

Teach Yourself Visually Microsoft Office Access 2007 Teach Yourself Visually Tech

Covers new PowerPoint features including how to create presentation slides, dress them up using templates and graphics, add sound and animation, and present in a business or Internet setting Equips users to present visually charged, captivating slideshows Sophisticated, revised full-color design provides readers with easier navigation Shows users how to make real-world use of PowerPoint 2007 with highly visual two-page tutorials and numbered, step-by-step screen shots in full color on high-quality paper

Learn to use Microsoft Word 2010 the easy, visual way Word is the most popular application in the Microsoft Office suite, and Word 2010 has some exciting new features. If you learn best when you can see how something is done, you'll find the step-by-step instructions and full-color screen shots make it quick and easy to learn this new version of Word. The visual format helps you understand Word's new features, including Web Apps and the revised user interface. Learn to set up and format documents, work with graphics, use Mail Merge, post documents to the Web, and more. Word 2010 includes support for typographic features that enable you to create more sophisticated documents This guide shows how to use the new features with step-by-step instructions and full-color views of what you see on the screen at each step Perfect for visual learners who like to see how something is done Covers dozens of common tasks you will use every day Teach Yourself VISUALLY Word 2010 gets you up to speed on the new version of Word quickly and easily.

Learn the new Microsoft Office suite the easy, visual way

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Microsoft Office 2013 is a power-packed suite of office productivity tools including Word, Excel, PowerPoint, Outlook, Access, and Publisher. This easy-to-use visual guide covers the basics of all six programs, with step-by-step instructions and full-color screen shots showing what you should see at each step. You'll also learn about using Office Internet and graphics tools, while the additional examples and advice scattered through the book give you tips on maximizing the Office suite. If you learn best when you can see how things are done, this book is for you. Shows you how to use Microsoft Office 2013 with easy-to-follow, step-by-step instructions illustrated with full-color screen shots Covers Word, Excel, PowerPoint, Outlook, Access, and Publisher Includes additional information on using Office Internet and graphics tools Designed to help visual learners read less and learn more Teach Yourself VISUALLY Office 2013 shows you how to use all six tools in the Office suite, step by step. A straightforward, visual approach to learning the new PowerPoint 2013! PowerPoint 2013 boasts updated features and new possibilities; this highly visual tutorial provides step-by-step instructions to help you learn all the capabilities of PowerPoint 2013. It covers the basics, as well as all the exciting new changes and additions in a series of easy-to-follow, full-color, two-page tutorials. Learn how to create slides, dress them up using templates and graphics, add sound and animation, and more. This book is the ideal "show me, don't tell me" guide to PowerPoint 2013. Demonstrates how to create memorable and captivating presentations using PowerPoint 2013, the latest generation of Microsoft's presentation software Walks you through PowerPoint 2013's new features, including new wide-screen themes and variants, improved collaboration tools, and an enhanced Presenter View Shows you how to create slides, dress them up with templates and graphics, add sound and animation,

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and present in a business or Internet setting Features easy-to-follow, full-color, two-page tutorials With Teach Yourself VISUALLY PowerPoint 2013, you have the power to make a remarkable presentation!

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

Looks at the updates, changes, and enhancements of the 2007 Microsoft Office system, with information on Word, Excel, PowerPoint, Publisher, OneNote, Access, Outlook, and Groove.

