Teach Yourself Visually Complete Excel Reddpm

Quickly and efficiently learn the latest version of Office Are you a visual learner who wants to spend more time working in Microsoft Office than trying to figure out how the programs actually work? Teach Yourself Visually Office offers you a straightforward, visual approach to making your work life more efficient and productive using the latest version of the Microsoft Office suite. Featuring visually rich tutorials and step-by-step instructions that will help you make the most of this power-packed suite of office productivity tools, it covers everything you need to compute, document, graph, chart, present, and organize your way to success in the workplace—from the most basic to the most advanced. The Microsoft Office suite can be intimidating to the uninitiated, but it doesn't have to be. Through a series of easy-to-follow, full-color two-page tutorials, you'll quickly get up and running on working in Word, excelling at Excel, powering through PowerPoint, keeping in touch on Outlook, managing data in Access, and propelling your way through Publisher like a pro! Highly visual tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you grasp the basic functions of Microsoft Office—and beyond Walks you through

Microsoft Office's new features Demonstrates how to use the Microsoft Office suite to make your work life more streamlined and effective Whether you're looking to discover what's new in the latest release of Microsoft Office or don't know Access from Word, this visual guide makes learning easy! Ditch those antiquated user manuals and visualize stress-free computer instruction with Teach Yourself Microsoft Excel 97 VISUALLY, the latest installment in the award-winning 3-D Visual series from maranGraphics and IDG Books Worldwide. Teach Yourself Microsoft Excel 97 VISUALLY offers complete worksheet, workbook, and spreadsheet coverage including active cells, functions, formulas, charts, conditional formatting, macros, text effects, and 3-D graphics. The Maran team also discusses Excel and the Internet. With a user-friendly interface and over 300 pages of full-color graphics with instructional call-outs, Teach Yourself Microsoft Excel 97 VISUALLY will take the sting out of spreadsheet computing. Master the new version of Microsoft Office with this easy, visual guide The popular Microsoft Office suite has been revamped to provide new features, including Web applications that can be accessed from anywhere and a new, streamlined Ribbon. If you learn better with visual instructions, this full-color guide is just what you need. Covering Word, Excel, PowerPoint, Outlook,

Access, and Publisher, this book is filled with step-by-step instructions and full-color screen shots that show you exactly what you'll see at each step. You'll also get instruction on the new Office Internet and graphics tools, as well as how to tackle dozens of common tasks in each application. Ideal for visual learners, this guide covers the entire Office suite: Word, Excel, PowerPoint, Outlook, Access, and Publisher Introduces the new Microsoft Office features, including Office Internet and graphics tools Provides step-by-step instructions for common tasks in each application Full-color screen shots illustrate what you see on the screen every step of the way Teach Yourself VISUALLY Office 2010 gets you up and running with Office 2010 quickly and easily, so you can take advantage of all the enhanced features. The ultimate visual learner's guide to Windows 10 Teach Yourself VISUALLY Windows 10 Anniversary Update is the quick and easy way to get up and running with Windows 10 and Windows 10 Update. From setting up to shutting down and everything in between, this book guides you through everything you need to know to start working with Windows 10. Learn how to customize Widows 10, pin an app to the Start menu, work with files and digital media, customize the interface, optimize performance, set up email, go online, and so much more. Two-page spreads,

detailed instruction, and expert content walk you through more than 150 Windows tasks. Coverage includes the Windows 10 release, along with the newest features of the Windows 10 Anniversary Update. This is your visual guide to learning what you can do with Windows 10 and Windows 10 Anniversary Update. Find your way around Windows 10 with full-color screen shots Install programs, set up user accounts, play music and videos, and more Learn basic maintenance that keeps your system running smoothly Set up password protection and troubleshoot basic issues quickly

Teach Yourself VISUALLY Microsoft Teams
Microsoft Excel 2019 Pivot Table Data Crunching
Teach Yourself VISUALLY Windows 11
Teach Yourself VISUALLY Complete OS X Mavericks

