

Special Edition Using Microsoft Word 2002

The most detailed business-focused guide to Microsoft Word 2002 in the marketplace. This book focuses on maximizing user productivity with real-world documents in real-world environments. Topics covered include using Word as an e-mail editor, using Word 2002's speech command, control and dictation, creating organization charts, Word document privacy and security options, and managing document-collaboration and revisions.

Explains how to create and edit worksheets, format charts and data, conduct advanced calculations, manage e-mail, and publish Office 97 documents

A sophisticated yet easy-to-use software program, Microsoft CRM handles the full range of Sales and Customer Service functions, and allows the user to access key customer and sales information from Microsoft Outlook and the Web. It is designed for rapid deployment, ease of use, and integration with Microsoft Office and Microsoft Great Plains' back-office solutions, increasing information reliability, employee usage and productivity. Special Edition Using Microsoft CRM shows sales, service, and business development specialists how to manage small businesses with the sophisticated technology that, until now, has been reserved for large corporations. Based on the author's real-world experience building CRM systems, this book provides the expert advice that MS CRM users need. To make the move to customer-centric operations using MS CRM, companies need an in-depth guide to managing the process, using the software, and making the implementation decisions that are required.

Special Edition Using Microsoft Word 2002 is the most detailed business-focused guide to Microsoft Word 2002 in the marketplace. More than any competitive book, it focuses on maximizing user productivity with real-world documents in real-world environments. Topics covered include: using Word as an email editor, using Word 2002 speech command, control and dictation, creating organization charts, Word Document privacy and security options, managing document collaboration and revisions, creating a real-world solution with VBA and Word.

Built especially for the power and corporate user. Updated to include all the latest SP1 information!

Microsoft's .NET initiative created drastic changes in the Visual Studio line of products, and as a result a lot of Visual Basic developers feel like they are beginners all over again. Special Edition Using Visual Basic.NET will offer in-depth explorations of new features so that both experienced programmers and novices will feel comfortable making the transition to .NET. Although a major portion of the book is devoted to Internet applications, the book covers more general topics than many other books. Features of Visual Basic that will be explained include database access, controls, and best coding and practices. These features will be explored in detail, with extensive use of example programs and screen

captures.

The Student-Teacher Edition of Microsoft Office 2003 is the best-selling version of the software suite, and Special Edition Using Microsoft Office 2003, Student-Teacher Edition is the first book to tackle it from the perspective of this unique user. The SE Using format will help you explore advanced techniques that can save you time and help automate repetitive tasks. You will be able to increase your productivity in all areas of any one of the Microsoft Office 2003 applications.

You'll also learn ways to make them work better together, further increasing your productivity. Take a look at Microsoft Office 2003 through the eyes of an expert with Special Edition Using Microsoft Office 2003, Student-Teacher Edition.

With this edition of Special Edition Using Office XP there is a continual emphasis on realistic applications and uses of the program features. While there are many other big books in the Office market today, there are few that tailor coverage uniquely for the intermediate to advanced Office user as Special Edition Using does, delivering more focused value for the customer. It has been updated to reflect Office XP's Smart tags, collaboration features, speech and dictation tools, built-in recovery features, "add network place" wizard and much more

THE ONLY EXCEL BOOK YOU NEED We crafted this book to grow with you, providing the reference material you need as you move toward Excel proficiency and use of more advanced features. If you buy only one book on Excel, Special Edition Using Microsoft® Office Excel® 2007 is the book you need. Does your life play out in a spreadsheet? Do numbers in columns and rows make or break you in the work world? Tired of having numbers kicked in your face by other Excel power users who make your modest spreadsheets look paltry compared to their fancy charts and pivot tables? If you answered yes to any of these questions, Special Edition Using Microsoft® Office Excel® 2007 is the book that will make it all better. Learn quickly and efficiently from a true Excel master using the tried and true Special Edition Using formula for success. Here, you'll find information that's undocumented elsewhere—even in Microsoft's own Help systems. You'll learn from finely crafted, real-life examples built by an author who lives and dies by the integrity of his spreadsheets. Excel's backbone is its formulas and functions. Master those and you will master your spreadsheets. Special Edition Using Microsoft Office® Excel® 2007 provides more down and dirty help with your formulas and functions than you'll find in any other book! See how it's done in real life! Don't settle for lame pivot table and chart examples found in other books... This book provides beautifully detailed examples that not only show you how it should be done, but how to be the local worksheet hero!