The ultimate visual learner's guide to Windows 10 Teach Yourself VISUALLY Windows 10 Anniversary Update is the quick and easy way to get up and running with Windows 10 and Windows 10 Update. From setting up to shutting down and everything in between, this book guides you through everything you need to know to start working with Windows 10. Learn how to customize Windows 10, pin an app to the Start menu, work with files and digital media, customize the interface, optimize performance, set up email, go online, and so much more. Two-page spreads, detailed instruction, and expert content walk you through more than 150 Windows tasks. Coverage includes the Windows 10 release, along with

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the newest features of the Windows 10 Anniversary Update. This is your visual guide to learning what you can do with Windows 10 and Windows 10 Anniversary Update. Find your way around Windows 10 with full-color screen shots Install programs, set up user accounts, play music and videos, and more Learn basic maintenance that keeps your system running smoothly Set up password protection and troubleshoot basic issues quickly

See your way to Excel spreadsheet stardom with this visual guide If you're always hearing about the cool things Excel can do, here's your chance to see how to do them! Teach Yourself Visually Excel offers you a straightforward visual approach to working with the newest version of the world's leading spreadsheet program. Packed with visually rich tutorials and step-by-step instructions that will help you take your Excel skills to new heights, this friendly and approachable guide will have you creating, editing, and manipulating Excel spreadsheets in no time! Excel can seem daunting, but with Teach Yourself Visually Excel, you'll quickly and painlessly learn how to perform dozens of tasks, including creating spreadsheets and charts, filtering and sorting data, working with PivotTables, and so much more. Covering the latest additions and changes to the newest version of Excel, a series of easy-to-follow, full-color tutorials helps you to excel at working with Excel! Tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you grasp the basic functions of Excel—and beyond Walks you through Excel s new features Clearly demonstrates how to organize, present, analyze, and chart data with Excel Whether you've never used Excel or just need to brush up on its new features, Teach Yourself Visually Excel will be the dog-eared resource you'll turn to again and again.

Quickly teach yourself how to automate tasks and

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create custom spreadsheet solutions with Excel 2007 Visual Basic for Applications (VBA). With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Create macros to automate repetitive tasks Automatically format charts, shapes, and text Manipulate tables and other objects—even build PivotTable reports Write your own functions and procedures Use loops and conditions to add decision logic to macros Build custom command buttons, dialog boxes, and user forms Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Windows Vista Product Guide eReference—plus other resources on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

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

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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

Learn to use all parts of Office for Mac with this easy, visual method Since its release in January 2008, Microsoft Office 2008 for the Mac has sold faster than any previous edition. Including Word, Excel, PowerPoint, and Entourage, this office productivity suite has the tools you need for word processing, spreadsheets, presentations, and managing e-mail and contacts. Teach Yourself VISUALLY Office 2008 for Mac shows you how to use each one. If you learn best when you see how things are done, this book is made for you. More than 175 useful and essential tasks are presented with clear, step-by-step instructions, illustrated with full-color screen shots that show you exactly how to use each application. Covers all the applications in Office 2008 for Mac: Word, Excel, PowerPoint, and Entourage Shows how to create and edit documents in Word, manage spreadsheets and crunch numbers with Excel, and develop knockout presentations with PowerPoint Helps you improve your productivity by taking full advantage of the calendar, to-do list, contacts, and e-mail functions of Entourage Practical examples and advice along with full-color illustrations on every page help you learn quickly

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Step-by-step instructions and clear, high-resolution screen shots demonstrate more than 175 important tasks, so you can read less and learn more Teach Yourself VISUALLY Office 2008 for Mac gets visual learners up to speed on Office 2008 for Mac quickly and easily.

In just 24 sessions of one hour or less, you'll learn how to build complete, reliable, and modern applications with Visual Basic 2012. Using this book's straightforward, step-by-step approach, you'll master the entire process, from navigating VB 2012 to deploying finished solutions. You'll learn how to write efficient object-oriented code; build superior user interfaces; work with graphics, text, and databases; and even control external applications. Each lesson builds on what you've already learned, giving you a strong, practical foundation for success! Step-by-step instructions carefully walk you through the most common Visual Basic 2012 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...