Discover the power of Microsoft Teams with this intuitive and timely new guide Microsoft Teams is unlocking the potential of remote work and virtual meetings at a time when they couldn't be more necessary. Its feature-rich interface and ease-of-use promise to bring your team together—as long as you can harness its full suite of capabilities. In Teach Yourself VISUALLY Microsoft Teams, Microsoft experts and authors

Matt Wade and Sven Seidenberg turn their years of engineering and IT experience loose on the virtual collaboration software now used by over one hundred million people across the globe. Using the book's huge collection of vibrant and full-sized images and walkthroughs, you'll see exactly what you need to do in order to: Realize the key benefits of Teams by using its messaging and video-conferencing capabilities to stay connected with your colleagues Manage multiple teams and channels to use Teams across your organization Extend the functionality of Teams by using additional apps and add-ons Learn valuable tips, best practices, and work-arounds to make the most of and avoid the landmines in Teams Rapidly becoming the central hub for working in Microsoft 365, Microsoft Teams promises to transform the way you work and communicate. And you'll master it faster and easier by using this ultimate guide to get the most out of Microsoft's latest and greatest software!
The complete guide to Excel 2019 Whether you are just starting out or an Excel novice, the Excel 2019 Bible is your

comprehensive, go-to guide for all your Excel 2019 needs. Whether you use Excel at work or at home, you will be guided through the powerful new features and capabilities to take full advantage of what the updated version offers. Learn to incorporate templates, implement formulas, create pivot tables, analyze data, and much more. Navigate this powerful tool for business, home management, technical work, and much more with the only resource you need, Excel 2019 Bible. Create functional spreadsheets that work Master formulas, formatting, pivot tables, and more Get acquainted with Excel 2019's new features and tools Whether you need a walkthrough tutorial or an easy-to-navigate desk reference, the Excel 2019 Bible has you covered with complete coverage and clear expert guidance. Teaches the user all the skills they will need to use Visual Basic 5, including the syntax, language, user interface, and general programming knowledge Maximize your Excel experience with VBA Excel 2019 Power Programming with VBA is fully updated to cover all the latest tools and tricks of Excel 2019.

Encompassing an analysis of Excel application development and a complete introduction to Visual Basic for Applications (VBA), this comprehensive book presents all of the techniques you need to develop both large and small Excel applications. Over 800 pages of tips, tricks, and best practices shed light on key topics, such as the Excel interface, file formats, enhanced interactivity with other Office applications, and improved collaboration features. Understanding how to leverage VBA to improve your Excel programming skills can enhance the quality of deliverables that you produce—and can help you take your career to the next level. Explore fully updated content that offers comprehensive coverage through over 900 pages of tips, tricks, and techniques Leverage templates and worksheets that put your new knowledge in action, and reinforce the skills introduced in the text Improve your capabilities regarding Excel programming with VBA, unlocking more of your potential in the office Excel 2019 Power Programming with VBA is a fundamental resource for intermediate to

advanced users who want to polish their skills regarding spreadsheet applications using VBA.
Teach Yourself VISUALLY Access 2010
Teach Yourself Microsoft Excel 97 VISUALLY
Teach Yourself VISUALLY Word 2013
Teach Yourself VISUALLY Office 2013

Get up to speed on the newest version of Word with visual instruction Microsoft Word is the standard for word processing programs, and the newest version offers additional functionality you'll want to use. Get up to speed quickly and easily with the step-by-step instructions and full-color screen shots in this popular guide! You'll see how to perform dozens of tasks, including how to set up and format documents and text; work with diagrams, charts, and pictures; use Mail Merge; post documents online; and much more. Easy-to-follow, two-page lessons make learning a snap. Full-color, step-by-step instructions show you how to perform all the essential tasks of Microsoft Word 2013 Explains how to set up and format documents, edit them, add images and charts, post documents online for sharing and reviewing, and take advantage of all the newest features of Word Previous editions have sold more than 220,000 copies The Visual learning system makes it easy to learn more while reading less Teach Yourself VISUALLY Word 2013 helps you

master the most popular word processing program quickly, easily, and visually.

