

Powerpoint 2007 Bible

Customer Service Management in Africa: A Strategic and Operational Perspective (978-0-367-14337-4, K410515) "Customer Service is Changing!" The message of 34 authors featured in Customer Service Management in Africa: A Strategic and Operational Perspective is clear: Today's consumers are no longer 'passive audiences' but 'active players' that engage with businesses at each stage of product or service design and delivery systems. Consumer demands and expectations are also increasingly being dictated by changing personal preferences, enhanced access to information and expanding digital reality. The customer service principles – strategic and operational – advocated by these authors are universal, but particularly compelling as they apply to Africa's unique and dynamic operating environment. In recognition of the importance of excellent customer service, this comprehensive and well-timed book provides an essential guide on the increasing role of the customer to business success. This book discusses the management and delivery of customer service under seven broad themes: Customer Service as Shared Value, Customer Service Strategy, Customer Service Systems, Customer Service Style, Customer Service Culture, Customer Service Skills and Customer Experience – Advancing Customer Service in Africa. Central questions posed and addressed include: What is the new definition of customer service management? How should organisations position themselves to create value for customers and stakeholders? How should employees project themselves to align with customer service promises made by their organisations? Overall, this book provides strategic and operational insights into effective customer service management in Africa. The customer service management concepts, roles and practices outlined, particularly as they apply to the African context, make it an important addition to scholars' or practitioners' reference works.

Master PowerPoint and improve your presentation skills with one book! In today's business climate, you need to know PowerPoint inside and out, and that's not all. You also need to be able to make a presentation that makes an impact. From using sophisticated transitions and animation in your PowerPoint presentations to interfacing in person with your audience, this information-packed book helps you succeed. Start creating professional-quality slides that captivate audiences and discover essential tips and techniques for making first-rate presentations, whether you're at a podium or online. Combines both the technical software skills and the soft presentation skills needed to be a successful presenter in today's business climate Explains PowerPoint 2013's features and tools in detail, so you can create impressive, professional presentations for your job Shows you essential formatting techniques, including tables and working with Layouts, Themes, and Masters Covers working with drawings and SmartArt, photos, charts, sounds, music, video, and data from other sources Explains how to prepare for live presentations and also how to create and present material in the Cloud or online, including e-learning For compelling, successful presentations in person, in the cloud, or on the web, start with PowerPoint 2013 Bible.

A complete package for learning Excel 2010! As the leading spreadsheet application, Excel is an essential data analysis and business tool. With this dynamic combination of a full-color printed book and a Dummies interactive eLearning course on CD, you'll find a wealth of information on the latest release of Excel. Featuring both written and

animated step-by-step how-tos, practice labs, helpful videos, numerous examples, and a host of Dummies hints and tips, this package makes your learning process easier. Follow the material sequentially or jump in and out as you wish?it's set up so you can learn at your own pace. Throughout, you will benefit from illustrations, animations, voiceover explanations, and the option of closed captioning if you find you learn better when you can read the instructions. Helps self-motivated learners master Excel 2010, the leading spreadsheet application used today Includes an easy-to-follow, full-color book and an interactive Dummies eLearning Course that corresponds with the book on CD Allows you to follow the material sequentially or choose separate sections at your own time and pace Offers chapter summaries, practice exercises, discussions of concepts and essential terms, and much more Excel 2010 eLearning Kit For Dummies helps you maximize the potential of this data analysis tool so you can work more efficiently. NOTE: CD-ROM/DVD and other supplementary materials are not included as part of the e-book file, but are available for download after purchase.

Top-to-bottom coverage of the top-selling Microsoft Office application If you want to use Microsoft Word to create more than just simple documents, start with this ultimate Word guide. Packed with the in-depth content that is the hallmark of all Wiley Bibles, this book covers it all. You'll first find out what's new in Word 2013 on the features level - formatting, styles, tables, and more - before you dive into the big stuff that can help you become more efficient. From document design to creating master documents to applying security to collaborating in the Cloud, you'll learn not just how to do tasks, but the best ways to do them, and why. Details everything you need to know to get the most out of Word 2013 Walks you through new or refreshed basics, such as formatting, styles, charts, and tables Shows you how to use data sources, create envelopes and labels, and make forms Takes your Word skills up a notch with coverage of keyboard customization, security, collaborating on the Cloud, comparing documents, and much more Start creating documents at a new level and wow your colleagues, with Word 2013 Bible.

