

Microsoft Office Project For Mere Mortals Solving The Mysteries Of Microsoft Office Project

The #1 Easy, Common-Sense Guide to SQL Queries—Updated with More Advanced Techniques and Solutions Foreword by Keith W. Hare, Vice Chair, USA SQL Standards Committee SQL Queries for Mere Mortals has earned worldwide praise as the clearest, simplest tutorial on writing effective queries with the latest SQL standards and database applications. Now, author John L. Viescas has updated this hands-on classic with even more advanced and valuable techniques. Step by step, Viescas guides you through creating reliable queries for virtually any current SQL-based database. He demystifies all aspects of SQL query writing, from simple data selection and filtering to joining multiple tables and modifying sets of data. Building on the basics, Viescas shows how to solve challenging real-world problems, including applying multiple complex conditions on one table, performing sophisticated logical evaluations, and using unlinked tables to think “outside the box.” In two brand-new chapters, you learn how to perform complex calculations on groups for sophisticated reporting, and how to partition data into windows for more flexible aggregation. Practice all you want with downloadable sample databases for today’s versions of Microsoft Office Access, Microsoft SQL Server, and the open source MySQL and PostgreSQL databases. Whether you’re a DBA, developer, user, or student, there’s no better way to master SQL. Coverage includes: Getting started: understanding what relational databases are, and ensuring that your database structures are sound SQL basics: using SELECT statements, creating expressions, sorting information with ORDER BY, and filtering data using WHERE Summarizing and grouping data with GROUP BY and HAVING clauses Drawing data from multiple tables: using INNER JOIN, OUTER JOIN, and UNION operators, and working with subqueries Modifying data sets with UPDATE, INSERT, and DELETE statements Advanced queries: complex NOT and AND, conditions, if-then-else using CASE, unlinked tables, driver tables, and more NEW! Using advanced GROUP BY keywords to create subtotals, roll-ups, and more NEW! Applying window functions to answer more sophisticated questions, and gain deeper insight into your data Software-Independent Approach! If you work with database software such as Access, MS SQL Server, Oracle, DB2, MySQL, Ingres, or any other SQL-based program, this book could save you hours of time and aggravation—before you write a single query!

CIO magazine, launched in 1987, provides business technology leaders with award-winning analysis and insight on information technology trends and a keen understanding of IT’s role in achieving business goals.

"Raymond Chen is the original raconteur of Windows." --Scott Hanselman, ComputerZen.com "Raymond has been at Microsoft for many years and has seen many nuances of Windows that others could only ever hope to get a glimpse of. With this book, Raymond shares his knowledge, experience, and anecdotal stories, allowing all of us to get a better understanding of the operating system that affects millions of people every day. This book has something for everyone, is a casual read, and I highly recommend it!" --Jeffrey Richter, Author/Consultant, Cofounder of Wintellect "Very interesting read. Raymond tells the inside story of why Windows is the way it is." --Eric Gunnerson, Program Manager, Microsoft Corporation "Absolutely essential reading for understanding the history of Windows, its intricacies and quirks, and why they came about." --Matt Pietrek, MSDN Magazine's Under the Hood Columnist "Raymond Chen has become something of a legend in the software industry, and in this book you'll discover why. From his high-level reminiscences on the design of the Windows Start button to his low-level discussions of GlobalAlloc that only your inner-geek could love, The Old New Thing is a captivating collection of anecdotes that will

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help you to truly appreciate the difficulty inherent in designing and writing quality software." --Stephen Toub, Technical Editor, MSDN Magazine Why does Windows work the way it does? Why is Shut Down on the Start menu? (And why is there a Start button, anyway?) How can I tap into the dialog loop? Why does the GetWindowText function behave so strangely? Why are registry files called "hives"? Many of Windows' quirks have perfectly logical explanations, rooted in history. Understand them, and you'll be more productive and a lot less frustrated. Raymond Chen--who's spent more than a decade on Microsoft's Windows development team--reveals the "hidden Windows" you need to know. Chen's engaging style, deep insight, and thoughtful humor have made him one of the world's premier technology bloggers. Here he brings together behind-the-scenes explanations, invaluable technical advice, and illuminating anecdotes that bring Windows to life--and help you make the most of it. A few of the things you'll find inside: What vending machines can teach you about effective user interfaces A deeper understanding of window and dialog management Why performance optimization can be so counterintuitive A peek at the underbelly of COM objects and the Visual C++ compiler Key details about backwards compatibility--what Windows does and why Windows program security holes most developers don't know about How to make your program a better Windows citizen

This ILT Series course, rated 4.7/5.0 in overall quality by ProCert Labs, teaches the basic functions and features of Project 2003. Students will learn how to create a new project file, create and modify task lists, create a Work Breakdown Structure, and work with task relationships. They'll also learn how to create a base calendar, assign resources to tasks, create task calendars, and create and modify tables. Students will use filters and groups, and they'll sort task and resource data. Finally, they will learn how to resolve resource conflicts. Also available with a companion CBT program.