The uncomplicated PowerPoint guide designed specifically for visual learners Are you a visual learner who wants to spend more time working on your presentations than trying to figure out how to create them? Teach Yourself Visually PowerPoint offers you an effortless approach to creating winning presentations with the latest version of PowerPoint. This accessible resource features visually rich tutorials and step-by-step instructions that will help you understand all of PowerPoint's capabilities—from the most basic to the most advanced. With Teach Yourself Visually PowerPoint, you'll learn how to create slides, dress them up using templates and graphics, add sound and animation, present in a business or Internet setting, and so much more. Covering the latest additions and changes in the new version of PowerPoint, a series of easy-to-follow, full-color tutorials helps you to quickly get up and running using PowerPoint like a pro! Highly visual tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you learn the basic functions of PowerPoint—and beyond Walks you through PowerPoint's latest features Demonstrates how to create memorable and captivating presentations using PowerPoint Do you prefer instructions that show you how to do something—and skip the long-winded explanations? If

so, Teach Yourself Visually PowerPoint is for you. Teach Yourself VISUALLY Excel 2016John Wiley & Sons

Are you a visual learner? Do you prefer instructions that show you how to do something - and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, step-by-step screen shots that show you how to tackle more than 220 Office 2007 tasks. Each task-based spread includes easy, visual directions for performing necessary operations, including: * Using Galleries and Live Preview * Finding hidden files * Creating a blog post * Assembling and presenting slideshows * Developing a publication * Building a spreadsheet * Helpful sidebars offer practical tips and tricks * Full-color screen shots demonstrate each task * Succinct explanations walk you through step by step * Two-page lessons break big topics into bite-sized modules

Teach Yourself VISUALLY Access 2013
Teach Yourself VISUALLY Microsoft Office Access 2007
Teach Yourself VISUALLY WordPress
Excel 2019 Bible

Visually learn the latest version of Word Are you a visual learner who prefers to see how Word works instead of hear a long-winded explanation?Teach Yourself Visually Word offers you a straightforward 'show me, don't tell me' approach to working with the newest

version of the top-selling application in the Microsoft Office suite. Packed with visually rich tutorials and step-by-step instructions that will help you come to grips with all of Word's capabilities, this accessible resource will quickly and easily get you up and running on using the world's most widely used word processing program. With Teach Yourself Visually Word, you'll learn how to perform dozens of tasks, including how to set up and format documents and text in Word; work with diagrams, charts, and pictures; use Mail Merge; post documents online; and much more. Covering the newest additions and changes to the latest version of Word, a series of easy-to-follow, full-color tutorials helps you to quickly get up and running with Word like a warrior! Tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you grasp the basic functions of Word—and beyond Walks you through Word's new features Demonstrates how to set up, format, and edit Word documents If you're new to the world of Word and want a highly visual roadmap to help you put it to use for you, Teach Yourself Visually Word has you covered.

The easy, visual way to learn this popular database program Part of the Office 2013 productivity suite, Access enables you to organize, present, analyze, and share data on a network or over the web. With this Visual guide to show you how, you'll master the fundamentals of this robust database

application in no time. Clear, step-by-step instructions are illustrated with full-color screen shots that show exactly what you should see on your screen. Learn to enter new records; create, edit, and design tables and forms; develop queries that generate specific reports; add smart tags to your tables; and much more. While it is the most widely used database application, Access is not particularly intuitive; the Visual system's two-page lessons and full-color screen shots make this complex software easier to learn Concise, step-by-step instructions and clear illustrations show you exactly what to expect Covers scores of tasks, including entering and setting up new records, organizing and sharing data, designing tables and forms, and generating reports Shows how to perform more complex operations, such as finding dependencies between database objects and adding smart tags to tables Teach Yourself VISUALLY Access 2013 uses clear steps and high-resolution screen images to get you up and running with this popular database program.

