly style -- with no technical jargon. After a thorough introduction to the program, you'll delve deep into Photoshop's secrets with expert tips and practical advice you can use every day. Learn your way around. Get a guided tour of Photoshop's efficient new workspace Unlock the power. Learn the best ways to use layers, channels, masks, paths, and more Bring images to life. Discover how to effectively retouch, resize, and recolor your photos Be artistic. Create beautiful illustrations and paintings, and use text effectively Share your work. Produce great-looking photos for print and the Web Work smarter and faster. Automate common chores and install plug-ins for complex tasks Get bonus online content. Find more great material on the Missing CD page Written with the clarity, humor, and objective scrutiny, Photoshop CS5: The Missing Manual is the friendly, thorough resource you need.

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.

Ready to move to the Mac? This incomparable guide helps you make a smooth transition. New York Times columnist and Missing Manuals creator David Pogue gets you past three challenges: transferring your stuff, assembling Mac programs so you can do what you did with Windows, and learning your way around Mac OS X. Learning to use a Mac is not a piece of cake, but once you do, the rewards are oh-so-much better. No viruses, worms, or spyware. No questionable firewalls or inefficient permissions. Just a beautiful machine with a thoroughly reliable system. Whether you're using Windows XP or Windows 7, we've got you covered. Transfer your stuff. Moving files from a PC to a Mac is the easy part. This guide gets you through the tricky things: extracting your email, address book, calendar, Web bookmarks, buddy list, desktop pictures, and MP3 files. Re-create your software suite. Big-name programs from Microsoft, Adobe, and others are available in both Mac and Windows versions. But hundreds of other programs are Windows-only. Learn the Macintosh equivalents and how to move data to them. Learn Mac OS X Lion. Once you've moved into the Macintosh mansion, it's time to learn your way around. You're in good hands with the author of Mac OS X: The Missing Manual, the #1 bestselling guide to Mac OS X.

The most comprehensive reference on this popular database management tool, fully updated with the new features of Access "X" including increased use of XML and Web services Explores the new, tighter integration with SharePoint and BizTalk in Office "X" that enables greater flexibility for gathering and manipulating data Written by an international bestselling author team with several books to their credit, including previous editions of Access Bible Gets Access beginners started with hundreds of examples, tips, and techniques for getting the most from Access Offers advanced programming information for serious professionals CD-ROM includes all templates and worksheets used in the book, as well as sample chapters from all Wiley Office "X" related Bibles and useful third party software, including John Walkenbach's Power Utility Pak

A guide to the project management tool covers such topics as estimating work time, setting up a project schedule, building a team, setting up a budget, tracking progress, evaluating performance, and reporting on projects.

Entirely updated to reflect modern thinking and protocols, the Manual of Pediatric Hematology and Oncology provides concise information needed for the day-to-day management of children with pediatric hematologic and oncologic diseases. The clear style allows readers to make an accurate diagnosis and permits him/her to treat patients even if they have not had extensive previous hematologic or oncologic experience. Pertinent advances in molecular genetics, cytogenetics, immunology, transplantation and biochemistry are the result of 40 years of practical experience by the author in the management of patients and incorporates various contributors who have had extensive clinical experience. * Features numerous tables, flow diagrams, protocols, and algorithms for quick access of essential clinical information necessary for the diagnosis and management of these diseases in children * Designed as a concise, easy to use guide for medical students, residents, fellows, pediatric hematologists/oncologists, pediatric nurses and nurse practitioners * Much of the practical information contained in this manual is not found in standard textbooks * Straightforward style without any redundant words or references