Whether you're designing a network, a business plan, or an office building, Visio 2007 can transform your vision into sophisticated diagrams and drawings and this comprehensive reference shows you how. You'll discover how to use Visio for IT, architecture, engineering, and business projects; explore the new features of Visio 2007; learn to publish Visio diagrams to the Web; and much more. If you want to develop your skills in Visio, this is the book you need to succeed.

In-depth coverage of all new software features of AutoCAD and AutoCAD LT AutoCAD is the leading drawing software, used by design and drafting professionals to create 2D and 3D technical drawings. This popular reference-tutorial has once again been revised by AutoCAD guru Ellen Finkelstein to provide you with the most up-to-date coverage of both AutoCAD and AutoCAD LT. You'll begin with a Quick Start tutorial so that even if you're brand new to AutoCAD, you can get started working with it right away. You'll then move on to the basics of creating drawings, using commands, and specifying coordinates. After developing a solid foundation on the essentials of AutoCAD, the book gradually builds upon early chapters as it covers more and more complex topics and techniques. Presenting the popular AutoCAD reference-tutorial, once again revised by Ellen Finkelstein a long-time AutoCAD instructor and advocate Starts with a tutorial on AutoCAD that covers the basics of creating drawings, using commands, and specifying

coordinates Builds on early chapters to cover more complex 2D and 3D drawing techniques, including using layers, creating dimensions, 3D coordinates, solids, and rendering Discusses advanced topics such as customization of commands and toolbars, and programming AutoCAD using AutoLISP and VBA The DVD contains before and after drawings for each tutorial, bonus appendices, and a 30-day trial version of AutoCAD Packed with essential information on both AutoCAD and AutoCAD LT, this resource is a must-have if you're eager to get started creating 2D and 3D technical drawings. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Written by an expert in the field of technology training and author of nearly two dozen titles, this complete guide offers readers thorough yet clear instruction on using the Microsoft Office suite: Word, Excel, PowerPoint, and Entourage Apple has welcomed Microsoft Office into its world and this reference is the ultimate resource for learning how to best capitalize on each application of Office Reviews creating, editing, formatting, and sharing digital documents with Word; gathering and analyzing information with Excel; creating dynamic presentations with PowerPoint; and using the e-mail and calendar of Entourage

Master PowerPoint and improve your presentation skills-with one book! It's no longer enough to have slide after slide of text, bullets, and charts. It's not even enough to have good speaking skills if your PowerPoint slides bore your audience. Get the very most out of all that PowerPoint 2010 has to offer while also learning priceless tips and techniques for making good presentations in this new PowerPoint 2010 Bible. Well-known PowerPoint expert and author Faithe Wempen provides formatting tips; shows you how to work with drawings, tables, and SmartArt; introduces new collaboration tools; walks you through five special presentation labs; and more. Coverage includes: A First Look at PowerPoint What Makes a Great Presentation? Creating and Saving Presentation Files Creating Slides and Text Boxes Working with Layouts, Themes, and Masters Formatting Paragraphs and Text Boxes Correcting and Improving Text Creating and Formatting Tables Drawing and Formatting Objects Creating SmartArt Diagrams Using and Organizing Clip Art Working with Photographic Images Working with Charts Incorporating Content from Other Programs Adding Sound Effects, Music, and Soundtracks Incorporating Motion Video Creating Animation Effects and Transitions Creating Support Materials Preparing for a Live Presentation Designing User-Interactive or Self-Running Presentations Preparing a Presentation for Mass Distribution Sharing and Collaborating Customizing PowerPoint Presenting Content Without Bulleted Lists Adding Sound and Movement to a Presentation Creating a Menu-Based Navigation System Creating a Classroom Game It's the book you need to succeed with PowerPoint 2010 and your next live presentation!

Examines the new features and enhancements of the presentation software, describing the new user interface and explaining how to combine text, animation, video, photographs, sound effects, narration, and other features into a professional-looking presentation.