Are you a visual learner? Do you prefer instructions that show you how to do something - and skip the long-winded explanations? If so, then this book is for you. Open it up, and you will find clear, step-by-step screen shots that show you how to tackle more than 170 Access 2007 tasks. Each task-based spread includes easy, visual directions for performing necessary

operations, including * Navigating the new interface * Using templates to create databases * Entering and editing data * Working with tables and fields * Creating simple or summary queries * Linking to Excel(r) worksheets * Helpful sidebars offer practical tips and tricks * Full-color screen shots demonstrate each task * Succinct explanations walk you through step by step * Two-page lessons break big topics into bite-sized modules

Learn to use all parts of Office for Mac with this easy, visual method Since its release in January 2008, Microsoft Office 2008 for the Mac has sold faster than any previous edition. Including Word, Excel, PowerPoint, and Entourage, this office productivity suite has the tools you need for word processing, spreadsheets, presentations, and managing e-mail and contacts. Teach Yourself VISUALLY Office 2008 for Mac shows you how to use each one. If you learn best when you see how things are done, this book is made for you. More than 175 useful and essential tasks are presented with clear, step-by-step instructions, illustrated with full-color screen shots that show you exactly how to use each application. Covers all the applications in Office 2008 for Mac: Word, Excel, PowerPoint, and Entourage Shows how to create and edit documents in Word, manage spreadsheets and crunch numbers with Excel, and develop knockout presentations with PowerPoint Helps you improve your

productivity by taking full advantage of the calendar, to-do list, contacts, and e-mail functions of Entourage Practical examples and advice along with full-color illustrations on every page help you learn quickly Step-by-step instructions and clear, high-resolution screen shots demonstrate more than 175 important tasks, so you can read less and learn more Teach Yourself VISUALLY Office 2008 for Mac gets visual learners up to speed on Office 2008 for Mac quickly and easily.
Teach Yourself VISUALLY Algebra
Excel 2019 Power Programming with VBA
Excel X for Mac OS X
Teach Yourself Microsoft Excel 97 Visually

Get the basics of Excel and then go beyond with this newinstructional visual guide While many users need Excel just to create simple worksheets,many businesses and professionals rely on the advanced features ofExcel to handle things like database creation and data analysis.Whatever project you have in mind, this visual guide takes you stepby step through what each step should look like. Veteran authorPaul McFedries first presents the basics and then gradually takesit further with his coverage of designing worksheets, collaboratingbetween worksheets, working with visual data, database managementand analysis, VBA, and more. Offers step-by-step instructions on a variety of tasks, someeveryday and some more unique Shows you how to create basic spreadsheets, insert

functionsand formulas, work with pivot tables, and more Features a two-color interior features numerous screen shots toenhance your learning process for tasks such as creating andmanaging macros, generating and working with analytics, and usingthe advanced tools Offering you a deep dive into Microsoft Excel, this book is thecomplete package for learning Excel with step-by-step, clear visualinstructions.
Everything you need to know about Windows 11 in a single, visual book Teach Yourself VISUALLY Windows 11 collects all the resources you need to master the day-to-day use of Microsoft's new operating system and delivers them in a single resource. Fully illustrated, step-by-step instructions are combined with crystal-clear screenshots to walk you through the basic and advanced functions of Windows 11. Teach Yourself VISUALLY Windows 11 offers the best visual learning techniques with comprehensive source material about the interface and substance of Windows 11, as well as: Stepwise guidance on working with files, digital pictures, and media Instructions for customizing Windows 11 and sharing your computer with family members Tutorials on installing and repairing applications, system maintenance, and computer security The fastest, easiest way for visual learners to get a grip on Windows 11, Teach Yourself VISUALLY Windows 11 is the best way to go from newbie to expert in no time at all.

