



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 functions Collaborating in Excel online, in the cloud, and more Extending Excel Offers instructions for using Visio 2007, a software package for creating business diagrams and technical drawings. Presents a guide to Office Professional 2013, describing such tasks as creating documents, spreadsheets, and slide presentations; managing email; and organizing notes, covering the Microsoft programs Word, Excel, Access, OneNote, Publisher, Outlook, and PowerPoint. Microsoft SharePoint 2013 Inside Out 3 Folktales from Eastern Europe and Central Asia Microsoft Exchange Server 2013 Inside Out Connectivity, Clients, and UM Microsoft Excel 2013 Inside Out Short and Twisted Christmas Tales

*Conquer SharePoint 2013—from the inside out! You're beyond the basics, so dive right into SharePoint 2013—and really put your business collaboration platform to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting techniques, and workarounds. It's all muscle and no fluff. Discover how the experts facilitate information sharing across the enterprise—and challenge yourself to new levels of mastery. Efficiently manage documents throughout the enterprise Build team sites and collaborate with Microsoft OneNote and SkyDrive Design workflows with SharePoint Designer and Microsoft Visio Produce e-forms using Microsoft InfoPath and Access Manage community sites using business social features Connect SharePoint to external data and business systems Create business intelligence dashboards and key performance indicators Customize and control Sharepoint enterprise search Conquer Office apps in Microsoft 365 -- from the inside out! Dive into Microsoft Office and really put its productivity tools and services to work! This supremely organized reference packs hundreds of timesaving solutions, tips, and workarounds -- all you need to make the most of Office's most powerful tools for productivity and decision-making. Renowned Office expert Joe Habraken offers a complete tour, with cutting-edge techniques and shortcuts for Word, Excel, PowerPoint, Outlook, OneNote, and Teams. Discover how experts tackle today's key tasks -- and challenge yourself to new levels of mastery. Create amazing content faster with Office's new features, tools, and shortcuts Share, collaborate with, and secure Office files in the cloud Organize, edit, and format complex documents with Microsoft Word Build tables of contents, captions, indexes, and footnotes that automatically update Efficiently enter and manage data in Excel workbooks, and format it for easy understanding Build flexible, reliable Excel workbooks with formulas and functions Integrate data from external sources, including web tables, text files, and more Transform data into insight with Excel charts, Sparklines, and PivotTables Quickly create presentations with PowerPoint themes, Reuse Slides, and Libraries Build more impactful slides with advanced formatting, SmartArt, animation, transitions, and multimedia Use PowerPoint tools to present more effectively, both in person and online Systematically improve email productivity and security with Outlook Manage appointments and tasks, and quickly plan meetings Conquer Microsoft Excel 2019—from the inside out! Dive into Microsoft Excel 2019—and really put your spreadsheet expertise to work. This supremely organized reference packs hundreds of timesaving solutions, tips, and workarounds—all you need to make the most of Excel's most powerful tools for analyzing data and making better decisions. Renowned Excel expert Bill Jelen offers a complete tour of Excel 2019 and Excel in Office 365, from efficient interface customizations to advanced analysis, visualizations, and dashboards. Discover how experts tackle today's key tasks—and challenge yourself to new levels of mastery. Enter formulas more efficiently, and fully control operators and dates Master the most widely-used functions in Excel Integrate external data from the web and other sources Easily transform complex datasets with Power Query Quickly summarize millions of records with Pivot Tables Perform ad hoc analyses with slicers and other filters Create advanced data mashups with Power Pivot Solve complex problems with What-If, Scenario Manager, Goal Seek, and Solver Automate repetitive tasks by editing recorded VBA code Demystify data with conditional formatting and other visualization techniques Use the newest maps, charts, and data types in Excel Show geographical changes over time with animated 3D maps Use dynamic array functions: SORT, FILTER, UNIQUE, SORTBY and SEQUENCE Find insights using Excel's new artificial intelligence Collaborate via Excel 2019's breakthrough CoAuthoring tools Publish Power BI Desktop dashboards based on Excel data 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 LEGO MINDSTORMS NXT Design Patterns for Fun and Competition Microsoft Excel 2019 Inside Out Professional Access 2013 Programming Microsoft Excel 2010 Inside Out*