Get ready to add punch and pizzazz to your presentations and wow your audience using the latest PowerPoint techniques. This friendly book/CD-ROM combo covers all of the new features of Microsoft PowerPoint 2007, including

interface changes, presentation themes, multimedia, the Slide Library, and more. The guide introduces you to the elements of PowerPoint: text; background, images, and info-graphics; shapes; fills, lines, and effects; sound and video; animations and transitions; and interactivity, flow, and navigation. Packed with numerous tips, shortcuts, workarounds, and timesaving techniques, it shows you step-by-step how to: Dress up your text by using fonts creatively and using WordArt to create artistic effects Work with masters and layouts, templates and themes, and fills, lines, and effects Maximize visual appeal by combining Photoshop with PowerPoint Add transitions, photos, motion, sound (narration and music), video, and animation Use SmartArt to create diagrams Create dynamic charts, equations, maps, and more Use PowerPoint's extensive clip art collection Test and set up your presentation Link to Flash, Acrobat, Word, and Excel Print presentation materials and create helpful handouts The CD includes templates, textures, backgrounds, background music scores, images, alpha channel equipped graphics, maps, illustrations, and more, so this combo gives you the know-how and the tools. An 8-page color insert shows you how to use color effectively. With this friendly guide, you're ready to bring your presentation to life with PowerPoint 2007. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Experience learning made easy—and quickly teach yourself how to create Web pages with the HTML5 specification. With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! Use a division-based layout to structure your Web pages Include menu bars and hyperlinks for clear navigation Apply colors, font sizes, and other formatting with CSS Add graphics, sound, and video to your pages Use the Canvas tag to render visual images on the fly Build user-input forms with buttons, boxes, and menus Your Step by Step digital content includes: All the book's practice files—ready to download and put to work. See "Using the Practice Files," inside. Fully searchable online edition of this book—with unlimited access on the Web. Free online account required; see inside book.

Building PowerPoint Templates Supercharge your PowerPoint® presentations with custom templates and themes! Want to create presentations that are more consistent and cost-effective? Presentations that fully reflect your branding? Then don't settle for Microsoft's "out-of-the-box" templates and themes: create your own! In this easy, hands-on guide, two PowerPoint MVPs teach you every skill and technique you'll need to build the perfect template—from planning and design, through theme building, custom layouts, colors, and deployment. Echo Swinford and Julie Terberg have distilled their immense PowerPoint knowledge into simple, step-by-step techniques you can use right now, whether you're using PowerPoint 2010 or 2007 for Windows, or PowerPoint 2011 for Mac. Well-built templates are the backbone of great presentations—whether building them for your own use or designing for thousands of users, this book will guide you through the process of creating the most effective templates. Important Note:

Upgrading from older versions of PowerPoint, such as PowerPoint 2003? Your old templates may no longer work. This book will help you make the transition painlessly!

- Plan new templates and themes to maximize their business value for years to come
- Understand the differences between templates and themes, and how they work together
- Make better choices about color, fonts, and slide layouts
- Create efficient templates for individual users, teams, and large organizations
- Incorporate Notes and Handout Masters into your presentation templates
- Provide example slides and default settings that lead to better presentations
- Use Microsoft's little-known Theme Builder to create effects and background styles
- Work around hidden quirks in PowerPoint's advanced template and theme features

Echo Swinford, a Microsoft PowerPoint MVP since 2000, has been a featured speaker at the Presentatio Summit (formerly PowerPoint Live) since its inception. She is the expert voice and instructor behind PowerPoint 2010 LiveLessons (Video Training), the author of Fixing PowerPoint Annoyances and co-author of The PowerPoint 2007 Complete Makeover Kit. Julie Terberg is a Microsoft PowerPoint MVP and featured speaker at the Presentation Summit. She is the owner of Terberg Design and has been designing presentations since the mid-1980s. She is co-author of Perfect Medical Presentations. As contributing author for Presentations Magazine, she won awards for her Creative Techniques columns.

"I recommend this book for anyone who wants a strong foundation in Access."
—Jeff Lenamon, CIBC World Markets Updated edition with exciting new Access 2007 features! Harness the power of Access 2007 with the expert guidance in this comprehensive reference. Beginners will appreciate the thorough attention to database fundamentals and terminology. Experienced users can jump right into Access 2007 enhancements like the all-new user interface and wider use of XML and Web services. Each of the book's six parts thoroughly focuses on key elements in a logical sequence, so you have what you need, when you need it. Designed as both a reference and a tutorial, Access 2007 Bible is a powerful tool for developers needing to make the most of the new features in Access 2007.