Clear the "blog fog" with this complete visual guide to the WordPress platform Teach Yourself VISUALLY WordPress, 3rd Edition introduces you to the exciting possibilities of one of the world's most popular blogging platforms, and shows you how to build your blog from idea to execution. This edition has been updated to reflect the changes and new features of WordPress, and includes coverage of mobile blogging solutions that allow you to post on the go. Richly illustrated with screenshots and examples from the author's own WordPress blogs, this highly visual guide walks you through the setup and creation process step by step, and offers expert tips and tricks every step of the way. From installing WordPress and choosing a theme to custom site editing and self-hosting, this book provides the answers you need and helps you get organized and published quickly. This is your essential guide to getting the most out of WordPress, from basic setup to advanced mobile features. Customize your site with plug-ins, themes, and personalized editing Blog whenever, wherever, with mobile blogging solutions Buy your domain, choose a hosting service, and set up the admin stuff Learn the best practices that result in engaging, dynamic websites Whether you're promoting a business, building a personal brand, or just have something to say, this is your no-nonsense guide to building your blog. The step-by-step, visual way to learn Excel 2013

Excel can be complicated, but this Visual guide shows you exactly how to tackle every essential task with full-color screen shots and step-by-step instructions. You'll see exactly what each step should look like as you learn to use all the new tools in this latest release of the world's most popular spreadsheet program. In easy two-page lessons, author Paul McFedries shows you how to organize, present, analyze, and chart data, over the web or on a network. The Visual learning system is perfect for teaching Excel; previous editions of this book have sold more than 230,000 copies Covers common Excel 2013 tasks such as creating spreadsheets and charts, filtering and sorting data, and working with PivotTables Provides step-by-step instructions for each task Each step is illustrated with full-color screenshots Teach Yourself VISUALLY Excel 2013 offers visual learners the ideal way to master this popular but complex spreadsheet program.
Teach Yourself VISUALLY Windows 10 Anniversary Update
Master VISUALLY Excel 2010
Teach Yourself VISUALLY Word 2016
Teach Yourself VISUALLY PowerPoint 2016

Each illustrated resource offers visual learners a great beginner's guide to a particular topic, augmenting step-by-step instructions with full-color screen shots.
Learn the new Microsoft Office suite the easy, visual

way Microsoft Office 2013 is a power-packed suite of office productivity tools including Word, Excel, PowerPoint, Outlook, Access, and Publisher. This easy-to-use visual guide covers the basics of all six programs, with step-by-step instructions and full-color screen shots showing what you should see at each step. You'll also learn about using Office Internet and graphics tools, while the additional examples and advice scattered through the book give you tips on maximizing the Office suite. If you learn best when you can see how things are done, this book is for you. Shows you how to use Microsoft Office 2013 with easy-to-follow, step-by-step instructions illustrated with full-color screen shots Covers Word, Excel, PowerPoint, Outlook, Access, and Publisher Includes additional information on using Office Internet and graphics tools Designed to help visual learners read less and learn more Teach Yourself VISUALLY Office 2013 shows you how to use all six tools in the Office suite, step by step. Excel-erate your Excel 365 knowledge with the celebrated Teach Yourself VISUALLY series In Teach Yourself VISUALLY: Excel 365, veteran tech educator and writer Paul McFedries delivers a practical, step-by-step guide to using the latest version of the world's most popular spreadsheet app. The book is filled with easy two-page lessons containing large-size screenshots and walkthroughs demonstrating common and useful tasks in Excel

365. You'll learn how to present, analyze, visualize, and organize your data, as well as how to: Create and fill spreadsheets, charts, tables, and PivotTables Filter and sort your data, use and create formulas, and organize your information Visualize your data with a variety of effective charts, graphs, and more A can't-miss handbook perfect for anyone looking for straightforward and easy-to-follow tutorials on basic and advanced Excel techniques, Teach Yourself VISUALLY: Excel 365 offers users of previous Excel versions—and complete Excel newbies—a clear roadmap to mastering Excel.