Navigate the VB 2012 environment and use VB's powerful new tools Work with objects, collections, and events Build attractive, highly functional user

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interfaces Make the most of VB 2012's advanced controls Create efficient modules and reusable procedures Store data, make decisions in code, and use loops to improve efficiency Use powerful object-oriented programming techniques Interact effectively with users Work with graphics, text files, and databases Debug and troubleshoot applications Manipulate external applications, file systems, and the Windows Registry Distribute the software you've created On the Web: Access code examples from the book, as well as updates, and corrections as they become available at

informit.com/title/9780672336294 Download Visual Studio 2012 Express for Windows Desktop from www.microsoft.com/visualstudio/eng/downloads

Office 2013 For Dummies is the key to your brand new Office! Packed with straightforward, friendly instruction, this update to one of the bestselling Office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in Office 2013. After coverage of the fundamentals, you'll discover how to spice up your Word documents, edit Excel spreadsheets and create formulas, add pizzazz to your PowerPoint presentation, and much more. Helps you harness the power of all five Office 2013 applications: Word, Excel, PowerPoint, Outlook, and Access Discusses typing and formatting text in Word and easy ways to dress up your documents with color, graphics, and

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more Demonstrates navigating and editing an Excel spreadsheet, creating formulas, and charting and analyzing Excel data Walks you through creating a PowerPoint presentation and adding some punch with color, sound, pictures, and videos Explores Outlook, including configuring e-mail, storing contacts, organizing tasks, scheduling your time, and setting appointments Delves into designing Access databases, including editing, modifying, searching, sorting, and querying; also covers viewing and printing reports, and more The fun and friendly approach of Office 2013 For Dummies makes doing Office work easy and efficient!

Microsoft Teams is the one-stop app for chat, collaboration, meetings, and project management! Teach Yourself VISUALLY Microsoft Teams helps you understand and learn to use Microsoft's chat- and meeting-based communication and collaboration application. Teams provides many rich features that enable teams to be more efficient and save valuable time and resources. However, as with most applications, there is a learning curve as well as pitfalls that should be avoided, which this book helps you prepare for. Topics include: Key Benefits of Teams Teams and Channels Chats and Files Calls and Meetings Live Events Best Practices for Organizational Success Tips and Tricks to Make the Most of the Features Land Mines to Avoid Teams is now the "central hub" for working in Microsoft 365,

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enabling users to access Word, Excel, PowerPoint, and OneNote, as well as schedule meetings through Outlook. Almost the entire Microsoft 365 suite can be accessed in some way through Teams and many of the newer apps (e.g., Planner and Stream) are built based on the Teams platform. Teach Yourself VISUALLY Microsoft Teams is your ultimate guide to getting the most out of using Teams!

Teach yourself exactly what you need to know about using Office Professional 2010-one step at a time!

With STEP BY STEP, you build and practice new skills hands-on, at your own pace. Covering Microsoft Word, PowerPoint, Outlook, Excel, Access, Publisher, and OneNote, this book will help you learn the core features and capabilities needed to: Create attractive documents, publications, and spreadsheets Manage your e-mail, calendar, meetings, and communications Put your business data to work Develop and deliver great presentations Organize your ideas and notes in one place Connect, share, and accomplish more when working together"

Are you new to computers? Does new technology make you nervous? Relax! You're holding in your hands the easiest guide ever to Office 2007 -- a book that skips the long-winded explanations and shows you how things work. All you have to do is open the book, follow Chip, your friendly guide -- and discover just how easy it is to get up to speed. "The

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Simplified series is very accessible to beginners and provides useful information for more experienced users. For visual learners (like myself), the illustrations are a great help. It's challenging to take a complex subject and express it simply, clearly, concisely, and comprehensively. This book meets the challenge." --John Kelly (Anchorage, AK)

"Simplify It" sidebars offer real-world advice A friendly character called Chip introduces each task Full-color screen shots walk you through step by step Self-contained, two-page lessons make learning a snap

