

## Microsoft Access 2010 Fast And Easy A Beginners Tutorial For Microsoft Access 2010 The Get It Done Fast Series Book 9

From crunching numbers to creating dynamic Web pages, now you can do the everyday—and the extraordinary—faster, smarter, and better. Dive in! This friendly, high-energy guide makes it easy to teach yourself exactly what you need. Use the quick lists, numbered steps, and helpful examples to accelerate your productivity with Office XP—and move on to doing the cool things you want to do! Manage your e-mail and calendar with Microsoft Outlook® Expand your Microsoft Word power Create captivating Microsoft PowerPoint® presentations Make numbers and charts tell the story with Microsoft Excel Construct your own Web site with Microsoft FrontPage® Make data work harder for you with Microsoft Access Learn everyday troubleshooting techniques

A comprehensive reference to the updated and new features of Access 2013 As the world's most popular database management tool, Access enables you to organize, present, analyze, and share data as well as build powerful database solutions. However, databases can be complex. That's why you need the expert guidance in this comprehensive reference. Access 2013 Bible helps you gain a solid understanding of database purpose, construction, and application so that whether you're new to Access or looking to upgrade to the 2013 version, this well-rounded resource provides you with a thorough look at everything Access can do. Explains how to create tables, manipulate datasheets, and work with multiple tables Teaches you how to apply the seven-step design method to build databases that are tailored to your needs Covers building forms with wizards, creating bound and unbound forms, and adding data validation Shows you ways to automate query parameters, create functions and subroutines, and add programmed error routines Features a bonus website with content that contains all source code from the book as well as bonus shareware, freeware, trial, demo, and evaluation programs If you are looking for a comprehensive book on all things Access, look no further than Access 2013 Bible.

Get the fast facts that make learning Office 2010 plain and simple! This colorful, no-nonsense guide uses easy-to-follow steps and screenshots, and clear, concise language to show the simplest ways to get things done with Microsoft Word, Excel, Outlook, PowerPoint, Access, Publisher, and OneNote. Here's WHAT You'll Learn Create documents, Web pages, and other publications Organize your e-mail, calendar, contacts and tasks Build spreadsheets to analyze and visualize data Set up a simple database Capture notes with ink, voice or text Here's HOW You'll Learn It Jump in wherever you need answers Easy-to-follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS! Exercises help you apply what you learn right away

Make the most of Access 2013—without becoming a technical expert! This book is the fastest way to master Access and use it to build powerful, useful databases of all kinds—even web application databases! Even if you've never used Access before, you'll learn how to do what you want, one incredibly clear and easy step at a time. Access has never, ever been this simple! Who knew how simple Access® 2013 could be? This is the easiest, most practical beginner's guide to using Microsoft's incredibly powerful new Access 2013 database program...

simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn:

- Create tables to efficiently store and navigate your data
- Build queries that retrieve exactly the information you want
- Design intuitive forms that help your users work more efficiently
- Build reports that answer key questions intuitively and visually
- Learn easy techniques for designing more reliable databases
- Work faster with AutoForms, AutoReports, and other shortcuts
- Automate repetitive tasks and build more polished databases with macros
- Share Access data with Excel, SQL Server, and other applications
- Solve complex problems with advanced query, form, and reporting techniques
- Build modern web databases that serve users through browsers
- Run your database on the cloud through Microsoft Office 365
- Construct a complete database application from start to finish
- And much more...

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, 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 for Pearson, including Microsoft Access 2010 LiveLessons and Alison Balter's Mastering Access 2007 Development. She is past president of the Independent Computer Consultants Association of Los Angeles. Category: Databases Covers: Microsoft® Access® 2013 User Level: Beginning

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.