The quick way to learn Microsoft Excel 2019! This is learning made easy. Get more done quickly with Microsoft Excel 2019. Jump in wherever you need answers—brisk lessons and detailed screenshots show you exactly what to do, step by step. Quickly set up workbooks, enter data, and format it for easier viewing Perform calculations and find and correct errors Create sophisticated forecast worksheets, key performance indicators (KPIs), and timelines Visualize data with 3D maps, funnel charts, and other powerful tools Import, process, summarize, and analyze huge datasets with Excel's improved PowerPivot and Power Query Build powerful data models and use them in business intelligence Look up just the tasks and lessons you need

Teach Yourself VISUALLY Office 2008 for Mac
Teach Yourself VISUALLY Word 2019

Teach Yourself VISUALLY Complete Excel
Teach Yourself VISUALLY HTML and CSS
The complete guide to Excel 2016, from Mr.
Spreadsheet himselfstrong style="box-sizing:
border-box; color: #1b1c1d; font-family:
'Open Sans', sans-serif; font-size: 16px;"
Whether you are just starting out or an Excel
novice, the Excel 2016 Bible is your
comprehensive, go-to guide for all your Excel
2016 needs. Whether you use Excel at work or
at home, you will be guided through the
powerful new features and capabilities by
expert author and Excel Guru John Walkenbach
to take full advantage of what the updated
version offers. Learn to incorporate
templates, implement formulas, create pivot
tables, analyze data, and much more. Navigate
this powerful tool for business, home
management, technical work, and much more
with the only resource you need, Excel 2016
Bible. Create functional spreadsheets that
work Master formulas, formatting, pivot
tables, and more Get acquainted with Excel
2016's new features and tools Customize
downloadable templates and worksheets Whether
you need a walkthrough tutorial or an easy-to-
navigate desk reference, the Excel 2016 Bible
has you covered with complete coverage and
clear expert guidance.
Excel X for Mac OS X is the model OS X app,
from its Aqua interface to its complete
support for OS X's modern architecture. In
Excel X for Mac OS X: Visual QuickStart

Guide, author Maria Langer, veteran Mac writer and consultant, walks you through all that's new and noteworthy in Microsoft's spreadsheet powerhouse, dispensing lots of expert tips along the way. Maria knows you're a busy professional. That's why Excel X for Mac OS X: VQS was designed to let you learn as you work. Use it as a quick-reference guide: Just look up a topic in the index--or use the page tabs to thumb to it--then follow the simple, concise steps and check your results against the accompanying screenshots. Newcomers can treat the book as a step-by-step introduction to Excel, starting with the basics, then moving on to more advanced techniques, such as inserting objects and multimedia events, creating charts and graphs, and publishing spreadsheets to the Web.

Algebra may seem intimidating?but it doesn't have to be. With Teach Yourself VISUALLY Algebra, you can learn algebra in a fraction of the time and without ever losing your cool. This visual guide takes advantage of color and illustrations to factor out confusion and helps you easily master the subject. You'll review the various properties of numbers, as well as how to use powers and exponents, fractions, decimals and percentages, and square and cube roots. Each chapter concludes with exercises to reinforce your skills.

Are you a visual learner? Do you prefer instructions that show you how to do

something - and skip the long-winded
explanations? If so, then this book is for
you. Open it up and you'll find clear, step-
by-step screen shots that show you how to
tackle more than 15O Excel 2OO7 tasks. Each
task-based spread includes easy, visual
directions for performing necessary
operations, including: * Using the Ribbon and
galleries * Entering data and resizing
columns * Applying formulas and functions *
Formatting worksheets * Adding clip art and
3D effects * Interpreting data with charts *
Helpful sidebars offer practical tips and
tricks * Succinct explanations walk you
through step by step * Full-color screen
shots demonstrate each task * Two-page
lessons break big topics into bite-sized
modules

Teach Yourself Office 97 VISUALLY
Teach Yourself VISUALLY Excel 2O16
Teach Yourself VISUALLY Excel 2O1O
Excel 2O16 Bible