Master the new version of Microsoft Office with this easy, visual guide The popular Microsoft Office suite has been revamped to provide new features, including Web applications that can be accessed from anywhere and a new, streamlined Ribbon. If you learn better with visual instructions, this full-color guide is just what you need. Covering Word, Excel, PowerPoint, Outlook, Access, and Publisher, this book is filled with step-by-step instructions and full-color screen shots that show you exactly what you'll see at each step. You'll also get instruction on the new Office Internet and graphics tools, as well as how to tackle dozens of common tasks in each application. Ideal for visual learners, this guide covers the entire Office suite: Word, Excel, PowerPoint, Outlook, Access, and Publisher Introduces the new Microsoft Office features,

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including Office Internet and graphics tools Provides step-by-step instructions for common tasks in each application Full-color screen shots illustrate what you see on the screen every step of the way Teach Yourself VISUALLY Office 2010 gets you up and running with Office 2010 quickly and easily, so you can take advantage of all the enhanced features. Wanting to make the most of Microsoft Office 2010? But not sure exactly what it has to offer? Then look no further as this clear, concise guide is the ideal companion for fast and efficient learning. Simply Office 2010 runs you through the main features of the Office applications with simple, step-by-step instructions that show you how to tackle dozens of Microsoft Office tasks, whilst offering practical examples and advice. The simple, yet elegant design features a multitude of images as well as tips & tricks to make this a perfect reference for all ages and abilities. If you are new to Microsoft Office you will find the gentle approach to the software provides a non-intimidating and easy to follow resource that helps you to get to grips with the application quickly - just follow all instructions on screen at your own speed. Each application in the Office suite is covered, including: Word Excel Outlook Publisher PowerPoint Using Office Internet and graphics tools Packed with advice and screen shots, this full-colour visual tutorial is excellent value for money. Learn something new today – read it, try it and become

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your own expert with Simply Office 2010!

Presents a guide to preparing for certification exams for four Microsoft Office programs, which includes overviews, step-by-step instructions, and practice projects for each program.

This is learning made easy. Get more done quickly with Office 2019. Jump in wherever you need answers - brisk lessons and colorful screenshots show you exactly what to do, step by step. Covers Word, Excel, PowerPoint and Outlook Format Word documents for maximum visual impact Build powerful, reliable Excel workbooks for analysis and reporting Prepare highly effective PowerPoint presentations Use Outlook to organize your email, calendar, and contacts Includes downloadable practice files

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

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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.

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

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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.

The uncomplicated PowerPoint guide designed specifically for visual learners Are you a visual learner who wants to spend more time working on your presentations than trying to figure out how to create them? Teach Yourself Visually PowerPoint offers you an effortless approach to creating winning presentations with the latest version of PowerPoint. This accessible resource features visually rich tutorials and step-by-step instructions that will help you understand all of PowerPoint's capabilities—from the most basic to the most advanced. With Teach Yourself Visually PowerPoint, you'll learn how to create slides, dress them up using templates and graphics, add sound and animation, present in a business or Internet setting, and so much more. Covering the latest additions and changes in the new version of PowerPoint, a series of easy-to-follow, full-color tutorials helps you to quickly get up and running using PowerPoint like a pro! Highly visual

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tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you learn the basic functions of PowerPoint—and beyond Walks you through PowerPoint's latest features Demonstrates how to create memorable and captivating presentations using PowerPoint Do you prefer instructions that show you how to do something—and skip the long-winded explanations? If so, Teach Yourself Visually PowerPoint is for you. What will you learn from this book? Dive into C# and create apps, user interfaces, games, and more using this fun and highly visual introduction to C#, .NET Core, and Visual Studio. With this completely updated guide, which covers C# 8.0 and Visual Studio 2019, beginning programmers like you will build a fully functional game in the opening chapter. Then you'll learn how to use classes and object-oriented programming, create 3D games in Unity, and query data with LINQ. And you'll do it all by solving puzzles, doing hands-on exercises, and building real-world applications. By the time you're done, you'll be a solid C# programmer--and you'll have a great time along the way! What's so special about this book? Based on the latest research in cognitive science and learning theory, Head First C# uses a visually rich format to engage your mind rather than a text-heavy approach that puts you to sleep. Why waste your time struggling with new concepts? This multisensory learning experience is

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designed for the way your brain really works.