Develop custom Access VBA macros Perfect for power users, Microsoft Access 2010 VBA Macro Programming reveals how to maximize the features and functionality of Access 2010. You'll get in-depth details on Access VBA programming and application development followed by 20 real-world projects--complete with source code--that show you how to set up specific subroutines and functions. This practical resource then explains how to include the subroutines in the Access menu system and transform a set of interrelated VBA macros into an Access add-in package. Create your own Access 2010 VBA macros right away with help from this hands-on guide. Learn how to: Create and enhance forms and reports Design custom dialog boxes and buttons Develop custom menus for the Ribbon Use SQL queries with VBA Create table macros Use Office object models to interact with other Microsoft applications Create and manipulate charts and graphs Work with external databases Add functionality to your programs with API calls Animate objects in Access Enhance database security Create audit trails Handle large text files Transfer data via FTP

The complete book-and-video training package for Office 2010! This Microsoft Office 2010 book-and-video training package--from the same professional training experts who also create many training materials for Microsoft--is like having your own personal instructor guiding you through each lesson, but you work at your own pace! The full-color book includes 27 lessons that teach you the new features and quirks of Microsoft Office 2010. Each lesson includes step-by-step instructions and lesson files, and provides valuable video tutorials that complement what you're learning and clearly demonstrate how to do tasks. This jam-packed training package takes you well beyond the basics in a series of easy-to-absorb, five-minute lessons. Shows you how to use Microsoft Office 2010, the new version of the Microsoft Office suite that is available in standard 32-bit and now also a 64-bit version Walks you through 27 lessons, each consisting of easy-to-follow, step-by-step instructions and lesson files in full color that make each task less intimidating Includes all the lesson files from the book and video tutorials that clearly show you how to do tasks and reinforces what you're learning in the book Covers exciting new Office 2010 features such as Office Web apps that can be accessed from anywhere and a streamlined new Ribbon Provides the perfect, one-stop, robust learning package--with book and supplementary video training on all the applications in Office 2010 Additional resources available on companion Web site: [www.digitalclassroombooks.com](http://www.digitalclassroombooks.com) Learn the ins-and-outs of Office 2010 with this all-in-one, value-packed combo!

Provide a thorough introduction of the most important Microsoft Access 2010 skills to beginning students with Microsoft Access 2010 Complete, part of the Origins Series. This text includes features that make

learning easy and enjoyable, yet challenging for students. Students will be engaged with activities that range from simulations to case studies that challenge and sharpen problem-solving skills while gaining the hands-on practice needed to be confident and successful computer users. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft® Access® 2010 Step by Step Microsoft Press

This Microsoft Office 2010 Introductory text, part of the Origins Series, includes features that make learning easy and enjoyable, yet challenging for learners. Students receive a wide range of learning experiences from activities with one or two commands to simulations and case studies that challenge and sharpen learners' problem-solving skills. This is a hardcover text. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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 done in less time. Legendary Access expert Roger Jennings provides specific, tested, proven solutions to the problems Access database users and developers run into every day: challenges other books ignore or oversimplify. Jennings thoroughly covers all facets of working with Access 2010, and adds new chapters on integration and collaboration with Microsoft SharePoint and emulating Table Triggers with Access Data Macros. New coverage also includes: customizable Ribbon and Themes; the revamped Macro Designer; Quick Start Fields; IntelliSense support in Expression Builder; Application Parts and Navigation Forms; conditional formatting and data bars in reports; and new web database publishing techniques. As with all In Depth books, Access 2010 In Depth presents comprehensive coverage, breakthrough techniques, exclusive shortcuts, quick access to information, troubleshooting help for tough problems, and real-world examples with nothing glossed over or left out. Step-by-step instructions with icons guide readers through essential tasks such as designing tables, entering data, importing external data, designing and executing queries, and designing data entry forms and printed reports. Additional chapters on advanced form and report design emphasize data entry efficiency and presentation clarity. By Roger Jennings, a world-renowned Access expert who has sold more than 1.25 million books! Covers all aspects of working with Access 2010, from the customizable Ribbon and Themes to conditional formatting, advanced web database publishing to SharePoint collaboration For everyone who wants to get the most out of Access 2010, from hobbyists to power users to corporate developers