Are you a visual learner? Do you prefer
instructions that show you how to do
something - and skip the long-winded
explanations? If so, then this book is
for you. Open it up and you'll find
clear, step-by-step screen shots that
show you how to tackle more than 175
tasks involving HTML and CSS. Each task-
based spread covers a single technique,
sure to help you get up and running

with HTML and CSS in no time. You'll learn to: View HTML code in a browser Add and format text Prepare images for the Web Insert links to other pages Control layout with style sheets Add JavaScript to a Web page Helpful sidebars offer practical tips and tricks Succinct explanations walk you through step by step Full-color screen shots demonstrate each task Two-page lessons break big topics into bite-sized modules

"The best introductory books on the market come from maranGraphics" by Rob Wright, the Toronto Star Simply the Best Way to Learn-Quickly! Move Step-by-Step Through Tasks with Colorful Screen Shots & Clear Instructions More than a decade in development, the graphic Teach Yourself Visually(TM) method offers readers the quickest, easiest way to learn. Step-by-step screen shots and bite-sized explanations trace Word, Excel, PowerPoint, and Outlook tasks from start to finish, making mix-ups impossible and building expertise Fast. Perfect for home, office, or home office, uses, Teach Yourself Office 97 Visually(TM) is for anyone who needs

hands-on Office 97 know-how-today! Clear, full-color screen illustrations and straight-forward instructions walk you step-by-step through common home and office tasks. The Teach Yourself Visually(TM) Advantage * Learn more with less reading. * Comprehensive coverage. You have the information you need, when you need it. * Close integration of text and graphics guarantees more retention. * Break down tasks into step-by-step actions for quick comprehension.

http://www.idgbooks.com

Experience learning made easy-and quickly teach yourself how to organize, analyze, and present data with Excel 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include creating formulas, calculating values, and analyzing data; presenting information visually with graphics, charts, and diagrams; building PivotTable dynamic views; using the new Excel Web App; reusing information from databases and other documents; creating macros to automate repetitive tasks and simplify your

work; and other core topics.
The visual way to get up to speed on Access 2010 It's one thing to gain access to Access. It's another thing entirely to figure out how to do all the things you want to do in Access, because the software is not all that intuitive. This full-color guide clearly shows you how to get the most out of Access 2010, including how to enter new records; create, edit, and design tables and forms; organize, analyze, and share data; generate concise reports; and much more. With pages of step-by-step instructions, graphics, and helpful advice, this is the visual learner's Access book-keep this on your desk and flip to what you need, any time! Explores the very latest features, functions, and tools of Access 2010, a database software tool that is part of the new Microsoft Office 2010 Teaches you how to enter new records and create, edit, and design tables and forms Explains how to organize, analyze, and share data; generate concise reports; add smart tags to tables, save backup copies of your data; and more Demonstrates

through step-by-step instructions and numerous, full-color screen shots and graphics, so you can see exactly how to perform tasks This unparalleled book contains everything you need to know to use Access 2010 effectively.
Teach Yourself VISUALLY Excel 2007
Microsoft Excel 2010 Step by Step
Teach Yourself VISUALLY Excel 2013
Teach Yourself VISUALLY Complete Mac Pro

See your way to Excel spreadsheet stardom with this visual guide If you're always hearing about the cool things Excel can do, here's your chance to see how to do them!Teach Yourself Visually Excel offers you a straightforward visual approach to working with the newest version of the world's leading spreadsheet program. Packed with visually rich tutorials and step-by-step instructions that will help you take your Excel skills to new heights, this friendly and approachable guide will have you creating, editing, and manipulating Excel spreadsheets in no time! Excel can seem daunting, but with Teach Yourself Visually Excel, you'll quickly and painlessly learn how

