

Excel 2003 The Missing Manual Missing Manuals

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CSS - David Sawyer McFarland 2006

Explores CSS tasks and discusses such topics as creating usable Web designs, controlling typography, and choosing appearance-enhancing colors and backgrounds.

Word 2007 - Chris Grover 2007

Updated to incorporate the latest features, tools, and functions of the new version of the popular word processing software, a detailed manual explains all the basics, as well as how to create sophisticated page layouts, insert forms and tables, use graphics, and create book-length documents with outlines and Master Documents. Original. (All Users)

Living Green: The Missing Manual - Nancy Conner 2009-08-13

Taking care of the earth is more important than ever, but the problems we're facing can seem overwhelming. Living Green: The Missing Manual helps make earth-friendly decisions more manageable by narrowing them down to a few simple choices. This all-in-one resource is packed with practical advice on ways you can help the environment by making simple changes in your home routine, work habits, and the way you shop and get around town. You don't have to embark on a radical new lifestyle to make a difference. Living Green: The Missing Manual shows you how small changes can have a big impact. With this book, you will: Learn how to make your home energy efficient and free of toxic chemicals Discover how to reduce waste, repurpose and recycle, and do more with less Build and remodel earth-friendly homes with new techniques and materials Learn tips for buying organic food and what it takes to grow your own Get helpful information on fuel-efficient cars, including hybrid and electric models Make your workplace greener and more cost-effective -- from changes at your desk to suggestions for company-wide policies Explore how to choose renewable energies, such as wind and solar power The book also provides you with ways to connect with like-minded people and offers a survey of exciting new green technologies. Learn how you can help the planet with Living Green: The Missing Manual.

Google Apps: The Missing Manual - Nancy Conner 2008-05-27

Among its many amazing applications, Google now has web-based alternatives to many of the applications in Microsoft Office. This comprehensive and easy-to-follow new book enables you to explore Google's new office applications in detail. Once you do, you'll be in good company -- more than 100,000 small businesses and some corporations are already looking to take advantage of these free Google offerings. Google Apps: The Missing Manual teaches you how to use three relatively new applications from Google: "Docs and Spreadsheets", which provide many of the same core tools that you find in Word and Excel; and Google Calendar and Gmail, the applications that offer an alternative to Outlook. This book demonstrates how these applications together can ease your ability to collaborate with others, and allow you access to your documents, mail and appointments from any computer at any location. Of course, as remarkable as these applications are, Google's office suite is definitely a work-in-progress. Navigating what you can and can't do and -- more importantly -- understanding how to do it isn't always easy. And good luck finding enough help online. Google Apps: The Missing Manual is the one book you need to get the most out of this increasingly useful part of the Google empire. This book: Explains how to create, save and share each of Google's web-based office applications Offers separate sections for Docs and Spreadsheets, Google Calendar, and Gmail Demonstrates how to use these applications in conjunction with one another Gives you crystal-clear and jargon-free explanations that will satisfy users of all technical levels Many of you already use Gmail, but do

you know its full potential? Do you know how you can increase its power by using Gmail with Doc and Spreadsheets and Google Calendar? You'll find out with Google Apps: The Missing Manual. You'll also come to understand why large corporations such as General Electric and Proctor & Gamble are taking a long, hard look at these applications.

Office 2007: The Missing Manual - Chris Grover 2007-04-27

Quickly learn the most useful features of Microsoft Office 2007 with our easy to read four-in-one guide. This fast-paced book gives you the basics of Word, Excel, PowerPoint and Access so you can start using the new versions of these major Office applications right away. Unlike every previous version, Office 2007 offers a completely redesigned user interface for each program. Microsoft has replaced the familiar menus with a new tabbed toolbar (or "ribbon"), and added other features such as "live preview" that lets you see exactly what each option will look like in the document before you choose it. This is good news for longtime users who never knew about some amazing Office features because they were hidden among cluttered and outdated menus. Adapting to the new format is going to be a shock -- especially if you're a longtime user. That's where Office 2007: The Missing Manual comes in. Rather than present a lot of arcane detail, this quick & friendly primer teaches you how to work with the most-used Office features, with four separate sections covering the four programs. The book offers a walkthrough of Microsoft's redesigned Office user interface before taking you through the basics of creating text documents, spreadsheets, presentations, and databases with: Clear explanations Step-by-step instructions Lots of illustrations Plenty of friendly advice It's a great way to master all 4 programs without having to stock up on a shelf-load of different books. This book has everything you need to get you up to speed fast. Office 2007: The Missing Manual is truly the book that should have been in the box.