The latest edition of one of the bestselling Microsoft Office books of all time! Spend less time figuring out Word, Excel, PowerPoint, Outlook, and Access and more time working on actual projects with this new edition of Office 2010 For Dummies. Filled with straightforward, friendly instruction, this book gets you thoroughly up to speed, and it actually makes doing Office work fun! First learn all the basics, then how to add more bells and whistles, including how to spice up your Word documents, edit Excel spreadsheets and create formulas, add sound to your PowerPoint presentation, and much more. Helps you harness the power of Microsoft Office 2010 and all of its new functionality; the book covers Word, Excel, PowerPoint, Outlook, and Access Explains and instructs in the straightforward, friendly, For Dummies style that makes instruction more accessible and skill-building easier Covers typing and formatting text in Word and spicing up your documents Shows you how to navigate and edit an Excel spreadsheet, create formulas, and chart and analyze Excel data Demonstrates how to create a PowerPoint presentation and add color, sound, and pictures Explores Outlook, including configuring e-mail, storing contacts, organizing tasks, scheduling your time, and setting appointments Delves into designing Access databases, including editing, modifying, searching, sorting, and querying; also covers viewing and printing reports, and more Be ready to take full advantage of Microsoft Office 2010 with this fun and easy guide.

What you need, when you need it! Need answers quickly? Microsoft Office 2010 on Demand provides those answers in a visual step-by-step format. We will show you exactly what to do through lots of full color illustrations and easy-to-follow instructions. Includes Workshops MCAS Exam Prep More than 700 Essential Office Tasks Inside the Book • Office: Organize information and add impact with clip art, SmartArt diagrams, tables, and charts with an improved results-oriented interface and File tab • Word: Create great-looking documents faster using themes and templates • Excel: Use organizing, processing, and presenting tools to create data in Excel Workbooks • PowerPoint: Create powerful presentations faster using readymade design templates and themes • Access: Use full-featured templates and application parts to create regular and web databases. • Outlook: Use tools for creating and managing your e-mail, calendar, contacts, and tasks • Publisher: Use the File tab and Ribbon to quickly create a brochure or a newsletter without being a designer • Office Web Apps: View and edit your Office documents in a browser • MCAS: Prepare for the Microsoft Certified Application Specialist exam Bonus Online Content Register your book at [queondemand.com](http://queondemand.com) to gain access to: • Workshops and related files • Keyboard shortcuts

Learn to leverage the features of the newest version of SharePoint, in this update to the bestseller More than simply a portal, SharePoint is Microsoft's popular content management solution for building intranets and Web sites or hosting wikis and blogs. Offering broad coverage on all aspects of development for the SharePoint platform, this comprehensive book shows you exactly what SharePoint does, how to build solutions, and what features are accessible within SharePoint. Written by one of the most recognized names in SharePoint development, Professional SharePoint 2010 Development offers an extensive selection of field-tested best practices that shows you how to leverage the vast power of this multi-faceted tool to build custom workflow and content management applications. Plus, you'll discover how to take advantage of the new features to roll out new SharePoint sites or upgrade existing sites. SharePoint guru Tom Rizzo offers broad coverage of the newest version of SharePoint, Microsoft's popular content management solution Addresses how the new version adds enhanced developer support for ASP.NET, Ajax, LINQ, and Silverlight Demonstrates how to take advantage of new features, including improvements to offline and mobile client capabilities, social networking additions, and more Covers user experience development, platform services, social media

features, event handling, the business data catalog, forms and workflow, business intelligence, and more With this book, you'll get exhaustive coverage on the many possibilities that exist with SharePoint.

A friendly, step-by-step guide to the Microsoft Office database application Access may be the least understood and most challenging application in the Microsoft Office suite. This guide is designed to help anyone who lacks experience in creating and managing a database learn to use Access 2010 quickly and easily. In the classic For Dummies tradition, the book provides an education in Access, the interface, and the architecture of a database. It explains the process of building a database, linking information, sharing data, generating reports, and much more. As the Microsoft Office database application, Access may be the least understood and most challenging part of the Office suite Access 2010 For Dummies walks newcomers through building and using their first database Covers linking information in a database, setting relationships, modeling data, and building tables Explores how to extract data from Access and get specific answers, create forms, and export data in reports A section for more experienced users looks at analyzing errors and creating an interface Fully updated for the newest version, Access 2010 For Dummies gets new Access users up to speed and helps veterans get the most from the Office database application.

Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for four Microsoft Office Specialist (MOS) exams, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files Use the in-depth exam prep, practice, and review to help advance your proficiency with Microsoft Office—and earn the credential that proves it!