Discover the power of Microsoft Teams with this intuitive and timely new guide Microsoft Teams is unlocking the potential of remote work and virtual meetings at a time when they couldn't be more necessary. Its feature-rich interface and ease-of-use promise to bring your team together—as long as you can harness its full suite of capabilities. In Teach Yourself VISUALLY Microsoft Teams, Microsoft experts and authors Matt Wade and Sven Seidenberg turn their years of engineering and IT experience loose on the virtual collaboration software now used by over one hundred million people across the globe. Using the book's huge collection of vibrant and full-sized images and walkthroughs, you'll see exactly what you need to do in order to:

- Realize the key benefits of Teams by using its messaging and video-conferencing capabilities to stay connected with your colleagues
- Manage multiple teams and channels to use Teams across your organization
- Extend the functionality of Teams by using additional apps and add-ons
- Learn valuable tips, best practices, and work-arounds to make the most of and avoid the landmines in Teams

Rapidly becoming the central hub for working in Microsoft 365, Microsoft Teams promises to transform the way you work and communicate. And you'll master it faster and easier by using this ultimate guide to get the most out of Microsoft's latest and greatest software!

Get to grips with the complete range of Office 2019 applications, explore solutions to common challenges, and discover best practices for working productively

- Key Features
- Explore MS Office to enhance productivity and boost your professional development
- Get up and running with the new and improved features in Microsoft Office 2019
- Discover how to overcome common challenges when working with Office

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2019 applications Book Description Learn Microsoft Office 2019 provides a comprehensive introduction to the latest versions of Microsoft Word, Excel, PowerPoint, Access, and Outlook. With the help of illustrated explanations, this Microsoft Office book will take you through the updated Office 2019 applications and guide you through implementing them using practical examples. You'll start by exploring the Word 2019 interface and creating professional Word documents using elements such as citations and cover pages, tracking changes, and performing mail merge. You'll then learn how to create impressive PowerPoint presentations and advance to performing calculations and setting up workbooks in Excel 2019, along with discovering its data analysis features. Later chapters will focus on Access 2019, assisting you in everything from organizing a database to constructing advanced queries. You'll then get up to speed with Outlook, covering how to create and manage tasks, as well as how to handle your mail and contacts effortlessly. Finally, you'll find solutions to commonly encountered issues and best practices for streamlining various workplace tasks. By the end of this book, you'll have learned the essentials of Office business apps and be ready to work with them to boost your productivity. What you will learn Use PowerPoint 2019 effectively to create engaging presentations Gain working knowledge of Excel formulas and functions Collaborate using Word 2019 tools, and create and format tables and professional documents Organize emails, calendars, meetings, contacts, and tasks with Outlook 2019 Store information for reference, reporting, and analysis using Access 2019 Discover new functionalities such as Translator, Read Aloud, Scalable Vector Graphics (SVG), and data analysis tools that are useful for working professionals Who this book is for Whether you're just getting started or have used Microsoft Office before and are looking to develop your

