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Ed Bott *Award-winning technology author and journalist* | **Carl Siechert** *Microsoft Office and Windows expert*

Microsoft Office Inside Out 2013 Edition

Jeffrey D. Camm,James J. Cochran,Michael J. Fry,Jeffrey W. Ohlmann

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   Microsoft Office Inside Out Carl Siechert,Ed Bott,2013-06-15 Conquer Microsoft Office from the inside out You re beyond the basics so dive right into Microsoft Office and really put these productivity tools and services to work This supremely organized reference packs hundreds of timesaving solutions troubleshooting tips and workarounds It s all muscle and no fluff Discover how the experts tackle Office and challenge yourself to new levels of mastery Take advantage of Office in the cloud with Office 365 Get insider tweaks and tips to become more productive Sync your email calendar and contacts on multiple devices Organize and edit complex documents with Microsoft Word Enhance Microsoft PowerPoint presentations with rich media Handle data with the Microsoft Excel Quick Analysis tool Get organized with Microsoft OneNote using expert techniques Save share and sync documents and settings with SkyDrive Use Microsoft Access Publisher and Lync in smarter ways   **Microsoft Windows XP Inside Out** Ed Bott,Carl Siechert,Craig Stinson,2001 Ed Bott and Carl Siechert have combined their considerable talents for producing user level documentation in creating Microsoft Windows XP Inside Out One of the most carefully researched books on Windows XP to date this large volume has all the information and procedures most everyday users of the operating system will want With its nicely formatted how to instructions detailed documentation of command line commands intelligent explanatory text and broad scope this book makes a great reference for a family or business that uses Windows XP extensively Even the illustrations are more helpful than usual largely because the publisher has gone to the trouble of annotating many of them with pointers and labels Bott and Siechert deal with the most controversial features of Windows XP notably product activation in a straightforward way They simply explain what activation is for tell how to go about it and move on If you re a power user interested in getting around activation and performing other unsanctioned hacks look for your information in online newsletters This book plays by Microsoft s rules and that s fine It s obvious that the authors have had access to Windows XP for some time and spent a lot of time exploring its new features Count on this book to explain the complete set of Windows XP s features even the exciting networking stuff in terms you can easily follow David WallTopics covered Microsoft Windows XP Professional and Home editions for home and office users who want to install use and run applications Emphasis is on basic set up and configuration hardware installation and modification file management multimedia and networking   *Microsoft Excel 2013 Inside Out* Craig Stinson,Mark Dodge,2013-04-15 You re beyond the basics so dive in and really put your spreadsheet skills to work This supremely organized reference is packed with hundreds of timesaving solutions troubleshooting tips and workarounds It s all muscle and no fluff Learn how the experts tackle Excel 2013 and challenge yourself to new levels of mastery Includes companion eBook and sample files Topics include Customizing the Excel workspace Best practices for designing and managing worksheets Creating formulas and functions Performing statistical what if and other data analysis Core to advanced charting techniques Using graphics and sparklines Managing databases and tables Automating Excel with macros and custom

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