Over 26,000 total pages .... Background: The Fast and Furious operation was responsible for allowing approximately 2,000 firearms to illegally flow into the hands of criminals, including Mexican drug cartel associates. On December 14, 2010, Customs and Border Patrol Agent Brian Terry, a United States Marine, was killed while on patrol just miles from the Mexican border. The firearms found at the scene were semi-automatic rifles that were allowed to walk as part of Operation Fast and Furious. Congressional Republicans have investigated Fast and Furious since January 2011. Over the course of the investigation, the Justice Department has provided false information, stonewalled document requests, produced scores of blacked-out pages and duplicate documents, and refused to comply with two congressional subpoenas. In August 2012, the U.S. House of Representatives Office of General Counsel filed suit against the Justice Department. On January 19, 2016, United States District Judge Amy Berman Jackson issued her opinion and ordered DOJ release documents previously withheld under the President's executive privilege claim. On April 8, 2016, DOJ complied with the Judge's order, delivering more than 20,500 pages of documents to the Committee. CONTENTS: Statement of Michael E. Horowitz, Inspector General - Report by the Office of the Inspector General on the Review of ATF's Operation Fast and Furious and Related Matters. September 20, 2012 FACT SHEET: Oversight Committee Schedules June 20 Contempt Vote over Operation Fast and Furious Documents Flash Memorandum: April 14, 2016 To: Republican Members Committee on Oversight and Government Reform From: Chairman Jason Chaffetz Re: Preliminary Update—The Fast and Furious Papers A Review of ATF's Operation Fast and Furious and Related Matters (REDACTED): September 2012 Re-issued November 2012 (Some previously redacted material unredacted) Part I of III Fast and Furious: The Anatomy of a Failed Operation Part I Appendix 1 Part 1/3 - Report "Part I of III: Fast and Furious: The Anatomy of a Failed Operation" Part I Appendix 1 Part 2/3 - Report "Part I of III: Fast and Furious: The Anatomy of a Failed Operation" Part I Appendix 1 Part 3/3 - Report "Part I of III: Fast and Furious: The Anatomy of a Failed Operation" Part I Appendix 2 Part 1/3 - Report "Part I of III: Fast and Furious: The Anatomy of a Failed Operation" Part I Appendix 2 Part 2/3 - Report "Part I of III: Fast and Furious: The Anatomy of a Failed Operation" Part I Appendix 2 Part 3/3 - Report "Part I of III: Fast and Furious: The Anatomy of a Failed Operation" Part I Appendix 3 - Report "Part I of III: Fast and Furious: The Anatomy of a Failed Operation" Part II of III Fast and Furious: The Anatomy of a Failed Operation Part III of III Fast and Furious: Obstruction of Congress by the Department of Justice The Department of Justice's Operation Fast and Furious: Fueling Cartel Violence The Department of Justice's Operation Fast and Furious: Accounts of ATF Agents ATF Documents related to Operation Fast and Furious - Parts 01 through 14 ATF Documents related to Operation Fast and Furious – Responses A through Q Witnesses and testimonies: The Honorable Charles E. Grassley Josephine Terry - Mother of Late Border Patrol Agent Brian Terry Robert Heyer - Terry Family Spokesman John Dodson - Special Agent, Phoenix Field Division Witnesses - Full Committee Hearing: Operation Fast and Furious: The Other Side of the Border: Carlos Canino, ATF Acting Attaché to Mexico Darren Gil, Former ATF Attaché to Mexico Jose Wall, ATF Senior Special Agent, Tijuana, Mexico Lorren Leadmon, ATF Intelligence Operations Specialist William Newell, Former ATF Special Agent in Charge, Phoenix Field Division William McMahon, ATF Deputy Assistant Director for Field Operations RESOLUTION RECOMMENDING THAT THE HOUSE OF REPRESENTATIVES FIND ERIC H. HOLDER, JR., ATTORNEY GENERAL, U.S. DEPARTMENT OF JUSTICE, IN CONTEMPT OF CONGRESS FOR REFUSAL TO COMPLY WITH A SUBPOENA DULY ISSUED BY THE COMMITTEE ON OVERSIGHT AND GOVERNMENT REFORM R E P O R T OF THE COMMITTEE ON OVERSIGHT AND GOVERNMENT REFORM UNITED STATES HOUSE OF REPRESENTATIVES OPERATION FAST AND FURIOUS: RECKLESS DECISIONS, TRAGIC OUTCOMES HEARING BEFORE THE COMMITTEE ON OVERSIGHT AND GOVERNMENT REFORM HOUSE OF REPRESENTATIVES ONE HUNDRED TWELFTH CONGRESS FIRST SESSION OPERATION FAST AND FURIOUS: THE OTHER SIDE OF THE BORDER HEARING BEFORE THE COMMITTEE ON OVERSIGHT AND GOVERNMENT REFORM HOUSE OF REPRESENTATIVES ONE HUNDRED TWELFTH CONGRESS FIRST SESSION

Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2010, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In Microsoft Office 2010: Introductory you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the Office 2010 software through experimentation, exploration, and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The expert guidance you need to get the most out of Access 2010 Get the Access 2010 information you need to succeed with this comprehensive reference. If this is your first encounter with Access, you'll appreciate the thorough attention to database fundamentals and terminology. If you're familiar with earlier versions, you can jump right into Access 2010 enhancements such as the new Access user interface and wider use of XML and Web services. Takes you under the hood of Microsoft Access 2010, the database application included with Microsoft Office 2010 Explores the latest enhancements, such as a new

user interface and wider use of XML and Web services; also, how to exchange data with Word, Excel, PowerPoint, and other Office apps Covers how to create tables, manipulate datasheets, and work with multiple tables Explains the seven database objects and how to use a seven-step design method to build a database tailored to your needs Shows you how to build forms, use Visual Basic and the VBA Editor, automate query parameters, create functions and subroutines, use XML to create data access pages, and more Includes a CD with all source code from the book and working examples, plus bonus shareware, freeware, trial, demo and evaluation programs that work with or enhance Microsoft Office You'll want to keep this soup-to-nuts Access reference close at hand! Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Experience learning made easy-and quickly teach yourself how to build database solutions with Access 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include building an Access database from scratch or from templates; publishing your database to the Web; exchanging data with other databases and Microsoft Office documents; creating data-entry forms; using filters and queries; designing reports; using conditional formatting; preventing data corruption and unauthorized access; and other core topics.

SEE IT DONE. DO IT YOURSELF. It's that Easy! Easy Microsoft Office 2010 teaches you the basics of working with Excel, PowerPoint®, Outlook®, Word, OneNote®, and Office Web Apps. Fullyillustrated steps with simple instructions guide you through each task, building the skills you need to create and share documents, spreadsheets, presentations, email, calendars, and more. No need to feel intimidated—we'll hold your hand every step of the way. Learn how to... • Get started quickly with Word to format and print great looking documents using new QuickStyles, Cover Pages, and Quick Parts • Include tables, graphics, pictures, and diagrams in Word documents that improve the appearance and impact of your documents • Build flexible spreadsheets with charts, functions, Sparklines, and PivotTables • Use Excel to make calculations and analyze data in spreadsheets • Create, format, fine-tune, and deliver great PowerPoint presentations • Use the new Web Apps to safely share, review, and revise Office documents online • Keep track of important information from the Web with OneNote search and tagging features • Integrate your to-do lists, tasks, and appointments between OneNote and Outlook • Use Outlook's new features including conversation view to track email and stay in touch with colleagues and clients Easy steps guide you through each task. Items you select or click are shown in bold. Each step is fully illustrated. Category: Office Applications/Office 2010 Covers: Microsoft Office 2010 User Level: Beginner

Step-by-Step, Full-Color Graphics! Start using Access 2010 right away--the QuickSteps way. Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft's powerful database application. Follow along and quickly learn how to build databases and tables, enter and edit data, retrieve information, create forms, generate reports, secure your data, extend databases to the Web, and interact with Microsoft SQL Server. Get up to speed on Access 2010 in no time with help from this practical, fast-paced guide. Use these handy guideposts: Shortcuts for accomplishing common tasks Need-to-know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

The Microsoft Official Academic Courseware (MOAC) Office 2010 Series is the only Official Academic Course Material. The new and enhanced MOAC/ Microsoft Office 2010 System features Enhanced Wiley Desktop Editions as well as many other enhanced features designed to re-enforce workforce skills. The addition of animated tutorials in the Enhanced Wiley Desktop Editions and WileyPLUS courses, textbooks include additional materials on different skill levels to help users keep pace. WileyPLUS and an automatic Office assignment grader provides immediate feedback on every assignment, to help users practice and hone skills at their own pace. MOAC/ Microsoft Office 2010 System is built from the ground-up around the MOS® certification objectives- making it a great way to learn all the workforce-oriented tasks required for certification. The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson, as well as automated grading via OfficeGrader. Furthermore, the latest edition's use of color in screen captures allows users to follow on screen much easier, as screen captures will look the exact same as the application. Additional projects throughout the book helps users comprehend how a task is applied on the job. OfficeGrader functionality added to WileyPLUS provides immediate feedback on all homework, assignments, and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics.