Comdex Professional Edition is specially designed for software explorers who want to take next higher step towards mastering Windows Vista and MS Office 2007. Simple language, easy to read layout, tooltips and detailed description of minute settings set this book at par. Not this much, the self learning tutorial (world acclaimed) test your skills and correct whenever you made a mistake.

* Chapter structure and coverage is targeted at getting started quickly with the products and technologies. Will provide hands-on exercises for each chapter. * SharePoint applications will be developed for the latest OS, Windows 2003. * Provides a document management strategy and Office solutions for a large corporate environment.

Combine the power of Excel 2007, Microsoft Office SharePoint Server, and sound project management tools to boost your skill set and maximize your productivity. You'll walk through a project and learn how to use these powerful tools to schedule jobs, create budgets, manage processes, and share project information. Whether new to project management or a veteran, you'll discover techniques, hints, and examples you can use immediately.

A complete guide to Microsoft Project – the most popular project management tool on the market.

Detailed, step-by-step instructions provide a complete look at FrontPage 2003 including creating and managing Web pages.

The best of the best from our Excel, Word, Access, and PowerPoint Bibles! Learn the sought-after features of the core applications from the Office 2013 suite. This Office 2013 Bible features the best-of-the-best content from the Excel 2013 Bible, by "Mr. Spreadsheet" John Walkenbach; the Word 2013 Bible, by Office expert Lisa A. Bucki; the PowerPoint 2013 Bible, by MOS Master Instructor and PowerPoint expert Faithe Wempen; and the Access 2013 Bible from Microsoft Certified Application Developer Michael Alexander and Office and Access expert Dick Kusleika. This major resource also covers Outlook, Publisher, OneNote,

SkyDrive, and other important features in the Office 2013 suite. If you want to quickly and effectively use Office 2013, start in the experts' corner with this must-have book. Gives you the best-of-the-best content on Office 2013 from the leading experts, authors, and contributors to our Excel, Word, PowerPoint, and Access Bibles Includes content from John Walkenbach, aka "Mr. Spreadsheet"; Word and Office expert Lisa A. Bucki; MOS Master Instructor and PowerPoint expert Faithe Wempen; Microsoft Certified Application Developer Michael Alexander; and Office and Access expert Dick Kusleika Takes you beyond creating simple text documents, spreadsheets, and presentations to help you use multiple Office applications at once to accomplish critical business tasks Also covers Publisher, OneNote, SkyDrive, the Cloud, and other key features and topics for Office 2013 Get the best of four Office 2013 books in one with this power-packed reference!

Explore the features, the installation, and the configuration of these seven new servers and gain a conceptual understanding of how your users will be working with them. Forms Server 2007 Groove Server 2007 Communications Server 2007 PerformancePoint Server 2007 Project Portfolio Server 2007 Project Server 2007 SharePoint® Server 2007 for Search Along with the release of Windows Vista and the revamped suite of Office 2007 products, Microsoft has released a line-up of new servers. Exchange Server 2007 and SharePoint® Server 2007 are two of the major players, but there are also seven additional Office 2007 Servers of which you may not be aware that can add productivity to your environment in a variety of ways. Each of the seven servers is unique and requires distinct assessment to determine if your company can benefit from any given server. This book provides you with the knowledge you need to determine the use of each server, the prerequisites and procedures of server installation, the post-installation configuration options so you can set it and forget it, and finally, a look at the client-side applications that interact with the new servers. Detailed information on how to... Install each of the seven Office 2007 Servers, including both standalone and server farm installation. Handle post-installation configuration options for each of the seven Office 2007 Servers. Create InfoPath forms to post to your InfoPath Forms Server. Work with the Groove client once your Groove Servers are in place. Communicate more efficiently within your company using a Communications Server and the new Communicator 2007 client. Handle larger projects through Project Professional 2007 with your new Project Server and Project Portfolio Server. Understand Business Intelligence (BI) in order to manage your company's future through PerformancePoint Server. Improve your ability to search for content through your SharePoint Server for Search. J. Peter Bruzzese is an independent consultant and trainer for a variety of clients including CBT Nuggets, New Horizons, and ONLC.com. Over the past ten years Peter has worked for/with Goldman Sachs, CommVault Systems, and Microsoft, to name a few. He focuses on corporate training and has had the privilege of working with some of the best trainers in the business of computer education. In the past he specialized in Active Directory and Exchange instruction, as well as certification training. Peter is a contributor to Redmond Magazine, WindowsITPro magazine, and several tech sites, and a speaker for the MCP TechMentor Conferences. Ronald Barrett is the director of information technology for an accounting and financial services firm, while also serving as chairman for the Technology Executive Committee for CPANet, a national CPA network, consisting of 15,000+ professionals.

