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Chao Zhang

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Using Microsoft Office 97, Small Business Edition Rick Winter, Patty Winter, Elaine Betts, 1997 This comprehensive reference will assist Microsoft Office Small Business Edition users with creating powerful, professional looking documents and marketing materials. Readers will learn how to stay on top of correspondence, develop proposals, create marketing materials, budget and analyze finances, service customers and rely on the Internet for a competitive advantage.

Computerworld, 1993-12-27 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 Ultimate Microsoft Office Book](#) Eric Stroo, 1996 This colorful, interesting fact filled guide shows intermediate users how to use Office applications together to realize the full power and versatility they offer. Users will learn how to share data through linking and embedding objects and how to choose the right tools from any application to complete a task intelligently. Includes an updated and revised Q & A section.

Quick Course in Microsoft Windows NT Workstation 4 Inc Online Press, Online Press, Inc. Staff, 2000-02 This title offers effective software training for people in a hurry. The target audience is anyone requiring focused training in order to gain basic proficiency.

Sage 50 Accounts 2013 in easy steps Gillian Gilert, 2013-06-05 Sage 50

Accounts is the UK's market leading accounts software. It lets you manage your day to day finances, customers, suppliers and VAT, and keeps your finger on the pulse of your business. It puts you in total control of your finances so you can spend more time running, growing your business. Sage 50 Accounts 2013 in easy steps clarifies everything from basic record keeping to utilising Sage as an information bank for making crucial business decisions. Areas covered include setting up records and producing invoices, reconciling your bank statements, stock management, keeping track of debtors, creditors and bills, all important month and year end procedures, generating invaluable management reports.

Mastering and Using Microsoft Excel 2000 Intermediate Course H. Albert Napier, Philip J. Judd, 1999-05-28

Written by two well respected authors, this book is designed to be completed in 35 hours. Focusing on business, it has been field tested by organizations including Arthur Andersen, Conoco and the Texas Society of CPAs. Microsoft Certified at the Proficient level, Excel 2000 Intermediate gives numerous business based exercises and instructions that cover the required skills of most employers.

The Cumulative Book Index, 1999

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The Beginner's Guide David C. McKay, 1995

InfoWorld, 1986-09-29

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Effective SQL John L. Viescas, Douglas J. Steele, Ben G. Clothier, 2017-01-09

Effective SQL brings together the hands on solutions and practical insights you need to solve a wide range of complex problems with SQL and to design databases that make it far easier to manage data in the future. Leveraging the proven format of the best selling Effective series, it focuses on providing clear practical explanations, expert tips and plenty of realistic examples, all in full color. Drawing on their immense experience as consultants and instructors, three world class database experts identify specific challenges and distill each solution into five pages or less. Throughout, they provide well annotated SQL code designed for all leading platforms, as well as code for specific implementations, ranging from SQL Server to Oracle and MySQL, wherever these vary or permit you to achieve your goal more efficiently. Going beyond mere syntax, the authors also show how to avoid poor database design that makes it difficult to write effective SQL, how to improve suboptimal designs and how to work around designs you can't change. You'll also find detailed sections on filtering and finding, data aggregation, subqueries and metadata, as well as specific solutions for everything from listing products to scheduling events and defining data hierarchies. Simply put, if you already know the basics of SQL, Effective SQL will help you become a world class SQL problem solver.

Easy Web Pages Gina Carrillo, 2000

Presents step by step instructions on using Microsoft FrontPage Express to create and publish Web pages without using HTML.

and provides tips on adding pictures, sound and animation to Web pages.

Forthcoming Books Rose Arny, 2002-04

Computers in Libraries ,1989 **BNA's Workers' Compensation Report** ,1994 *Subject Guide to Books in Print*
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