Get the guide that makes learning Microsoft Access 2010 plain and simple! This full color, no-nonsense book shows you the quickest ways to build a database and sort information, using easy-to-follow steps and concise, straightforward language. You'll learn how out-of-the-box templates and reusable components make Access 2010 a fast and simple database solution. Here's WHAT you'll learn: Design and build your own database quickly Use Access forms to collect information with ease Create and modify tables to organize your data Store files such as documents and images Exchange data with other databases and documents Bring your data alive with colorful reports Here's HOW you'll learn it: Jump in whenever you need answers Easy-to-follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS! exercises help apply what you learn right away

A 34-week course for the classroom or at home teaching kids computer programming by making fun games using the Scratch programming language. Weekly projects and quizzes are provided.

Office 2010 In Depth is the beyond-the-basics, beneath-the-surface guide for everyone who wants to streamline their work with Office 2010, and get more done in less time. Best selling technology expert Joe Habraken provides specific, tested, proven solutions to the problems Office users run into every day: challenges other books ignore or oversimplify. 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 options menu " Vastly improved image and illustration tools " Live Preview for tasks like Paste, Insert, or Theme change " Improved integration with SharePoint services, Windows Live, and 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 comprehensive coverage, breakthrough techniques, exclusive shortcuts, quick access to information, troubleshooting help for tough problems, and real-world examples with nothing glossed 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 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 corporate developers

Get comfortable with Access 2010. Don't just read about it: see it, hear it, with step-by-step video tutorials and valuable audio sidebars delivered through the Free Web Edition that comes with every USING book. For the price of the book you get online access anywhere with a web connection—no books to carry, updated content, and the benefit of video and audio learning. Way more than just a book, this is all the help you'll ever need...where you want, when you want! Learn fast, learn easy, using web, video, and audio: Show Me video walks through tasks you've just got to see—including bonus advanced techniques Tell Me More audio delivers practical insights straight from the experts Audio sidebars featuring Ross Pimentel UNLOCK THE FREE WEB EDITION—To register your USING book, visit [quepublishing.com/using](http://quepublishing.com/using).

Quickly and easily perform tasks in any Microsoft Office 2010 application! As the world's leading suite of productivity software, Microsoft Office enables you to complete common business tasks, including word processing, e-mail, presentations, data management and analysis, and much more. With this fun and friendly guide, veteran author Elaine Marmel presents you with concise, step-by-step instructions for quickly and easily accomplishing the most popular tasks in Word, Excel, Outlook, and PowerPoint. Decide on a task you are eager to undertake, find it quickly in the featured easy-to-read format, and get it done smoothly with this Just the Steps guide! You'll discover how to insert pictures into a Word document, create PivotTables in Excel, add sound to a PowerPoint presentation, import contacts into Outlook, create a mail merge document with Outlook contacts, and much more. Presents indispensable advice for accomplishing specific tasks in any of the applications included in Microsoft Office 2010, including Word, Excel, Outlook, and PowerPoint Demonstrates how to insert pictures in a Word document, create PivotTables in Excel, add sound to a PowerPoint presentation, and import contacts into Outlook Includes unique coverage of performing tasks that work across programs, such as creating a mail merge using Word and Outlook, and embedding an Excel chart in PowerPoint With this efficient guide helping you quickly accomplish specific tasks in Office 2010, you won't know what to do with all your free time!