*SharePoint 2010 is among the many cutting-edge applications to be found within Microsoft's Office Suite software—our newest 3-panel guide will help you get the most out of this handy tool. The fluff-free content includes important definitions, tips, and step-by-step instructions on how to perform each key function within SharePoint; full-color screen shots are also provided for ease of use. The inside story of the laptop that exposed the president's dirtiest secret. When a drug-addled Hunter Biden abandoned his waterlogged computer at a Mac repair shop in Delaware in the spring of 2019, just six days before his father announced his candidacy for the United States presidency, it became the ticking time bomb in the shadows of Joe Biden's campaign. The dirty secrets contained in Hunter's laptop almost derailed his father's presidential campaign and ignited one of the greatest media coverups in American history. This is the unvarnished story of what's really inside the laptop and what China knows about the Bidens, by the New York Post journalist who brought it into the open. It exposes the coordinated censorship operation by Big Tech, the media establishment, and former intelligence operatives to stifle the New York Post's coverage, in a chilling exercise of raw political power three weeks before the 2020 election. A treasure trove of corporate documents, emails, text messages, photographs, and voice recordings, spanning a decade, the laptop provided the first evidence that President Joe Biden was involved in his son's ventures in China, Ukraine, and beyond, despite his repeated denials. This intimate insight into Hunter's dissolute lifestyle shows he was incapable of holding down a job, let alone being paid tens of millions of dollars in high-powered international business deals by foreign interests, unless he had something else of value to sell—which of course he did. He was the son of the vice president who would go on to become the leader of the free world. You're beyond the basics, so dive right in and really put your database 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. Discover how the experts tackle Access 2010 -- and challenge yourself to new levels of mastery! Master essential data management and design techniques Import and link to data from spreadsheets, databases, text files, and other sources Use action queries to quickly insert, update, or delete entire sets of data Create custom forms to capture and display data Design reports to calculate, summarize, and highlight critical data—and learn advanced techniques Automate your application with macros and Visual Basic for Applications (VBA) Use Access Services to extend your database application to the Web Try out the sample client and web database applications in both 32-bit and 64-bit versions A Note Regarding the CD or DVD The print version of this book ships with a CD or DVD. The sample client and web database applications are provided in both 32-bit and 64-bit versions. Note that while we provide as much of the media content as we are able via free download, we are sometimes limited by licensing restrictions. For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook. Explaining how to use the new features of Windows 7, a comprehensive manual details hundreds of timesaving solutions, troubleshooting tips, and workarounds, along with information on such topics as Internet Explorer 8, Windows Media Center, networking, and security. Microsoft Access 2010 Inside Out Comprehensive Microsoft Access 2013 Step by Step Windows 7 Inside Out Step by Step*

Learn how to create an Access web app, and move your database into the cloud. This practical book shows you how to design an Access web app for Microsoft Office 365, and convert existing Access desktop databases to a web app as well. You'll quickly learn your way around the web app design environment, including how to capitalize on its strengths and avoid the pitfalls. You don't need any special web skills to get started. Discover how to: Make your desktop database compatible with web app table structures Create tables, views, and queries Customize the table selector and work with popup views to provide a navigation interface Implement business rules using the Mac Programming Tools Develop using Office 365 and SharePoint 2013 Use SQL Azure to investigate how your web app is structured Design, test, and troubleshoot Data Macros Understand how security links between a web app and Office 365 Deploy a public facing web app on your Office 365 public website Delivers information on core and advanced Windows XP topics, including coverage of Windows XP Service Pack 2, Microsoft Windows Server 2003, and Windows XP Media Center edition along with a complete e-book and bonus content on the accompanying CD. Conquer Microsoft SharePoint 2013 administration--from the inside out! Dive into SharePoint 2013 administration--and really put your systems expertise to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. Discover how the experts deploy, configure, and manage SharePoint--and challenge yourself to new levels of mastery. Automate the installation and configuration of SharePoint 2013 Effectively manage SharePoint apps and custom solutions Optimize farms, web apps, content databases, and site collections Use methods to help users attain productive search experiences Configure business intelligence features in SharePoint 2013 Dive deep into SharePoint security practices and architecture Add SharePoint Online to your existing SharePoint environment Manage User Profiles and the SharePoint social experience Monitor and troubleshoot SharePoint with insider tips For Intermediate to Advanced IT Professionals Dive into Exchange Server 2010 and SP1—and discover how to really put your messaging solutions to work! This well-organized and in-depth reference packs all the details you need to deploy and manage Exchange 2010, including hundreds of timesaving solutions, expert tips, and workarounds. Topics include preparing for the deployment of Exchange 2010; new features of Service Pack 1; using Remote PowerShell and the Exchange Management Shell; understanding how the new Role Based Access Control (RBAC) permissions model works and how to customize it to your requirements; the new high availability model for the Exchange Store and how to approach designs for Database Availability Groups; using compliance features such as archive mailboxes, retention policies, and multi-mailbox discovery searches; the new role of the Client Access Server as the MAPI endpoint for Microsoft Outlook clients; the redesign of Outlook Web App (OWA) and the introduction of the Exchange Control Panel; and many more topics to ease the roll-out of Microsoft's latest messaging server. Invisible Child Go! with Microsoft Excel 2013 Connectivity, Clients, and UM Sharepoint 2010