VSTO for Mere Mortals™ is for VBA developers who are interested in migrating their skills to the next generation of Office development. Readers will benefit from a straightforward, practical introduction to writing managed code applications for Word 2003, Excel 2003, and Outlook 2003. Readers will also learn how to create add-ins for the most popular applications for Office 2003 and the 2007 Microsoft Office system using VSTO 2005 SE. The expert authors provide a wealth of code samples that show off popular features of VSTO, such as smart tags and the actions pane. Sample code also shows you how to customize the new UI features of the 2007 Microsoft Office system, including the ribbon, custom task pane, and Outlook forms region. VBA developers will walk away with A greater understanding of managed code and the Visual Studio integrated development environment (IDE) Multiple demonstrations on how to create document-level customizations for Word 2003 and Excel 2003, using view controls, data binding, and the actions pane A comprehensive overview of add-in development for Outlook 2003 Useful information on securing and deploying solutions created with VSTO and VSTO 2005 SE A thorough explanation on how to migrate VBA solutions to Visual Basic 2005 and VSTO Numerous details on customizing the ribbon, custom task pane, and Outlook form regions by developing VSTO 2005 SE add-ins for the 2007 Microsoft Office system

For the past three decades, the Shelly Cashman Series has effectively introduced computers to millions of students—consistently providing the highest quality, most up-to-date, and innovative materials in computer education. We are proud of the fact that our series of Microsoft Office 4.3, Microsoft Office 95, Microsoft Office 97, Microsoft Office 2000, and Microsoft Office XP textbooks have been the most widely used books in computer education. With each new edition of our Office books, we have made significant improvements based on software changes and comments made by both instructors and students. Our Microsoft Office 2003 books continue with the innovation, quality, and reliability that you have come to expect from the Shelly Cashman Series.

An exploration of the relationship between XML and Office 2003, examining how the various products in the Office suite both produce and consume XML. Beginning with an overview of the XML features included in the various Office 2003 components, it provides guidance on how to import or export information from Office documents into other systems. InfoWorld is targeted to Senior IT professionals. Content is segmented into Channels and Topic Centers. InfoWorld also celebrates people, companies, and projects.

Wheaton College professor Jacobs once again displays his considerable gifts in this collection of essays originally published in the Weekly Standard, First Things and the Christian review Books & Culture. As in his earlier collection, A Visit to Vanity Fair, Jacobs's range of interests and the breadth of his reading is extraordinary, along with the depth of his Christian humanism. His recurring theme here is the promises and limits of the modern era, as seen through some of its most celebrated figures: Jean-Jacques Rousseau, Albert Camus, W. H. Auden, Iris Murdoch and Wole Soyinka. Even an essay on Sappho's poetry becomes a meditation on modern erotic politics, in dialogue with the Song of Solomon. A final

section on Jacobs's sometimes comical attempts to install the Linux operating system on his own computer explores information technology, that quintessentially modern achievement. The tone here is somewhat more serious than in *Vanity Fair*, but never inaccessible, not least because Jacobs never takes himself too seriously. Notwithstanding the relatively conservative venues where Jacobs publishes, his writing is also utterly free of ideological cant, and his reading even of those with whom he disagrees is marked by generosity, humor and humility. Every writer longs for readers of Jacobs's integrity and creativity; discerning readers will revel in the chance to let Jacobs read aloud, as it were, over their own shoulder.

"Master every business SQL skill you need! Grouping, totaling, summaries, modifying databases, integrating data from multiple tables, and much more! Includes video introduction, 2+ hours of expert audio commentary, 200+ animated figures, 100+ self review questions, 100+ exercises, searching, hyperlinking, and more."--Container.

By covering this project management tool, this work offers the reader an understanding of the features, functions and best practices of project management.

Presents timesolving solutions, troubleshooting tips, and practical advice on taking advantage of each of the major Office applications and their shared features.

Microsoft Office Project Server 2007 Unleashed provides a comprehensive and in-depth overview of Microsoft Office Project Server 2007 and Enterprise Project Management (EPM). This book should be used as a reference to guide you through system capabilities and the use of more advanced product features in the context of your business processes. In this book you will find cutting-edge information, including the necessary framework and approach to implement a complex project management software product. Find practical, real-world guidance on how to plan, install, configure, deploy, use, manage, and customize your EPM Implementation. This book is your only in-depth source for Microsoft Office Project Server 2007!