This all-new, information-packed guide explores the most useful and powerful features of Microsoft Word 2007. Created for serious users of Word who need to learn the new interface quickly, the book shows how to control document sharing and security and how to manage multi-user revisions.

Every business professional faces challenges in managing their time to be as efficient and productive as possible. Information management has become an important everyday task in helping manage these challenges successfully, and Microsoft Outlook is the gold standard to help users stay organized. Outlook not only helps manage contacts, appointments, and tasks, it also serves as the e-mail and fax client. Outlook 2007 has been redesigned and improved with a new user interface, electronic business cards, RSS support, smart scheduling, anti-phishing capabilities, junk e-mail filter, and more. Case study sections called "Improving Your Outlook" illustrate how to apply the information learned in real-world situations. Troubleshooting sections in each chapter illustrate common problems that occur when using Outlook, followed by a

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detailed solution. With this book, you learn the latest features and improvements in Outlook by focusing on user productivity through real-world techniques in real-world environments.

Faster, stronger, better than it was before – this is the only Windows XP book readers will ever need!

For courses covering FrontPage. Special Edition Using Microsoft FrontPage 2002 is an all-in-one guide to designing, creating, and publishing Web applications using FrontPage 2002. It places a greater emphasis on the expansion of FrontPage and Office integration, which is a major issue for FrontPage. This book teaches students FrontPage 2002 and its features, as well as Web server setup and administration. It teaches students how to add interactivity to Web sites with Active Server Pages, and scripting languages, such as JavaScript. It also covers more advanced topics, such as how to integrate Web sites with databases; and how to incorporate Dynamic HTML, XML, and Java in your sites. Special Edition Using Microsoft Word and Excel in Office 2000 is a comprehensive reference to Word and Excel. It briefly covers the basics of the programs and then moves quickly on to cover roughly 600 pages each of Word and Excel at the intermediate and advanced feature level. This book gives the reader complete coverage of both Word 2000 and Excel 2000 in one convenient reference.

THE ONLY VISIO 2007 BOOK YOU NEED “This book makes Visio as much fun as a video game.” Bob and Joy Schwabach, “On Computers,” Universal Press Syndicate We crafted this book to grow with you, providing the reference material you need as you move toward Visio® 2007 proficiency and the use of more advanced features. If you buy only one book on Visio® 2007, Special Edition Using Microsoft Office Visio® 2007 is the only book you need. • Working with shapes, stencils, and themes • Using the Data Graphics feature for extra customization • Importing content from Microsoft Excel and Microsoft Project • Displaying data as text, data bars, icons, and color-coding using Data Graphics • Creating custom stencils, icons, and templates • Storing and displaying employee information in organization charts • Customizing the layout of organization charts • Creating database models, flowcharts, and Gantt charts • Connecting shapes in network drawings • Using digital ink and animation • Creating macros • Handling guides and rulers • Working with layers • Getting the most from ShapeSheets

A guide to Microsoft FrontPage covers such topics as planning a Web site, formatting Web pages, editing and creating pictures, using forms and databases, and working with code.

Special Edition Using Microsoft Outlook 2002 is a business-focused guide to Microsoft Outlook. It focuses on maximizing user productivity with real-world techniques in real-world environments. Topics covered include: Using Outlook as a sharing tool Creating and changing security settings Customizing the folder list Using Outlook as a client for other messaging systems Using Outlook as a client for exchange server and other information systems

Special Edition Using Microsoft® Expression® Web 2 The only EXPRESSION WEB 2 book you need The successor to the best-selling book on the first release of Microsoft Expression Web, this book provides comprehensive coverage of Microsoft Expression Web 2. You’ll learn the basics of Web design and Expression Web 2 and gain valuable insight into