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MS Office skills further, this book will help you to make the most of the different Office applications. Familiarity with the Office 2019 suite will be useful, but not mandatory. Everything you need to know about Windows 11 in a single, visual book Teach Yourself Visually Windows 11 collects all the resources you need to master the day-to-day use of Microsoft's new operating system and delivers them in a single resource. Fully illustrated, step-by-step instructions are combined with crystal-clear screenshots to walk you through the basic and advanced functions of Windows 11. Teach Yourself Visually Windows 11 offers the best visual learning techniques with comprehensive source material about the interface and substance of Windows 11, as well as: Stepwise guidance on working with files, digital pictures, and media Instructions for customizing Windows 11 and sharing your computer with family members Tutorials on installing and repairing applications, system maintenance, and computer security The fastest, easiest way for visual learners to get a grip on Windows 11, Teach Yourself Visually Windows 11 is the best way to go from newbie to expert in no time at all. This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Introducing Microsoft Power BI enables you to evaluate when and how to use Power BI. Get inspired to improve business processes in your company by leveraging the available analytical and collaborative features of this environment. Be sure to watch for the publication of Alberto Ferrari and Marco Russo's upcoming retail book, Analyzing Data with Power BI and Power Pivot for Excel (ISBN 9781509302765). Go to the book's page at the Microsoft Press Store here for more details:<http://aka.ms/analyzingdata/details>. Learn more about Power BI at <https://powerbi.microsoft.com/>.

Visually learn the latest version of Word Are you a visual

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learner who prefers to see how Word works instead of hear a long-winded explanation? Teach Yourself Visually Word offers you a straightforward 'show me, don't tell me' approach to working with the newest version of the top-selling application in the Microsoft Office suite. Packed with visually rich tutorials and step-by-step instructions that will help you come to grips with all of Word's capabilities, this accessible resource will quickly and easily get you up and running on using the world's most widely used word processing program. With Teach Yourself Visually Word, you'll learn how to perform dozens of tasks, including how to set up and format documents and text in Word; work with diagrams, charts, and pictures; use Mail Merge; post documents online; and much more. Covering the newest additions and changes to the latest version of Word, a series of easy-to-follow, full-color tutorials helps you to quickly get up and running with Word like a warrior! Tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you grasp the basic functions of Word—and beyond Walks you through Word's new features Demonstrates how to set up, format, and edit Word documents If you're new to the world of Word and want a highly visual roadmap to help you put it to use for you, Teach Yourself Visually Word has you covered.

Teach Yourself VISUALLY Office 2016 John Wiley & Sons
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'll find clear, step-by-step screen shots that show you how to tackle more than 220 Office 2007 tasks. Each task-based spread includes easy, visual directions for performing necessary operations, including: * Using Galleries and Live Preview * Finding hidden files * Creating a blog post * Assembling and presenting slideshows * Developing a publication * Building a spreadsheet * Helpful sidebars offer

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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

A clear, visual way to learn Office 2010 quickly and easily If you're looking for a way to get up to speed quickly on the newest version of Microsoft Office, these 400 pages of step-by-step instructions and full-color screen shots make it easy. Office 2010 has new features and tools to master, and whether you're upgrading from an earlier version or encountering the Office applications for the first time, you'll appreciate this simplified approach. This easy-to-follow guide covers Word, Excel, PowerPoint, Outlook, and Publisher. Microsoft Office holds more than 90 percent of the market for Windows-based productivity suites. More than 90 percent of Windows users use Microsoft Office This guide covers all the Office applications: Word, Excel, PowerPoint, Outlook, and Publisher Designed for people who learn best visually, with step-by-step instructions illustrated with full-color screen shots throughout Revamped interior design makes it even easier to find and understand information Teaches dozens of common Office tasks Office 2010 Simplified makes this technology easy to understand, even for those who are completely new to computers.

Get the basics of Excel and then go beyond with this new instructional visual guide While many users need Excel just to create simple worksheets, many businesses and professionals rely on the advanced features of Excel to handle things like database creation and data analysis. Whatever project you have in mind, this visual guide takes you step by step through what each step should look like. Veteran author Paul McFedries first presents the basics and then gradually takes it further

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with his coverage of designing worksheets, collaborating between worksheets, working with visual data, database management and analysis, VBA, and more. Offers step-by-step instructions on a variety of tasks, some everyday and some more unique Shows you how to create basic spreadsheets, insert functions and formulas, work with pivot tables, and more Features a two-color interior features numerous screen shots to enhance your learning process for tasks such as creating and managing macros, generating and working with analytics, and using the advanced tools Offering you a deep dive into Microsoft Excel, this book is the complete package for learning Excel with step-by-step, clear visual instructions.