User Interface Design for Mere Mortals takes the mystery out of designing effective interfaces for both desktop and web applications. It is recommended reading for anyone who wants to provide users of their software with interfaces that are intuitive and easy-to-use. The key to any successful application lies in providing an interface users not only enjoy interacting with but which also saves time, eliminates frustration, and gets the job done with a minimum of effort. Readers will discover the secrets of good interface design by learning how users behave and the expectations that users have of different types of interfaces. Anyone who reads *User Interface Design for Mere Mortals* will benefit from • Gaining an appreciation of the differences in the “look and feel” of interfaces for a variety of systems and platforms • Learning how to go about designing and creating the most appropriate interface for the application or website being developed • Becoming familiar with all the different components that make up an interface and the important role that each of those components plays in communicating with users • Understanding the business benefits that flow from good interface design such as significantly reduced support costs • Gaining invaluable insights into how users behave, including the seven stages of human interaction with computers • Working through case study based, in-depth analysis of each of the stages involved in designing a user interface • Acquiring practical knowledge about the similarities and differences between designing websites and traditional desktop applications • Learning how to define, conduct, and analyze usability testing

Through the use of the proven For Mere Mortals format, User Interface Design for Mere Mortals succeeds in parting the veil of mystery surrounding effective user interface design. Whatever your background, the For Mere Mortals format makes the information easily accessible and usable. Contents Preface Introduction CHAPTER 1 Brief Histories CHAPTER 2 Concepts and Issues CHAPTER 3 Making the Business Case CHAPTER 4 Good Design CHAPTER 5 How User Behave CHAPTER 6 Analyzing Your Users CHAPTER 7 Designing a User Interface CHAPTER 8 Designing a Web Site CHAPTER 9 Usability APPENDIX A Answers to Review Questions APPENDIX B Recommended Reading Glossary References Index

PCMag.com is a leading authority on technology, delivering Labs-based, independent reviews of the latest products and services. Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology.

For more than 40 years, Computerworld has been the leading source of technology news and information for IT influencers worldwide.

Computerworld's award-winning Web site (Computerworld.com), twice-monthly publication, focused conference series and custom research form the hub of the world's largest global IT media network.

The By Design series offers an example-packaged guide to creating and editing graphics using Microsoft PhotoDraw. The CD-ROM includes project files, original artwork by the author, and a demo version of PhotoDraw.

"SQL Queries for Mere Mortals" can help new users learn the foundations of SQL queries, and will prove to be an essential reference for intermediate and advanced users. The accompanying CD-ROM contains five sample databases used for the example queries throughout the book in four different formats.

Get your message across the right way with clear communication Message Not Received provides the tools and techniques that make an effective writer and public speaker. Particularly on topics related to data and technology, effective communication can present a challenge in business settings. This book shows readers how those challenges can be overcome, and how to keep the message from getting lost in the face of mismatched levels of knowledge, various delivery media, and the library of jargon that too often serves as a substitute for real, meaningful language. Coverage includes idea crystallization, the rapidly changing business environment, Kurzweil's law of accelerating change, and our increasing inability to understand what we are saying to each other. Rich with visuals including diagrams, slides, graphs, charts, and infographics, this guide provides accessible information and actionable guidance toward more effectively conveying the message. Today, few professionals can ignore the tsunami of technology that permeates their lives, advancing far more rapidly than most of us can handle. As a result, too many people think that successful speaking means using buzzwords, jargon, and invented words that sound professional, but don't actually communicate meaning. This book provides a path through the noise, helping readers get their message across succinctly, efficiently, and effectively. Adapt your approach for more effective communication Learn the critical skill of crystallizing ideas Tailor your style to the method of delivery Ensure that your message is heard, understood, and internalized It doesn't matter whether you're pitching to a venture capitalist, explaining daily challenges to a non-tech manager, or speaking to hundreds of

people – jargon-filled word salad uses a lot of words to say very little. Better communication requires a different approach, and Message Not Received gives you a roadmap to more effective speaking and writing for any audience or medium.

Netbooks are the hot new thing in PCs -- small, inexpensive laptops designed for web browsing, email, and working with web-based programs. But chances are you don't know how to choose a netbook, let alone use one. Not to worry: with this Missing Manual, you'll learn which netbook is right for you and how to set it up and use it for everything from spreadsheets for work to hobbies like gaming and photo sharing. Netbooks: The Missing Manual provides easy-to-follow instructions and lots of advice to help you: Learn the basics for using a Windows- or Linux-based netbook Connect speakers, printers, keyboards, external hard drives, and other hardware Get online using a wireless network, a public network, broadband cards, or dial-up Write email, browse the Web, transfer bookmarks, and add tools to your web browser Use business tools like Google Docs and Office for Netbooks Collaborate with others online via instant messaging Edit and share photos, play games, listen to music, and watch TV and movies online You'll also learn about web-based backup and storage, staying secure online -- especially when using wireless networks -- and tips for troubleshooting. Netbooks point to the future of computing, and Netbooks: The Missing Manual will show you how to get there.

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