The Microsoft Official Academic Courseware (MOAC) Office 2010 Series is the only Official Academic Course Material. The new and enhanced MOAC/ Microsoft Office Outlook 2010 Phyllis Trayler features Enhanced Wiley Desktop Editions as well as many other enhanced features designed to re-enforce workforce skills. The addition of animated tutorials in the Enhanced Wiley Desktop Editions and WileyPLUS courses, textbooks include additional materials on different skill levels to help users keep pace. WileyPLUS and an automatic Office assignment grader provides immediate feedback on every assignment, to help users practice and hone skills at their own pace. MOAC/ Microsoft Office Outlook 2010 is built from the ground-up around the MOS® certification objectives- making it a great way to learn all the workforce-oriented tasks required for certification. The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson, as well as automated grading via OfficeGrader. Furthermore, the latest edition's use of color in screen captures allows users to follow on screen much easier, as screen captures will look the exact same as the application. Additional projects throughout the book helps users comprehend how a task is applied on the job. OfficeGrader functionality added to WileyPLUS provides immediate feedback on all homework, assignments, and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics.

Teach yourself exactly what you need to know about using Office Professional 2010-one step at a time! With STEP BY STEP, you build and practice new skills hands-on, at your own pace. Covering Microsoft Word, PowerPoint, Outlook, Excel, Access, Publisher, and OneNote, this book will help you learn the core features and capabilities needed to: Create attractive documents, publications, and spreadsheets Manage your e-mail, calendar, meetings, and communications Put your business data to work Develop and deliver great presentations Organize your ideas and notes in one place Connect, share, and accomplish more when working together"

Essentials Computing for Business: Microsoft Office 2010 introduces basic computing technologies to accounting students and professionals who will find it relevant and useful. This book: - Helps you understand the actual theoretical and practical importance and relevance of Information Technology to the business community, particularly accounting practitioners. - Helps you acquire basic to advanced skills for operating office productivity programmes, including word processing, presentation, spreadsheet and database. - Gives you a step-by-step understanding of how to complete a task by using well crafted "hands-on" project samples. - Enhances your skills and abilities to operate an accounting programme by comparing the samples provided in the book to your own completed projects. - Provides additional exercises at the end of each chapter to further enhance your understanding.

Step-by-Step, Full-Color Graphics! Start using Office 2010 right away--the QuickSteps way. Color screenshots and clear instructions make it easy to ramp up the latest release of Microsoft's powerful productivity suite. Follow along and quickly learn how to create Word documents; build Excel spreadsheets; manage Outlook email, contacts, and schedules; design PowerPoint presentations; and use Office Web Apps. Get up to speed on Office 2010 in no time with help from this practical, fast-paced guide. Use these handy guideposts: Shortcuts for accomplishing common tasks Need-to-know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

The Microsoft Official Academic Courseware (MOAC) Office 2010 Series is the only Official Academic Course Material. The new and enhanced MOAC/ Microsoft Office Excel features Enhanced Wiley Desktop Editions as well as many other enhanced features designed to re-enforce workforce skills. The addition of animated tutorials in the Enhanced Wiley Desktop Editions and WileyPLUS courses, textbooks include additional materials on different skill levels to help users keep pace. WileyPLUS and an automatic Office assignment grader provides immediate feedback on every assignment, to help users practice and hone skills at their own pace. MOAC/ Microsoft Office Excel is built from the ground-up around the MOS® certification objectives- making it a great way to learn all the workforce-oriented tasks required for certification. The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson, as well as automated grading via OfficeGrader. Furthermore, the latest edition's use of color in screen captures allows users to follow on screen much easier, as screen captures will look the exact same as the application. Additional projects throughout the book helps users comprehend how a task is applied on the job. OfficeGrader functionality added to WileyPLUS provides immediate feedback on all homework, assignments, and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics.

Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2010, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In MICROSOFT OFFICE 2010: ESSENTIAL you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the Office 2010 software through experimentation, exploration, and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

A comprehensive guide to programming for Access 2010 and 2007 Millions of people use the Access database applications, and hundreds of thousands of developers work with Access daily. Access 2010 brings better integration with SQL Server and enhanced XML support; this Wrox guide shows developers how to take advantage of these and other improvements. With in-depth coverage of VBA, macros,

and other programming methods for building Access applications, this book also provides real-world code examples to demonstrate each topic. Access 2010 Programmer's Reference is a comprehensive guide to the best-of-breed techniques for programming Access applications. Coverage Includes: Introduction to Microsoft Access 2010 New Features Upgrading and Converting to Access 2010 Macros in Access 2010 Using the VBA Editor VBA Basics Using VBA in Access Creating Classes in VBA Extending VBA with APIs Working with the Windows Registry Using DAO to Access Data Using ADO to Access Data Using SQL with VBA Using VBA to Enhance Forms Enhancing Reports with VBA Customizing the Ribbon Customizing the Office Backstage Working with Office 2010 Working with SharePoint Working with .NET Building Client-Server Applications with Access The Access 2010 Templates Access Runtime Deployment Database Security Access 2010 Security Features