- Build Access tables using good relational database techniques
- Construct efficient databases using a five-step design method
- Design efficient data-entry and data display forms
- Utilize the improved Access report designer
- Use Visual Basic(r) for Applications and the VBA Editor to automate applications
- Build and customize Access 2007 ribbons
- Seamlessly exchange Access data with SharePoint(r)
- Employ advanced techniques such as the Windows(r) API and object-oriented programming
- Add security and use data replication in your Access applications

What's on the CD-ROM? Follow the examples in the book chapter by chapter using the bonus materials on the CD-ROM. You'll find separate Microsoft Access database files for each chapter and other working files, including All the examples and databases used in the book, including database files, images, data files in various formats, and icon files used in the book's examples A complete sample application file, including queries, reports, objects, and modules, that you

can use as a reference See the CD-ROM appendix for details and complete system requirements. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Clear, easy-to-understand instructions for seniors who want to get the most out of Microsoft Office 2010 Seniors are buying computers—both desktops and laptops—in record numbers to stay in touch with family and friends, connect with peers, research areas of interest, make purchases online, or learn a new skill. Assuming no prior knowledge of Microsoft Office, this book is aimed at seniors who are interested in maximizing the capabilities of Microsoft Word, Excel, PowerPoint, and Outlook. Written in large typeface and featuring enlarged figures and drawings to make the book easier to read, this fun and friendly book begins by showing you how to start each application and maneuver the interface. You'll benefit from detailed explanations on how to accomplish specific tasks through the use of examples and templates. Targets seniors who are interested in using the Microsoft Office suite for any number of reasons: keep in touch with family and friends, research topics of interest, shop online, learn a new skill, and more Assumes no prior knowledge of Microsoft Office and walks you through each application: Word (documents), Excel (spreadsheets), PowerPoint (presentations), and Outlook (e-mail) Features a large font for text and enlarged figures and drawings to make the book accessible and easy to read Explains how to open each application and navigate the interface, and clearly demonstrates how to accomplish specific tasks in each application Includes helpful examples and templates of letters, faxes, a budget grid, and more to assist with the learning process With age comes wisdom—and with Office 2010 For Seniors For Dummies comes the information you need to establish positive Office 2010 habits! Microsoft's Word 2007 rewrites the book on word processing and this book helps you soar over the hurdles and quickly brings you up to speed. No matter what level user you are, Microsoft Word MVP Herb Tyson's expert guidance puts you in charge, helping you choose the best way to get your work done, and to get the most out of Word 2007. You'll discover new ways to command legacy features, completely new features to accomplish old tasks, and brand new native capabilities.

Provides information on using Microsoft SharePoint to create Office-compatible Web sites, intranets and portals, and manage business records.

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!

7 books in 1—your key to PowerPoint success! Your one-stop guide to perfect presentations with PowerPoint 2007 Everybody uses PowerPoint, right? How can you make your presentations pop? Check this handy reference with its easy-to-use minibooks! Once you get going with all the cool new stuff in PowerPoint 2007, you find out how to jazz up your presentations with charts, transitions, photos, animation, and even some ultra-cool power-user tricks. Discover how to Plan and create a presentation Use speed techniques Handle master slides and master styles Customize slides with themes and templates Make diagrams and charts Create video slides

Market_Desc: Business users, sales, marketing and PR professionals, professional speakers and presentation specialists looking to get the most out of PowerPoint with the best possible presentation style and approach. Special Features: - The major software changes in PowerPoint 2007 - primarily the updated user-interface - will drive the need for even the most experienced PowerPoint users to relearn much of what they knew, driving the need for this thorough book. In addition to strong PowerPoint how-to and reference coverage of all the important PowerPoint 2007 functions, the PowerPoint 2007 Bible incorporates good business and presentation advice to make better presentations, much like the information driving the sales of books like Beyond Bullet Points and Cognitive Style of PowerPoint. The author Faithe Wempen is an experienced PowerPoint author and educator, teaching PowerPoint to university business students. Her PowerPoint 2003 Bible (ISBN: 0764539728) has been a solid seller for more than 2 years, especially in the training and education markets. This Bible will feature an improved visual design, with more emphasis on readability through improved fonts and spacing About The Book: It's no longer enough to have slide after slide of text, bullets, and charts. It's not even enough to have good speaking skills if your PowerPoint slides bore your audience. Presenters need to use PowerPoint well and make good presentations to make a good business impact. In the PowerPoint 2007 Bible, experienced PowerPoint author and trainer Faithe Wempen shows users how not just to use the features in PowerPoint, but how to make good presentations. The need for

both types of information is evident from the success of focused technical books like the Step-by-Step but also the books that teach the softskills such as Cognitive Style of PowerPoint and Beyond Bullet Points. The PowerPoint 2007 Bible will be the first book to successfully combine both the technical software skills and the soft presentation skills needed to be a successful presenter in today's business climate.