Flash 8: The Missing Manual - E. A. Vander Veer 2006-03-22

Macromedia's Flash 8 is the world's premier program for adding animation to websites. And with the latest version, this popular program becomes more versatile, letting beginning webmasters and expert developers alike create sophisticated web content. But Flash isn't intuitive. And it doesn't come with a manual. Whether you want to learn the basics or unleash the program's true power, Flash 8: The Missing Manual is the ideal instructor. This hands-on guide to today's hottest web design tool is aimed at nondevelopers, and it teaches you how to translate your ideas into great web content. It begins with a solid primer on animation, which helps you get comfortable with the Flash interface. Once you have these basics under your belt, Flash 8: The Missing Manual moves on to advanced animations, including adding special effects and audio, video, and interactivity to your presentations. When you're really feeling steady, the book shows how to use a dollop of ActionScript to customize your content. It then teaches you how to publish your Flash creations for web surfers everywhere to enjoy. Along the way, the book shows you good design principles and helps you avoid elements that can distract or annoy an audience. Author Emily Vander Veer has more than a dozen books to her credit, including titles on web design and scripting--most written for non-technical readers. Her background makes her the perfect author for a straightforward book on a complex subject. She takes Flash 8: The Missing Manual from the basics to the advanced, yet avoids a hasty jump into tough topics that can leave readers confused. Not only will Flash 8: The Missing Manual help you turn a concept into unique, dynamic content, but it will continue to serve as a reference as you develop your website.

Excel 2003 for Starters: The Missing Manual - Matthew MacDonald 2005-10-31

The dominant spreadsheet program and one of the most widely used software applications in the world, Microsoft Excel is unbelievably powerful--and can be downright intimidating. If you're new to Excel or among the many existing Excel users who are dazed and confused by all that the program can do (and by how little it has actually done for you), Excel for Starter: The Missing Manual is your ideal resource. For everyone who wants to quickly get up to speed on Excel to create, organize, and present household and/or office data and information, this smart new guide delivers just the essentials: it concentrates on the must-have information and the best, most practical Excel features that people like you can use to maximize your productivity and minimize your spreadsheet confusion and frustration. Excel for Starters: The Missing Manual demystifies spreadsheets and explains how to use them most effectively and efficiently. Clear explanations (with lots of examples), step-by-step instructions, helpful illustrations, and timesaving advice guide you through all the most common and useful features of Excel 2002 and 2003--including how to build spreadsheets, add and format information, print reports, create charts and graphics, and use basic formulas and functions. Sure, there are plenty more thorough, more massive Excel books on the bookstore shelves. But why wade your way through a swamp of details you'll never need--or want--to use? Let author Matthew MacDonald, an educator and software developer who also wrote the highly popular Excel: The Missing Manual, be your trusted guide as you learn which Excel features will serve you best and which are best ignored. Utterly practical and refreshingly funny, this down-to-earth guide gives you nothing more (and nothing less) than what you need to make Excel do exactly what you want it to do. It's a quick read you'll want to keep on hand for reference again and again.

