Sams Teach Yourself Microsoft Publisher 98 In 24 Hours

In just 24 sessions of one hour or less, you'll learn how to build state-of-the-art websites with Microsoft Expression Web 4 (Service Pack 2), HTML5, CSS3, and jQuery! Using this book's straightforward, step-by-step approach, you'll master the entire web development process, from concept through delivery. You'll learn how to plan, design, and construct sites that are easy to manage and update, work perfectly on every browser, and get noticed by every search engine! 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 4 SP2 tasks. Quizzes and Exercises at the end of each chapter help you test your knowledge. By the Way, Did You Know?, and Watch Out! boxes offer advice and solutions. Learn how to... Make the most of the new features, updated interface, and advanced standards support in Expression Web 4 SP2 Implement custom processes, toolbars, and workspaces for building sites faster Use the new SEO Checker to consistently optimize pages for search engines Write error-free code quickly with Code view and IntelliSense Rapidly format (or reformat) hundreds of pages with Dynamic Web Templates Use new jQuery UI widgets to create accordions, tabbed boxes, and interactive calendars Embed HTML5 video apps from YouTube or other sites Find and fix cross-browser inconsistencies with SP2's improved SuperPreview Test protected functionality or live sites that require login Use new publishing options to go live more quickly
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.

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

Explains how to use the Web authoring program to create a Web page using themes and templates, and enhance a Web site with sound, graphics, and animation, while describing shortcuts for over one hundred different tasks

Titles, text, and tables. Linking to stuff. Adding Pizzazz with multimedia. Fine-tuning your page. Getting it online.

Explains how to use the desktop publishing program to arrange text and pictures, create logos with WordArt, and create special effects with fonts, styles, and typography techniques

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

Sams Teach Yourself Microsoft Publisher 2000 in 24 Hours steps the reader through everything he or she needs to know in order to quickly create a desired publication, while building skills that can be applied in the future to other types of projects. Since Microsoft Publisher comes with hundreds of built-in templates, the focus of this book is not on specific types of projects, but on basic product features and general desktop publishing and design techniques that help the reader use and customize templates for a variety of different types of publications.

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

Sams Teach Yourself Java in 21 Days continues to be one of the most popular, best-selling Java tutorials on the market. Written by two expert technical writers, it has been acclaimed for its clear and personable writing, for its extensive use of examples, and for its logical and complete organization. This new edition of the book maintains and improves upon all these qualities, while updating, revising, and reorganizing the material to cover the latest developments in Java and to expand the book's coverage of core Java programming topics. Sun's new version of Java 2 Standard Edition—SDK version 1.4—is expected to be released by the end of 2001. According to Sun, version 1.4 builds upon Java's cross-platform support and security model with new features and functionality, enhanced performance and scalability, and improved reliability and serviceability.

Provides step-by-step lessons on creating schedules, Gantt charts, and budgets, and creating customized reports with graphics, audio, and video

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

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 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
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

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.samspublishing.com/register to download examples and source code from this book. 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.

Demonstrates the features of the Microsoft Publisher desktop publishing program, suggests sample projects, and discusses layout, text, graphics, and formats
On SQL - beginners level
Offers tutorials covering data-aware controls and Web pages, data organization, reusable code modules, reports, graphing, and contact and task managmement.
A guide to the business presentation software explains how to combine text, animation, video, photographs, sound effects, and narration into a professional-looking presentation.
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.
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

Lessons cover installing and configuring Windows 2000 Professional, working with applications, security, file management, and adding hardware

Written with clarity and a down-to-earth approach, Sams Teach Yourself SQL Server 2005 Express in 24 Hours covers the basics of Microsoft's latest version of SQL Server. Expert author Alison Balter takes you from basic concepts to an intermediate level in 24 one-hour lessons. You will learn all of the basic tasks necessary for the administration of SQL Server 2005. You will also learn how to write and fully utilize: SQL Server stored procedures Functions Triggers using T-SQL, VB.NET, and C# You will also learn how to output SQL Server data to reports and the Internet. Sams Teach Yourself SQL Server 2005 Express in 24 Hours is a well-organized, authoritative introduction that will quickly have you up and running with SQL Server 2005.

Sams Teach Yourself Microsoft Windows® 7 in 10 Minutes gives you straightforward, practical answers when you need fast results. By working through its 10-minute lessons, you'll learn how to get more done with Windows 7…get it done quicker with no hassle…and have more fun along the way! 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… Quickly discover Windows 7's best new features Personalize Windows 7 just the way you like it Use the newest Internet Explorer to browse the web faster and more safely Set up and connect to wireless networks quickly Create and use network Homegroups Find files and programs in no time with Instant Desktop Search Accomplish tasks more quickly with Jump

Lists and Libraries Create slideshows with Windows 7's media tools Enjoy videos and music with Windows 7's media tools Safeguard your files with Windows Backup Reliably set up printers and other devices Make the most of Windows 7 on netbooks and notebooks Maintain and troubleshoot any Windows 7 computer Recover lost account passwords with a password reset disk

Experienced Word users will learn to create their own time-saving productivity-enhancing macros based on VBA and begin writing their own code. Basics are addressed with other topics covering sentences object, paragraph object, document objects, templates and more.

Provides instructions for building a relational database using Access 2002, discussing such topics as designing, building, and maintaining database applications; implementing Data Access Pages; and publishing on the Internet or an intranet.

Sams Teach Yourself Microsoft Publisher 2000 in 24 Hours Demonstrates FrontPage's updated features while reviewing basic Web publishing techniques.

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.

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
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 install Microsoft Exchange server 5.5, configure server functions, connect to other systmes, synchronize directories, and troubleshoot problems
Designed specifically for the small network user, and updated to cover the Gold version of MS Windows 2000 Server, this book presents a set of tutorials that instruct readers how to install or upgrade Windows 2000.

Sams Teach Yourself HTML, CSS and JavaScript All in One The all-in-one HTML, CSS and JavaScript beginner's guide: covering the three most important languages for web development. Covers everything beginners need to know about the HTML and CSS standards and today's JavaScript and Ajax libraries - all in one book, for the first time Integrated, well-organized coverage expertly shows how to use all these key technologies together Short, simple lessons teach hands-on skills readers can apply immediately By best-selling author Julie Meloni Mastering HTML, CSS, and JavaScript is vital for any beginning web developer - and the importance of these technologies is growing as web development moves away from proprietary alternatives such as Flash. Sams Teach Yourself HTML, CSS, and JavaScript All in One brings together everything beginners need to build powerful web applications with the HTML and CSS standards and the latest JavaScript and Ajax libraries. With this book, beginners can get all the modern web development knowledge you need from one expert source. Bestselling author Julie Meloni (Sams Teach Yourself PHP, MySQL and Apache All in One) teaches simply and clearly, through brief, hands-on lessons focused on knowledge you can apply immediately. Meloni covers all the building blocks of practical web design and development, integrating new techniques and features into every chapter. Each lesson builds on what's come before, showing you exactly how to use HTML, CSS, and JavaScript together to create great web sites.

A tutorial demonstration of the updated operating system

covers installation, configuration, desktop activation, Internet connectivity, system maintenance, peripherals, e-mail, software, and remote computing.
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