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integrated software package on a Mac including installation customization and sharing information *Office 2010: The Missing Manual* Nancy Conner,Matthew MacDonald,2010-07-14 Microsoft Office is the most widely used software suite in the world The half dozen programs in Office 2010 are packed with amazing features but most people just know the basics This entertaining guide not only gets you started with Office it reveals all kinds of useful things you didn't know the software could do with plenty of power user tips and tricks when you're ready for more Create professional looking documents Learn everything you need to know to craft beautiful Word documents Stay organized Keep track of your email calendar and contacts with Outlook Crunch numbers with ease Assemble data make calculations and summarize the results with Excel Make eye catching presentations Build PowerPoint slideshows with video and audio clips animations and more Build Access databases quickly Make your data easy to find sort and manage Manage your files more efficiently Use the new Backstage view to quickly work with your Office files Get to know the whole suite Learn to use other handy Office tools Publisher OneNote and Office Web Apps **Microsoft Project 2013: The Missing Manual** Bonnie Biafore,2013-04-17 Get up to speed on Microsoft Project 2013 and learn how to manage projects large and small This crystal clear book not only guides you step by step through Project 2013's new features it also gives you real world guidance how to prep a project before touching your PC and which Project tools will keep you on target With this Missing Manual you'll go from project manager to Project master The important stuff you need to know Learn Project 2013 inside out Get hands on instructions for the Standard and Professional editions Start with a project management primer Discover what it takes to handle a project successfully Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules with Project and learn how to keep costs under control Track your progress Measure your performance make course corrections and manage changes Create attractive reports Communicate clearly to stakeholders and team members using charts tables and dashboards Use Project's power tools Customize Project's features and views and transfer info via the cloud using Microsoft SkyDrive *Windows 7: The Missing Manual* David Pogue,2010-03-19 In early reviews geeks raved about Windows 7 But if you're an ordinary mortal learning what this new system is all about will be challenging Fear not David Pogue's Windows 7 The Missing Manual comes to the rescue Like its predecessors this book illuminates its subject with reader friendly insight plenty of wit and hardnosed objectivity for beginners as well as veteran PC users Windows 7 fixes many of Vista's most painful shortcomings It's speedier has fewer intrusive and nagging screens and is more compatible with peripherals Plus Windows 7 introduces a slew of new features including better organization tools easier WiFi connections and home networking setup and even touchscreen computing for those lucky enough to own the latest hardware With this book you'll learn how to Navigate the desktop including the fast and powerful search function Take advantage of Windows apps and gadgets and tap into 40 free programs Breeze the Web with Internet Explorer 8 and learn the email chat and videoconferencing programs Record TV and radio display photos play music and record any of these to DVD using the

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Mountain Lion: The Missing Manual David Pogue,2012-07-25 What do you get when you cross a Mac with an iPad OS X 10 8 Mountain Lion Its 200 new features include iPaddish goodies like dictation Notification Center and Reminders but not a single page of instructions Fortunately David Pogue is back with the expertise and humor that have made this the 1 bestselling Mac book for over 10 years straight Big ticket changes Twitter and Facebook integration Air Play TV mirroring Power Nap Game Center Documents in the Cloud iMessages Gatekeeper If Apple wrote it this book covers it Mountain Lion Watch This book demystifies the hundreds of smaller enhancements too in all 50 programs that come with the Mac Safari Mail Messages Preview Shortcuts This must be the tippiest trickiest Mac book ever written Undocumented surprises await on every page Power users Security accounts networking build your own Services file sharing with Windows this one witty expert guide makes it all crystal clear There s something new on practically every page of this new edition and David Pogue brings his celebrated wit and expertise to every one of them Apple s brought a new cat to town and Mac OS X Mountain Lion The Missing Manual is the best way to tame it [Windows 10 May 2019 Update: The Missing Manual](#) David

Pogue,2019-05-10 The Windows 10 May 2019 Update adds a host of new and improved features to Microsoft s flagship operating system and this jargon free guide helps you get the most out of every component This in depth Missing Manual covers the entire system and introduces you to the latest features in the Windows Professional Enterprise Education and Home editions You ll learn how to take advantage of improvements to the Game Bar Edge browser Windows Online smartphone features and a lot more Written by David Pogue tech critic for Yahoo Finance and former columnist for The New York Times this updated edition illuminates its subject with technical insight plenty of wit and hardnosed objectivity

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