FileMaker Pro 9: The Missing Manual - Geoff Coffey 2007-08-02

FileMaker Pro 9: The Missing Manual is the clear, thorough and accessible guide to the latest version of this popular desktop database program. FileMaker Pro lets you do almost anything with the information you give it. You can print corporate reports, plan your retirement, or run a small country -- if you know what you're doing. This book helps non-technical folks like you get in, get your database built, and get the results you need. Pronto. The new edition gives novices and experienced users the scoop on versions 8.5 and 9. It offers complete coverage of timesaving new features such as the Quick Start screen that lets you open or create a database in a snap, the handy "save to" buttons for making Excel documents or PDFs, the multiple level Undo and Redo commands let you step backwards through your typing tasks, and much more. With FileMaker Pro 9: The Missing Manual, you can: Get your first database running in minutes and perform basic tasks right away. Catalog people, processes and things with streamlined data entry and sorting tools. Learn to use layout tools to organize the appearance of your database. Use your data to generate reports, correspondence and other documents with ease. Create, connect, and manage multiple tables and set up complex relationships that show you just the data you need. Crunch numbers, search text, or pin down dates and times with dozens of built-in formulas. Automate repetitive tasks with FileMaker Pro 9's easy-to-learn scripting language. Protect your database with passwords and set up privileges to determine what others can do once they gain entry. Outfit your database for the Web and import and export data to other formats. Each chapter in the book contains "living examples" -- downloadable tutorials that help you learn how to build a database by actually doing it. You also get plenty of sound, objective advice that lets you know which features are really useful, and which ones you'll barely touch. To make the most of FileMaker Pro 9, you need the book that should have been in the box.

Netbooks: The Missing Manual - J.D. Biersdorfer 2009-08-20

Netbooks are the hot new thing in PCs -- small, inexpensive laptops designed for web browsing, email, and working with web-based programs. But chances are you don't know how to choose a netbook, let alone use one. Not to worry: with this Missing Manual, you'll learn which netbook is right for you and how to set it up and use it for everything from spreadsheets for work to hobbies like gaming and photo sharing. Netbooks: The Missing Manual provides easy-to-follow instructions and lots of advice to help you: Learn the basics for using a Windows- or Linux-based netbook Connect speakers, printers, keyboards, external hard drives, and other hardware Get online using a wireless network, a public network, broadband cards, or dial-up Write email, browse the Web, transfer bookmarks, and add tools to your web browser Use business tools like Google Docs and Office for Netbooks Collaborate with others online via instant messaging Edit and share

photos, play games, listen to music, and watch TV and movies online You'll also learn about web-based backup and storage, staying secure online -- especially when using wireless networks -- and tips for troubleshooting. Netbooks point to the future of computing, and Netbooks: The Missing Manual will show you how to get there.

Excel 2007 - Matthew MacDonald 2007

Offering an updated overview of the latest version of the popular spreadsheet program, an informative manual covers the entire gamut of how to build spreadsheets, add and format information, print reports, create charts and graphics, and use basic formulas and functions, and includes helpful tips and step-by-step instruction in using the new user interface and tabbed toolbar. Original. (All Users)

Access 2007: The Missing Manual - Matthew MacDonald 2006-12-29

Compared to industrial-strength database products such as Microsoft's SQL Server, Access is a breeze to use. It runs on PCs rather than servers and is ideal for small- to mid-sized businesses and households. But Access is still intimidating to learn. It doesn't help that each new version crammed in yet another set of features; so many, in fact, that even the pros don't know where to find them all. Access 2007 breaks this pattern with some of the most dramatic changes users have seen since Office 95. Most obvious is the thoroughly redesigned user interface, with its tabbed toolbar (or "Ribbon") that makes features easy to locate and use. The features list also includes several long-awaited changes. One thing that hasn't improved is Microsoft's documentation. To learn the ins and outs of all the features in Access 2007, Microsoft merely offers online help. Access 2007: The Missing Manual was written from the ground up for this redesigned application. You will learn how to design complete databases, maintain them, search for valuable nuggets of information, and build attractive forms for quick-and-easy data entry. You'll even delve into the black art of Access programming (including macros and Visual Basic), and pick up valuable tricks and techniques to automate common tasks -- even if you've never touched a line of code before. You will also learn all about the new prebuilt databases you can customize to fit your needs, and how the new complex data feature will simplify your life. With plenty of downloadable examples, this objective and witty book will turn an Access neophyte into a true master.