#1 NEW YORK TIMES BEST SELLER • In this urgent, authoritative book, Bill Gates sets out a wide-ranging, practical—and accessible—plan for how the world can get to zero greenhouse gas emissions in time to avoid a climate catastrophe. Bill Gates has spent a decade investigating the causes and effects of climate change. With the help of experts in the fields of physics, chemistry, biology, engineering, political science, and finance, he has focused on what must be done in order to stop the planet's slide to certain environmental disaster. In this book, he not only explains why we need to work toward net-zero emissions of greenhouse gases, but also details what we need to do to achieve this profoundly important goal. He gives us a clear-eyed description of the challenges we face. Drawing on his understanding of innovation and what it takes to get new ideas into the market, he describes the areas in which technology is already helping to reduce emissions, where and how the current technology can be made to function more effectively, where breakthrough technologies are needed, and who is working on these essential innovations. Finally, he lays out a concrete, practical plan for achieving the goal of zero emissions—suggesting not only policies that governments should adopt, but what we as individuals can do to keep our government, our employers, and ourselves accountable in this crucial enterprise. As Bill Gates makes clear, achieving zero emissions will not be simple or easy to do, but if we follow the plan he sets out here, it is a goal firmly within our reach.

With the iOS5 software and the new iPhone 4S device, Apple has another world-class hit on its hands. This sleek, highly refined pocket computer comes with everything—cellphone, iPod, Internet, camcorder—except a printed manual. Fortunately, David Pogue is back with the latest edition of his witty, crystal-clear, colorful guide: the world's most popular iPhone book. Use it as a phone. Learn the basics as well as time-saving tricks and tips for contact searching by voice, texting, and more. Manage your stuff in the cloud. Sync and back up your contacts and media across all of your devices with iCloud. Get things done. Ask Siri to send reminders, place calls, and more. Master notifications. Use the Notification Center to find missed messages, calendar invitations, friend requests, and more. Connect with other iPhone owners. Send unlimited iMessages to friends, family, and colleagues who are also running iOS5. Treat it as an iPod. Master the ins and outs of iTunes, and listen to music, upload and view photos, and fill the iPhone with TV shows and movies. Take the iPhone online. Make the most of your online experience to browse the Web, read and compose email, use social networks, or send photos and audio files. Go beyond the iPhone. Learn how to use the App Store, and how to multitask between your apps, organize them in folders, and read ebooks in iBooks. Whether you have a brand-new iPhone or want to update an earlier model with the iOS5 software, this beautiful full-color book is the best, most objective resource available.

Get up to speed on Microsoft Project 2013 and learn how to manage projects large and small. This crystal-clear book not only guides you step-by-step through Project 2013's new features, it also gives you real-world guidance: how to prep a project before touching your PC, and which Project tools will keep you on target. With this Missing Manual, you'll go from project manager to Project master. The important stuff you need to know Learn Project 2013 inside out. Get hands-on instructions for the Standard and Professional editions. Start with a project management primer. Discover what it takes to handle a project successfully. Build and refine your plan. Put together your team, schedule, and budget. Achieve the results you want. Build realistic schedules with Project, and learn how to keep costs under control. Track your progress. Measure your performance, make course corrections, and manage changes. Create attractive reports. Communicate clearly to stakeholders and team members using charts, tables, and dashboards. Use Project's power tools. Customize Project's features and views, and transfer info via the cloud, using Microsoft SkyDrive.

Get the fast facts that make learning Office 2010 plain and simple! This colorful, no-nonsense guide uses easy-to-follow steps and screenshots, and clear, concise language to show the simplest ways to get things done with Microsoft Word, Excel, Outlook, PowerPoint, Access, Publisher, and OneNote. Here's WHAT You'll Learn Create documents, Web pages, and other publications Organize your e-mail, calendar, contacts and tasks Build spreadsheets to analyze and visualize data Set up a simple database Capture notes with ink, voice or text Here's HOW You'll Learn It Jump in wherever you need answers Easy-to-follow STEPS and SCREENSHOTS show exactly what to do Handy

TIPS teach new techniques and shortcuts Quick TRY THIS! Exercises help you apply what you learn right away
[Copyright: d69f72768f775e9f1b6ee94731917a54](#)