"The Adobe Acrobat 8 PDF Bible is the comprehensive guide to Acrobat for novices and power users alike. With a concise, easy-to-read format, you will be creating interactive XML forms, enabling streamlined document review processes, and publishing high-impact electronic documents in no time." —Rick Brown, director of product management, Adobe Acrobat

The book you need to succeed with Adobe Acrobat! Why do readers turn to the Adobe Acrobat Bible again and again? Because whether you're already experienced with Adobe Acrobat or you're learning to use this powerful tool for the first time, you'll find exactly what you need to know in these well-organized pages. Packed with helpful tips and step-by-step instructions, this latest edition will guide you through both basic and advanced features, enabling you to take full advantage of everything Acrobat 8 has to offer. Create, collect, and distribute forms with LiveCycle® Designer Work seamlessly with Microsoft® Office applications Convert AutoCAD® and Visio® files to PDF Discover new ways to edit PDFs and remove sensitive data Explore enhanced Shared Reviews tools with easy-to-use Wizard Collect form data by exporting it directly to Microsoft Excel® Combine files and create PDF Packages using new Acrobat 8 tools What's on the CD-ROM? You'll find valuable, author-developed sample files including PDF documents, Adobe Designer forms, and Acrobat PDF forms with JavaScripts—all arranged in folders according to chapters in the book, so you use them along with the book's tutorials. The CD also includes: Adobe Reader software Entire book in searchable PDF with embedded index Windows demonstration plug-ins

Are you a visual learner? Do you prefer instructions that show you how to do something - and skip the long-winded explanations? If so, then this book is for you. Open it up, and you will find clear, step-by-step screen shots that show you how to tackle more than 170 Access 2007 tasks. Each task-based spread includes easy, visual directions for performing necessary operations, including *

- * Navigating the new interface
- * Using templates to create databases
- * Entering and editing data
- * Working with tables and fields
- * Creating simple or summary queries
- * Linking to Excel(r) worksheets

Helpful sidebars offer practical tips and tricks * Full-color screen shots demonstrate each task * Succinct explanations walk you through step by step * Two-page lessons break big topics into bite-sized modules

Seniors who are new to computers can learn Office applications quickly and easily If you're over 50 and new to computers, everything about them can seem intimidating. The most common applications you'll want to use are part of the Microsoft Office suite - Word, Excel, PowerPoint, and Outlook. Microsoft Office

2007 For Seniors For Dummies shows you how to use each one in a straightforward, fun manner that takes all the apprehension away. This plain-English guide shows you just what you need to know to write letters with Word, keep a budget with an Excel spreadsheet, create fun slideshows with PowerPoint, and set up an e-mail account using Outlook. Microsoft Office 2007 For Seniors For Dummies doesn't assume you were born knowing how to use a computer; it starts at the beginning and makes learning easy and quick. Each chapter lists the tasks covered, with page references to help you locate what you need Shows how to start each application and navigate the elements on the screen Covers how to create documents in Word and provides templates for letters and faxes Explains how to create spreadsheets and includes a grid for budgeting Guides you through creating a PowerPoint presentation Demonstrates how to set up an e-mail account with Outlook and communicate with others Microsoft Office 2007 For Seniors For Dummies will have you using basic Office applications in no time, and boost your confidence too.

Market_Desc: Any Office user who needs to do more than create a simple text document, spreadsheet, or brief presentation and needs to understand how to most effectively use several Office applications. Many Office users who haven't purchased books for several versions should need new books again this version Special Features: " All new for Office 2010" Combines content from best-selling books Excel Bible and Access Bible and authors John Walkenbach and Michael Alexander along with the content from the Word, Outlook, and PowerPoint Bibles to create an Office Bible that is the best of the Office suite" This version of Office features many changes to the user interfaces for all the applications. Even the most experienced users will be looking for a thorough book to help them through the changes About The Book: Continuing with the successful format of the Office 2007 Bible, the Office 2010 Bible is built around the expertise of the extremely successful Bible authors on the individual applications. This Bible takes a best of the Bible approach and combines expert content from:" John Walkenbach's Excel 2010 Bible" Michael Groh's Access 2010 Bible" The Word 2010 Bible from Word MVP Herb Tyson" Faith Wempen's PowerPoint 2010 Bible combining PowerPoint technical how-to with business presentation strategyThe book presents expert coverage focused on the topics within each application that the expert authors know readers need most.