JavaScript: The Missing Manual - David Sawyer McFarland 2008-07-21

JavaScript is an essential language for creating modern, interactive websites, but its complex rules challenge even the most experienced web designers. With JavaScript: The Missing Manual, you'll quickly learn how to use JavaScript in sophisticated ways -- without pain or frustration -- even if you have little or no programming experience. JavaScript expert David McFarland first teaches you the basics by having you build a simple program. Then you'll learn how to work with jQuery, a popular library of pre-built JavaScript components that's free and easy to use. With jQuery, you can quickly build modern, interactive web pages -- without having to script everything from scratch! Learn how to add scripts to a web page, store and manipulate information, communicate with the browser window, respond to events like mouse clicks and form submissions, and identify and modify HTML Get real-world examples of JavaScript in action Learn to build pop-up navigation bars, enhance HTML tables, create an interactive photo gallery, and make web forms more usable Create interesting user interfaces with tabbed panels, accordion panels, and pop-up dialog boxes Learn to avoid the ten most common errors new programmers make, and how to find and fix bugs Use JavaScript with Ajax to communicate with a server so that your web pages can receive information without having to reload

Access 2003 for Starters: The Missing Manual - Kate J. Chase 2005-10-31

Maybe you got Access as part of Microsoft Office and wonder what it can do for you and your household; maybe you're a small business manager and don't have a techie on staff to train the office in Microsoft Access. Regardless, you want to quickly get your feet wet--but not get in over your head--and Access 2003 for Starters: The Missing Manual is the book to make it happen. Far more than a skimpy introduction but much less daunting than a weighty tech book, Access 2003 for Starters: The Missing Manual demystifies databases and explains how to design and create them with ease. It delivers everything you need--and nothing you don't--to use Access right away. It's your expert guide to the Access features that are most vital and most useful, and it's your trusted advisor on the more in-depth features that are best saved for developers and programmers. Access is sophisticated and powerful enough for professional developers but

easy and practical enough for everyday users like you. This Missing Manual explains all the major features of Access 2003, including designing and creating databases, organizing and filtering information, and generating effective forms and reports. Bestselling authors, database designers, and programmers Scott Palmer, Ph.D., and Kate Chase are your guides for putting the world's most popular desktop data management program to work. Their clear explanations, step-by-step instructions, plenty of illustrations, and timesaving advice help you get up to speed quickly and painlessly. Whether you're just starting out or you know you've been avoiding aspects of the program and missing out on much of what it can do, this friendly, witty book will gently immerse you in Microsoft Access. Keep it handy, as you'll undoubtedly refer to it again and again.

FrontPage 2003: The Missing Manual - Jessica Mantaro 2005-08-18

In today's highly connected world, almost everybody has a web site, from local sewing circles to the world's largest corporations. If you're ready for one of your own, Microsoft's FrontPage 2003 has everything you need to create Web pages. It's true. Your geek friends may howl in contempt if you use FrontPage, but that's because the program has a reputation for spitting out cookie-cutter Web pages with messy, overloaded HTML code that takes forever to load. Not any more. After listening to complaints, Microsoft has given FrontPage 2003 some pretty advanced features, including an HTML cleanup tool that helps alleviate bloated code, and new support for Macromedia Flash and XML. Now, savvy Web veterans can control as much of the process as they want, and even collaborate on a site with developers who use Dreamweaver, GoLive or other Web authoring tools. Yet, unlike those other tools, FrontPage 2003 still has automated features for beginners who don't know where to start. There's still one flaw, though. Microsoft's idea of a user manual is a flimsy pamphlet. But that's easily solved. *FrontPage 2003: The Missing Manual* offers you everything from the basics to meaty sections on advanced tasks. Our book puts the program's features in context, with clear and thorough chapters that provide valuable shortcuts, workarounds, and just plain common sense, no matter where you weigh in on the technical scale. With it, you can learn to build simple Web pages, or sophisticated ones with tables and Cascading Style Sheets, and find out how to manage and publish a Web site. You'll also learn to create forms, work with databases, and integrate FrontPage with Microsoft Office. If you haven't worked with Web pages before, each chapter provides "Up to Speed" sidebars with useful background information. If you do have experience, the "Power Users' Clinic" sidebars offer advanced tips and insights. You won't find tips like those in the pamphlet, or even in the Help file. *FrontPage: The Missing Manual* gives you the complete lowdown on the program above and beyond any book on the market.