to perform dozens of tasks, including creating spreadsheets and charts, filtering and sorting data, working with PivotTables, and so much more. Covering the latest additions and changes to the newest version of Excel, a series of easy-to-follow, full-color tutorials helps you to excel at working with Excel! Tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you grasp the basic functions of Excel—and beyond Walks you through Excel s new features Clearly demonstrates how to organize, present, analyze, and chart data with Excel Whether you've never used Excel or just need to brush up on its new features, Teach Yourself Visually Excel will be the dog-eared resource you'll turn to again and again.
See your way to super spreadsheets with Excel 2010 and this visual guide! If you're always hearing about the cool things that Excel can do, here's your chance to see how to do them! With pages of full-color, step-by-step instructions and crystal-clear screen shots, this guide shows you how to get the most out of Excel 2010. The book

covers all the basics as well as Excel 2010's new features and functions, including a new interface and better collaboration tools. Crunch and chart your data over a network, over the Web, or at home-helpful tips on every page will get you there even faster! Provides a clear look at Excel 2010, the newest version of the world's leading spreadsheet application from Microsoft, and part of the new Microsoft Office 2010 suite Demonstrates how to create spreadsheets and charts, filter and sort data, work with PivotTable, and present your data-on a network, on the Web, or on your laptop Explores all features and functions in full-color pages packed with screen shots and other visual graphics that clearly show you how to accomplish tasks Includes practical examples, tips, and advice on how to use all the tools more effectively Get the very most out of Excel 2010 with this easy-to-follow guide! Master one of the most popular word processors ever with this essential, visual reference Teach Yourself VISUALLY: Word 2019 provides readers

with a thorough and visual exploration of the 2019 edition of Microsoft Word. Written by the celebrated author of over 100 books on computing, Guy Hart-Davis, Teach Yourself VISUALLY: Word 2019 allows you to quickly get up to speed with one of the most popular word processors on the planet. The book covers all the topics you'll need to comprehensively master Word 2019, and includes: Full-color, step-by-step instructions showing you how to perform all the essential tasks of Microsoft Word 2019 How to set up and format documents, edit them, and add images and charts How to post documents online for sharing and reviewing and take advantage of all the newest features of Word Newly updated to include the latest features of Microsoft Word, like how to collaborate on documents in real time, draw and write with the digital pen, new accessibility options and the new Resume Assistant, Teach Yourself VISUALLY: Word 2019 belongs on the shelf of anyone who wants to improve their effectiveness with this essential word processor.
Renowned Excel experts Bill Jelen

(MrExcel) and Michael Alexander help you crunch data from any source with Excel 2019 pivot tables. Use Excel 2019 pivot tables and pivot charts to produce powerful, dynamic reports in minutes instead of hours, to take control of your data and your business. Even if you've never created a pivot table before, this book will help you leverage all their remarkable flexibility and analytical power–including valuable improvements in Excel 2019 and Excel in Office 365. Drawing on more than 45 combined years of Excel experience, Bill Jelen and Michael Alexander offer practical "recipes" for solving real business problems, help you avoid common mistakes, and present tips and tricks you'll find nowhere else. By reading this book, you will: • Master easy, powerful ways to create, customize, change, and control pivot tables • Control all future pivot tables using new pivot table defaults • Transform huge data sets into clear summary reports • Instantly highlight your most profitable customers, products, or regions • Use Power Query to quickly

import, clean, shape, and analyze disparate data sources • Build geographical pivot tables with 3D Map • Construct and share state-of-the-art dynamic dashboards • Revamp analyses on the fly by dragging and dropping fields • Build dynamic self-service reporting systems • Share your pivot tables with colleagues • Create data mashups using the full Power Pivot capabilities of Excel 2019 and Excel in Office 365 • Automate pivot tables with macros and VBA • Save time by adapting reports with GetPivotData • Discover today's most useful pivot table tips and shortcuts
Teach Yourself VISUALLY Excel 365
Microsoft Excel 2019 Step by Step
Teach Yourself Visual Basic 5 for Applications in 21 Days
Teach Yourself VISUALLY Office 2016