DATA ANALYSIS WITH MICROSOFT ACCESS 2010 is an introduction to Access with an emphasis on topics relevant to data analysis. The goal is to help the analyst gain a true understanding of data and the information it contains. Access queries are covered in detail, both in terms of the mechanics of their design, and how they can be used for typical data analysis tasks. The book is written in an easy-to-understand tutorial style, with new topics introduced in a logical and intuitive sequence. Numerous screenshots are included, so you won't need to sit with a computer as you read the book. The author also broadens the concept of data analysis to encompass business intelligence (BI) topics, including valuable material on how to use Access and Excel pivot tables. Additional features include See the SQL sidebars that allow interested readers to learn SQL as they are learning Access, and Focus on Analysis sidebars that provide details on a number of useful quantitative topics. A companion website has a sample database that correlates with the BI material in the book. In short, this is the only book you'll need to gain a working knowledge of Access, and how it can be used for data analysis. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Conquer Microsoft Access 2013—from the inside out! You're beyond the basics, so dive right into Access 2013—and use your skills to create sophisticated database apps! 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 Access 2013—and challenge yourself to new levels of mastery. Build an Access Services web app with Microsoft SharePoint Server Automate your Access web app with data macros Create tables in your Access web app using built-in templates Aggregate and display your web app data using totals queries Use the Autocomplete control to quickly search for related data Create a Summary view to consolidate and group information Display related data on your views with the Related Items control Package your web app for use by others in your organization Plus—download chapters on building desktop databases For Intermediate and Advanced Users and Database Designers

Unlock the secrets of Access 2013 and discover how to use your data in creative ways. With this book's easy step-by-step instructions, you'll learn how to build and maintain a full-featured database and even turn it into a web app. You also get tips and practices from the pros for good database design—ideal whether you're using Access for business, school, or at home. The important stuff you need to know Build a database with ease. Organize and update lists, documents, catalogs, and other types of information. Create your own web app. Let your whole team work on a database in the cloud. Share your database on a network. Link your Access database to SQL Server or SharePoint. Customize the interface. Make data entry a breeze by building your own templates Find what you need fast. Search, sort, and summarize huge amounts of data in minutes. Put your info to use. Turn raw info into well-formatted printed reports. Dive into Access programming. Automate complex tasks and solve common challenges.

This title is also available as a free eBook. Take control—and put the built-in security and privacy features in Microsoft Office to work! Whether downloading documents, publishing a presentation, or collaborating online—this guide offers concise, how-to guidance and best practices to help protect your documents and your ideas. Get practical, proactive guidance for using the security and privacy management features in Office 2010 and Office 365 Walk through everyday scenarios, and discover everyday techniques that help you take charge Understand common risks and learn best practices you can apply right away

It's EASIER than ever to get started with Microsoft Office 2010! Navigate your way around the Microsoft Office 2010 suite without getting lost in too many details. Microsoft Office 2010 Demystified shows you the ropes and explains the new, handy, and most popular functions of each application. Written in a step-by-step, tutorial format, this practical guide begins with an overview of the suite and the universal features that can be used in all of the individual programs. Then, you'll drill down into the specifics of Word, Excel, PowerPoint, Outlook, and Access. Detailed explanations and screenshots make it easy to understand the material, and end-of-chapter quizzes and a final exam help reinforce key concepts. It's a no-brainer! You'll learn how to: Create great-looking Word documents Crunch numbers and get graphical in Excel spreadsheets Develop persuasive PowerPoint presentations Manage your email, tasks, calendar, and contacts with Outlook Build and manage Access databases Simple enough for a beginner, but challenging enough for an advanced student, Microsoft Office 2010 Demystified helps you master this powerful suite of applications.

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