Expression Web 2's advanced features, such as ASP.NET and PHP development. If you're interested in learning how to design standards-compliant Web sites using Expression Web 2, this is the only book you need. • Create standards-compliant Web sites with Expression Web 2 that work consistently in all browsers. • Become proficient in the use of CSS by learning how to use the powerful CSS tools in Expression Web 2. • Learn how to take advantage of ASP.NET and ASP.NET AJAX without writing any code. • Learn how to use the new PHP features available in Expression Web 2. • Add dynamic, interactive content with Behaviors and Layers. • Design your Web site for accessibility using both Section 508 and WCAG compliance. "Expression Web was built to help web authors create standards-based and standards-compliant web sites. Jim Cheshire has a broad understanding of those standards and a deep appreciation of Expression Web. Put the two together and you've got a guide that helps you understand and build sites that meet the challenges of modern Web design." —Steven Guttman, Product Unit Manager, Expression Web Jim Cheshire is the owner of Jimco Software, a freeware software company and technology review site, and is the author of several books on Web development and ASP.NET. Jim has been heavily involved in Web development for more than a decade and has operated and designed many Web sites during that time. He's been featured in numerous publications, including MSDN Magazine and PC Magazine. Jim previously worked on the FrontPage team at Microsoft and currently is an escalation engineer on the ASP.NET and IIS teams. Category: Web Development Covers Microsoft Expression Web 2 User Level Beginning—Advanced On the CD-ROM • Sample files from the author • FREE! full version of Logo Creator (retail value of \$39.95) • FREE! full version of DHTML Menu Builder Lite (retail value of \$25) • Electronic version of this book in Adobe's Portable Document Format (PDF) Cover image: Digital Vision Photography/Veer Inc.

The complete tutorial for beginning to advanced programmers. Provides detailed information on all the features in the most recent version of Microsoft C. Includes numerous programming examples and discusses techniques that will simplify debugging and code optimization.

Special Edition Using Microsoft® Office Project 2007 We crafted this book to grow with you, providing the reference material you need as you move toward Project proficiency and use of more advanced features. If you buy only one book on Project 2007, Special Edition Using Microsoft® Office Project2007 is the only book you need. Covers: • Leverage Microsoft Project 2007 to support your management processes, communication and collaboration within your organization • Manage your project through initiation, tracking, controlling, performance measuring , and closing • Model real life project scenarios with the scheduling engine • Define tasks, milestones, summary tasks, and recurring tasks to create your project schedule • Create task relationships, constraints, and perform advanced actions on tasks • Customize the project to fit your needs • Use views, tables, filters, and groups to review your project and application

interface schedule • Manipulate Microsoft Project 2007 data using other Microsoft Office applications • Implement Visual Reports to allow 3D models of project data for sharing and analysis • Master advanced features with built-in and advanced manual techniques

Special Edition Using Microsoft Office Home and Student 2007 THE ONLY OFFICE BOOK YOU NEED We crafted this book to grow with you, providing the reference material you need as you move toward Office 2007 proficiency and use of more advanced features. If you buy only one book on Office Home and Student 2007, Special Edition Using Microsoft Office Home and Student 2007 is the book you need. Office Home and Student 2007 is available to ANYONE, regardless of whether you are a student, a teacher, or neither. The only condition Microsoft attaches is the requirement that the software not be used for commercial purposes. For use in the home or classroom, Office Home and Student 2007 is an exceptional deal at a fraction of the cost of the business versions! • No other authoring team in the business is as well recognized and respected as the Office Dream Team; when they speak, even the Office development team at Microsoft listens! • This book is a category killer—one that sets the pace for others to follow! • Tired of Office books that read as though Microsoft employees wrote them? Tired of learning the Microsoft way? Tired of books containing little more than you can pull from the Help system? If you answered yes to any of these questions, then you owe it to yourself to get a copy of this book! • If you own a copy of Office Home and Student 2007, you deserve a copy of this book! Here, you'll find a bevy of previously undocumented tips and tricks that will show you how to harness the power of Office 2007! • Written in clear, plain English, readers will feel as though they are learning from real humans and not Microsoft clones. Sprinkled with a wry sense of humor and an amazing depth of field, this book most certainly isn't your run-of-the-mill computer book "Another Special Edition Winner! Clear, concise and right on-target. Everything a student or a home user will need to know in order to master Office 2007." –Alan & Sandra Ashendorf, Hosts of Let's Talk Computers Radio Talk Show Ed Bott is a best-selling author of more than 25 computer books and an award-winning computer journalist with two decades of experience in the personal computer industry. He is a three-time winner of the Computer Press Award, and he and Woody Leonhard won the prestigious Jesse H. Neal Award, sometimes referred to as "the Pulitzer Prize of the business press," in back-to-back years for their work on PC Computing's "Windows SuperGuide." You can read more of Ed's writing at <http://www.edbott.com/weblog>. Curmudgeon, critic, and perennial "Office Victim," Woody Leonhard runs a fiercely independent website with up-to-the-nanosecond news, observations, tips, and help for both Office and Windows. AskWoody.com has become the premier source of unbiased information for people who need to really use Windows and Office, and for people concerned about juggling the neverending stream of Microsoft patches. In the past 15 years, Woody has written more than three dozen books, drawing an unprecedented six Computer Press

