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Habraken thoroughly covers all facets of working with Office 2010's core features and techniques, and powerful new enhancements such as: " The updated customizable Ribbon and new Backstage full-screen

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Office Web Apps " And much more Simply put, no other book offers Office 2010 users this much simplicity, usable content, flexibility, and value. As with all In Depth books, Office 2010 In Depth presents

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comprehensive coverage,
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over or left out. This book is both a reference and a desk-side resource, providing in depth coverage of important Office 2010 applications features and tools. By Joe Habraken, an Office expert and

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best selling author Covers the hottest new features in Word, Excel, PowerPoint, Outlook, Access, and Publisher For everyone who wants to get the most out of Office 2010, from hobbyists to power users to

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Alison Balter, President of InfoTech Services Group, Inc., has spent 25 years training and consulting on Microsoft Access and related applications with top organizations such as Cisco, Shell, Accenture, Northrop,

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the U.S. Drug Enforcement Administration, Prudential, Transamerica, Fox Broadcasting, and the U.S. Navy. She travels throughout North America delivering seminars on Access and has authored 14 books and videos

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introductory through advanced topics, and is ideal for the computer user who wants to become well versed in using Access 2010. Topics introduced in Unit 1 include the Ribbon interface, creating tables in Datasheet view,

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previewing and printing data, designing databases, creating database objects, formatting tables, lookup fields, field properties, queries, and more. Unit 2 covers such topics as designing a relational database, split

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forms, creating and modifying reports, parameter queries, crosstab queries, customizing input forms, creating custom reports, and more. In Unit 3, students are introduced to complex forms, calculated controls, complex reports,

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subreports, database customization, splitting databases, customizing the user interface, and more. The text concludes with an integration lesson.

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thorough introduction to the Office Web Apps. Coverage of each application is jam-packed with information and tips that not only explain HOW to perform a task, but WHY you need this procedure and WHEN it's best to use it.

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provides in-depth instructions
on many of the new features
and changes introduced in
Office 2010, such as the
following: **Office-wide**
features Backstage (File tab),

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**customizing the Ribbon and
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Preview, image-editing tools,
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Apps Word Navigation Pane,
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Schwartz is uniquely qualified and readers benefit from his 30+ years of experience as a software expert, technical support director, magazine editor, and writer. Steve has written almost 60 books, many on Office and other

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Microsoft products, and has been using Office since the first version. Although this book is geared toward the beginning through intermediate user, Steve won't waste your time with pages of stories and

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analogies before actually discussing the topic at hand. Each page is clearly focused on the needs of the reader. In fact, Steve's guiding principal in creating this and his many other Visual QuickStart Guides is "The Three C's."

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III: Microsoft Excel Chapter 8:
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the facts you need to know to
complete office tasks. Jennifer**

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Access 2010 In Depth is the beyond-the-basics, beneath-the-surface guide for everyone who wants to streamline their work with Access 2010, and get more

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