Make the Web interactive with your own animations Liven up your Web site with graphics that move, buttons that light up, and more Flash is fun - and this book makes it easy whether you're using a Mac(r) or Windows(r). Fill letters with images, create buttons that glow or change color when you pass your mouse over them, play video and sound files, morph objects into different ones, and do dozens of other things to make your site flashier. Discover how to * Create animated text * Find sample Flash files * Explore links to additional information * Add sound and video * Build great user interfaces * Publish your Flash files This text is a guide to AutoCAD 14 - a technical drawing tool for Windows and DOS. It

covers all the features in-depth and is organized into meaningful, related parts so that the reader can find any topic. The order of the topics should allow readers to read the book from start to finish and use it to learn AutoCAD from scratch.

Mastering AutoCAD 2000, the fully revised edition of Omura's all-time best-seller, is your one-stop authority on the latest release of AutoCAD. If you're new to this powerful design tool, this book gets you started using AutoCAD right away with a tutorial approach that provides step-by-step instructions on how to accomplish everyday tasks. If you're an experienced user, this book offers in-depth explanations of AutoCAD's most advanced features, including multi-drawing interactivity, database access and using VBA to increase efficiency. No matter what your experience level, this is an indispensable resource that you'll keep on your desk and refer to again and again. Become a Master * Find your way around the AutoCAD interface * Create and developing an AutoCAD drawing * Manage your drawing projects * Ensure that your drawings print properly * Improve your efficiency with AutoCAD * Align points with existing elements * Preview your drawings using WYSIWYG plotting * Capitalize on hidden or hard-to-find features * Work with multiple documents * Master the 3D modeling and rendering process * Use VBA and other techniques to customize AutoCAD * Collaborate with others on large-scale AutoCAD projects * Take advantage of AutoCAD's Internet features * Combine tools to accomplish complex tasks

This book is a single reference that's indispensable for Excel beginners, intermediate users, power users, and would-be power users everywhere Fully updated for the new release, this latest edition provides comprehensive, soup-to-nuts coverage, delivering over 900 pages of Excel tips, tricks, and techniques readers won't find anywhere else John Walkenbach, aka "Mr. Spreadsheet," is one of the liworld's leading authorities on Excel Thoroughly updated to cover the revamped Excel interface, new file formats, enhanced interactivity with other Office applications, and upgraded collaboration features Includes a valuable CD-ROM with templates and worksheets from the book Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

This was written for teachers who want to use PowerPoint in the classroom to enhance your presentations, teach your students how to use the application, and create interactive educational projects.

Packed with practical, real-world examples and authoritative advice, the AutoCAD 2000 Bible is your complete guide to the fastest, smoothest AutoCAD yet. Expert author Ellen Finkelstein shows you how to master every aspect of this powerful design software, from fundamental commands and VBA programming to hot new features such as Visual LISP, improved 3D editing, multiple plots/prints, better text handling, and more flexible dimensions.

In-depth guidance on Word 2010 from a Microsoft MVP Microsoft Word 2010 arrives with many changes and improvements, and this comprehensive guide from Microsoft MVP Herb Tyson is your expert, one-stop resource for it all. Master Word's new features such as a new interface and customized Ribbon, major new productivity-boosting collaboration tools, how to publish directly to blogs, how to work with XML, and much more. Follow step-by-step instructions and best practices, avoid pitfalls, discover practical workarounds, and get the very most out of your new Word 2010 with this packed guide.