Association awards and two American Business Press awards. Woody was one of the first Microsoft Consulting Partners and is a charter member of the Microsoft Solutions Provider organization. Category: Integrated Suites Covers: Microsoft Office Home and Student 2007 User Level: Beginner–Intermediate

bull; Offers practical, business-focused coverage of Word's key enhancements, including real-time collaboration and XML support. bull; Superior coverage of features that have always been essential to Word users such as Charts, DTP Software, Field Codes, and Privacy and Security. bull; CD package is a super value, including WOPR and one hour of video training!

A guide to the integrated software package for experienced users delves into hundreds of undocumented secrets, hidden tools, and little-known field codes.

This book is the one-and-only guide to begin envisioning and developing true peer-to-peer applications using the Groove framework. Special Edition Using Microsoft Outlook 2000 provides all the information a user, administrator, or programmer needs to maximize their use of Microsoft Outlook 2000. While the book quickly covers the basics of Outlook, it focuses with much greater intensity on advanced information, contact, calendar, and e-mail management techniques -- for both the Internet E-mail Only version of Outlook as well as the Corporate/Workgroup variation. The book covers in great detail the use of Outlook on a LAN as a client for Microsoft Exchange Server, Microsoft Mail, and cc:Mail, and it offers expert advice on a multitude of ways to customize Outlook for maximum personal productivity. Special Edition Using Microsoft Outlook 2000 also includes an entire section on developing Outlook-based applications with custom fields, custom forms, VBScript, and other Office applications.

A guide to the word processing program for experienced users covers formatting, adding graphics, Web integration, mail merge, cross-referencing, and document security

Special Edition Using Microsoft® Office 2007 **THE ONLY OFFICE BOOK YOU NEED** We crafted this book to grow with you, providing the reference material you need as you move toward Office proficiency and use of more advanced features. If you buy only one book on Office 2007, Special Edition Using Microsoft® Office 2007 is the only book you need. If you own a copy of Office 2007, you deserve a copy of this book! Although this book is aimed at the Office veteran, Ed and Woody's engaging style will appeal to beginners, too. Written in clear, plain English, readers will feel as though they are learning from real humans and not Microsoft clones. Sprinkled with a wry sense of humor and an amazing depth of field, this book most certainly isn't your run-of-the-mill computer book. You should expect plenty of hands-on guidance and deep but accessible reference material. This isn't your Dad's Office! For the first time in a decade, Microsoft has rolled out an all-new user interface. Menus? Gone. Toolbars? Gone. For the core programs in the Office family, you now interact with the program using the Ribbon—an oversize strip of icons and commands, organized into multiple tabs, that takes over the top of each program's interface. If your muscles have memorized Office menus, you'll have to unlearn a lot of old habits for this version.

Special Edition Using Microsoft .NET Enterprise Servers helps readers understand each of the ten .NET Enterprise Servers from a design and operation standpoint. This book provides readers with the information necessary to architect a complete solution, using real-world examples to show how each of the different servers fits an organization's needs. The book goes beyond mere planning and architecture, and helps managers and administrators understand the core day-to-day administrative requirements of each server. Essentially, this book is designed to cover the portions of these products that are used every day, effectively making it ten small books in one.