Master one of the most popular word processors ever with this essential, visual reference Teach Yourself VISUALLY: Word 2019 provides readers with a thorough and visual exploration of the 2019 edition of Microsoft Word. Written by the celebrated author of over 100 books on computing, Guy Hart-Davis, Teach Yourself VISUALLY: Word 2019 allows you to quickly get up to speed with one of the most popular word processors on the planet. The book covers all the topics you'll need to comprehensively master Word 2019, and includes: Full-color, step-by-step instructions showing you how to perform all the essential tasks of Microsoft Word 2019 How to set up and format documents, edit them, and add images and charts How to post documents online for sharing and reviewing and take advantage of all the newest features of Word Newly updated to include the latest features of Microsoft Word, like how to collaborate

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on documents in real time, draw and write with the digital pen, new accessibility options and the new Resume Assistant, Teach Yourself VISUALLY: Word 2019 belongs on the shelf of anyone who wants to improve their effectiveness with this essential word processor. Quickly and efficiently learn the latest version of Office Are you a visual learner who wants to spend more time working in Microsoft Office than trying to figure out how the programs actually work? Teach Yourself Visually Office offers you a straightforward, visual approach to making your work life more efficient and productive using the latest version of the Microsoft Office suite. Featuring visually rich tutorials and step-by-step instructions that will help you make the most of this power-packed suite of office productivity tools, it covers everything you need to compute, document, graph, chart, present, and organize your way to success in the workplace—from the most basic to the most advanced. The Microsoft Office suite can be intimidating to the uninitiated, but it doesn't have to be. Through a series of easy-to-follow, full-color two-page tutorials, you'll quickly get up and running on working in Word, excelling at Excel, powering through PowerPoint, keeping in touch on Outlook, managing data in Access, and propelling your way through Publisher like a pro! Highly visual tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you grasp the basic functions of Microsoft Office—and beyond Walks you through Microsoft Office's new features Demonstrates how to use the Microsoft Office suite to make your work life more streamlined and effective Whether you're looking to

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discover what's new in the latest release of Microsoft Office or don't know Access from Word, this visual guide makes learning easy!

Get up to speed on the newest version of Word with visual instruction Microsoft Word is the standard for word processing programs, and the newest version offers additional functionality you'll want to use. Get up to speed quickly and easily with the step-by-step instructions and full-color screen shots in this popular guide! You'll see how to perform dozens of tasks, including how to set up and format documents and text; work with diagrams, charts, and pictures; use Mail Merge; post documents online; and much more. Easy-to-follow, two-page lessons make learning a snap. Full-color, step-by-step instructions show you how to perform all the essential tasks of Microsoft Word 2013 Explains how to set up and format documents, edit them, add images and charts, post documents online for sharing and reviewing, and take advantage of all the newest features of Word Previous editions have sold more than 220,000 copies The Visual learning system makes it easy to learn more while reading less Teach Yourself VISUALLY Word 2013 helps you master the most popular word processing program quickly, easily, and visually.

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'll find clear, step-by-step screen shots that show you how to tackle more than 140 Outlook 2007 tasks. Each task-based spread includes

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easy, visual directions for performing necessary operations, including: Entering and using contacts Setting up and sorting e-mail Forwarding to your mobile device Subscribing to an RSS feed Publishing calendars to the Web Tracking your tasks and to-dos 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

Experience learning made easy-and quickly teach yourself how to create impressive documents with Word 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include using styles and themes; sharing, printing, and publishing documents; editing images from within Word; using SmartArt diagrams and charts; creating references, footnotes, indexes, and tables of contents; collaborating with multiple people at the same time on the same document; and turning your ideas into blogs, Web pages, and more.

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