The best of the best from the bestselling authors of Excel, Word, and PowerPoint Bibles! Take your pick of applications from the Office 2010 suite and your choice of leading experts to show you how to use them. This Office 2010 Bible features the best-of-the-best content from the Excel 2010 Bible, by "Mr. Spreadsheet" John Walkenbach; the Word 2010 Bible by Microsoft MVP Herb Tyson; the PowerPoint 2010 Bible, by PowerPoint expert Faithe Wempen; and coverage of Access 2010 from Microsoft MVP Michael Alexander. If you want to quickly and effectively begin using Office 2010, start in the experts' corner with this must-have book. Gives you the best-of-the-best content on Office 2010 from the leading experts, authors, and contributors to our Excel, Word, PowerPoint, and Access Bibles Includes content from John Walkenbach, aka "Mr. Spreadsheet"; Word expert and Microsoft MVP Herb Tyson; PowerPoint expert Faithe Wempen; and Excel and Access expert and Microsoft MVP Michael Alexander Takes you beyond creating simple text documents, spreadsheets, and presentations to help you use multiple Office applications at once to conquer critical business tasks Hones in with expert coverage of the topics within each application that you need to know most Covers even more from Outlook and other key Office topics Get the best of four books in one with this power-packed reference!

Packed with examples, techniques, and tips from Microsoft MVP John Walkenbach, this perennial bestseller has been updated for Excel 2007 and is equally valuable for beginners and power users. You'll learn how to master Excel's new "menuless" Ribbon interface, develop custom functions, create UserForms, analyze data with external database files and PivotTables, and much more. Here's valuable comprehensive coverage of the fundamentals as well as advanced 2007 features like the new user interface and wider use of XML and Web services.

Master PowerPoint and improve your presentation skills with one book! In today's business climate, you need to know PowerPoint inside and out, and that's not all. You also need to be able to make a presentation that makes an impact. From using sophisticated transitions and animation in your PowerPoint presentations to interfacing in person with your audience, this information-packed book helps you succeed. Start creating professional-quality slides that captivate audiences and discover essential tips and techniques for making first-rate presentations, whether you're at a podium or online. Combines both the technical software skills and the soft presentation skills needed to be a successful presenter in today's business climate Explains PowerPoint 2013's features and tools in detail, so you can create impressive, professional presentations for your job Shows you essential formatting techniques, including tables and working with Layouts, Themes, and Masters Covers working with drawings and SmartArt, photos, charts, sounds, music, video, and data from other sources Explains how to prepare for live presentations and also how to create and present material in the Cloud or online, including e-learning For compelling, successful presentations in person, in the cloud, or on the web, start with PowerPoint 2013 Bible.

Is the earth billions of years old, or just thousands? Does it Matter? Did God create our world in six literal days, or did it evolve on its own over countless eons of time? The age of the earth - a key question in the creation/evolution debate - has been portrayed as an issue of science versus religion, but is it really that simple? The answers to these questions are vital to understanding not just earth science, but also the biblical record. Dr. John Morris - The Young Earth scientifically examines the evidence to see what the

earth actually reveals about itself. This classic and definitive work, newly revised and expanded, demonstrates that the Bible can be trusted in questions of science and history. The Young Earth offers both compelling scientific analysis and effective biblical exposition. A powerful resource, it also includes a CD with PowerPoint presentations that illustrate such key concepts as salt levels in the oceans, the age of the atmosphere, the accumulation of ocean sediments, and much more. Great for presentations and personal study Organized for teaching to groups of all sizes Illustrated slides illuminate important points Scientifically, irrefutably, the truth of God's world proclaims the truth of God's Word.

FOREWORD BY GUY KAWASAKI Presentation designer and internationally acclaimed communications expert Garr Reynolds, creator of the most popular Web site on presentation design and delivery on the Net — presentationzen.com — shares his experience in a provocative mix of illumination, inspiration, education, and guidance that will change the way you think about making presentations with PowerPoint or Keynote. Presentation Zen challenges the conventional wisdom of making "slide presentations" in today's world and encourages you to think differently and more creatively about the preparation, design, and delivery of your presentations. Garr shares lessons and perspectives that draw upon practical advice from the fields of communication and business. Combining solid principles of design with the tenets of Zen simplicity, this book will help you along the path to simpler, more effective presentations.

Experience learning made easy—and quickly teach yourself how to create impressive documents with Word 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Apply styles and themes to your document for a polished look Add graphics and text effects—and see a live preview Organize information with new SmartArt diagrams and charts Insert references, footnotes, indexes, a table of contents Send documents for review and manage revisions Turn your ideas into blogs, Web pages, and more Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eBook—plus more resources and extras on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

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