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Explains how to use the database management program to create custom applications, share data between users, and integrate data with other Microsoft Office applications.

For those who want to master the intermediate and advanced features of WordPerfect in the shortest possible time, this book includes nearly 500 expert tips, approximately 20 start-to-finish projects and troubleshooting guidance.

Explains how to create documents, send e-mail using Outlook 97, perform mass mailings with Word 97, build spreadsheets with Excel 97, and more

Look beyond the hype—new and noteworthy and what Vista really means for tomorrow's desktop. Covers the Beta 2 release of Windows® Vista An unbiased, unvarnished sneak peek at everything that's new, noteworthy, and ready for prime time in Windows Vista. Microsoft Windows Vista Unveiled is an in-depth exploration of the public release Beta 2 version of Windows Vista, Microsoft's next major operating system and the successor to Windows XP. Whether you're just planning ahead for a future upgrade or running Beta 2 already, Microsoft Windows Vista Unveiled takes you on a detailed tour of all the new and improved technologies, features, tools, and programs that Microsoft programmers have stitched into the Vista fabric. You will learn not only what features are new in Vista, but also why they're important (or not), who they were designed for, and how they will affect your computing life. The goal of this book is to give you an exhaustive sneak preview of Vista's innovations and changes so that by the end of the book you should know whether Vista is for you and what you can expect when you sit down in front of this new operating system. Here's what you'll find inside... In-depth coverage of all the new and improved Windows Vista tools and technologies A tour of the new Windows Vista interface, including Aero Glass What hardware you need to get the most out of Windows Vista Vista's file system improvements, including tags, Quick Search, and virtual folders A review of Vista's new performance and stability features A critical look at the beefed-up security features, including Windows Defender, the new Firewall, and User Account Control A complete look at Vista's totally redesigned networking tools In-depth coverage of Vista's new and improved tools for notebooks and Tablet PCs, digital media, and gaming Paul McFedries is the president of Logophilia Limited, a technical writing company. He has been working with computers for more than 30 years, has been using Microsoft Windows since version 1, and is widely viewed as an expert in explaining Windows and Windows technology. Paul has written more than 40 books that have sold nearly three million copies worldwide, including Microsoft Windows Vista Unleashed, available January 2007.

The Student-Teacher Edition of Microsoft Office 2003 is the best-selling version of the software suite, and "Special Edition Using Microsoft Office 2003, Student-Teacher Edition" is the first book to tackle it from the perspective of this unique user. The SE Using format will help you explore advanced techniques that can save you time and help automate repetitive tasks. You will be able to increase your productivity in all areas of any one of the Microsoft Office 2003 applications. You'll also learn ways to make them work better together, further increasing your productivity. Take a look at Microsoft Office 2003 through the eyes of an expert with "Special Edition Using Microsoft Office 2003, Student-Teacher Edition,"

A reference for users of Excel 2002, showing how to take maximum advantage of its new and improved features. Shows how to create custom functions, retrieve data from databases, use value chains, cut, slice and pivot information of the Web with Excel's PivotTable utility, and more. Also includes a companion Web site with help for Office XP.

THE ONLY WORD 2007 BOOK YOU NEED This book will help you build solid skills to create the documents you need right now, and expert-level guidance for leveraging Word's most advanced features whenever you need them. If you buy only one book on Word 2007, Special

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Edition Using Microsoft Office Word 2007 is the book you need. • Come up to speed quickly with the new Word 2007 Ribbon interface • Streamline document formatting with styles, templates, and themes • Collaborate with others using comments and tracked changes • Master mail merges, master documents, and other advanced features • Manage large documents with indexes, TOCs, and automatically numbered references • Use fields and forms to collect and manage information • Illustrate key concepts with SmartArt diagrams • Create and apply custom themes that control fonts, color schemes, and effects • Manage academic research citations and generate bibliographies in any popular documentation format On the Web Includes complete instructions and a command reference you can use to customize the Ribbon with RibbonX, even if you have little or no previous XML experience. You can also download additional RibbonX examples and an easy-to-use RibbonCustomizer utility from this book's companion web site, www.quepublishing.com/usingword2007.

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