Dreamweaver 8: The Missing Manual - David Sawyer McFarland 2005-12-23

Available for both the Mac and Windows, Macromedia's Dreamweaver 8 is a professional web design and development program used by millions of Internet professionals to build high-quality static and dynamic database-driven web sites. It offers drag-and-drop simplicity, streamlined HTML coding tools, and powerful database integration features. But Dreamweaver 8 is missing one vital component: a printed manual. Enter *Dreamweaver 8: The Missing Manual*, the completely revised fourth edition of this bestselling book by experienced web site trainer, Macromedia Certified instructor, and Dreamweaver Advisory Council member David McFarland. This book enables both first-time and experienced web designers to create visually stunning and highly interactive web sites. With crystal-clear writing and much welcome humor, this new edition offers features such as: Live examples: With McFarland's step-by-step annotated tutorials, you'll learn how to construct a state-of-the-art commercial web site, complete with working forms, Cascading Style Sheets (CSS), and dynamic databases. Tricks of the trade: The book is bursting with undocumented workarounds and shortcuts for easing the process of building, maintaining, and updating professional web sites. Design guidance: You'll learn to create virtually every modern web feature, including forms, animations, cascading menus, and more--and you'll find out which browsers you need to provide special coding or do extra testing with. No matter what your level of expertise is, you'll also learn how to manage your entire web site--whether you've just launched or if it's been around for awhile and takes up thousands of pages. Beginners with no web design experience will appreciate the step-by-step guide to designing, organizing, building, and deploying a web site; long-time Dreamweaver users will appreciate the advanced, real-world techniques for controlling the appearance of their web pages with CSS. With more than 500

illustrations, a handcrafted index, and the clarity of thought that has made bestsellers of every Missing Manual to date, this is the ultimate atlas for the complex and powerful Dreamweaver 8.

Photoshop Elements 8 for Windows: The Missing Manual - Barbara Brundage 2009-09-28

Ideal for scrapbookers, serious and casual photographers, and budding graphic artists alike, Photoshop Elements 8 is more powerful and easier to use than previous versions. But figuring out how and when to use the program's tools is still tricky. With this book, you'll learn not only what each tool does, but also when it makes the most sense to use it and why. You get easy-to-follow, step-by-step instructions for everything from importing photos to organizing, editing, sharing, and storing your images. And if a feature isn't all that it's cracked up to be, we'll tell you. How do you use the Photomerge Exposure? How do Quick Fix previews work? With a gentle introduction to get you started quickly, and advanced tips to help you produce really creative work, this Missing Manual provides the answers you need. Get crystal-clear and jargon-free explanations of every feature Learn to import, organize, back up, and fix photos quickly and easily Repair and restore old and damaged photos, and retouch any image Jazz up your pictures with dozens of filters, frames, and special effects Remove unwanted objects from images with the new Recompose tool Learn advanced techniques like working with layers and applying blend modes Download practice images and try new tricks right away

Photoshop Elements 7: The Missing Manual - Barbara Brundage 2008-10-03

Photoshop Elements 7 includes lots of new tools for sprucing up your photos, like the Scene Cleaner that lets you get rid of unwanted elements and the Smart Brush that makes touch-ups a breeze. But the one thing you won't find in Elements is reader-friendly guidance on how to get the most out of this powerful program. Enter *Photoshop Elements 7: The Missing Manual*, ready to explain not only how the tools and commands work, but when to use them. With this bestselling book (now in its 5th edition), you'll learn everything from the basics of loading photos into Elements to the new online photo-sharing and storage service that Adobe's offering (for free!) at Photoshop.com. There's so much to Elements 7 that knowing what to do -- and when to do it -- is tricky. That's why this book carefully explains all the tools and options by putting each one into a clear, easy-to-understand context. Learn to import, organize, and fix photos quickly and easily Repair and restore old and damaged photos, and retouch any image Jazz up your pictures with dozens of filters, frames, and special effects Learn which tools the pros use -- you'll finally understand how layers work! Create collages and photo layout pages for scrapbooks and other projects Fix your photos online and synch the changes to your own photo library As always, author Barbara Brundage lets you know which features work well, which don't, and why -- all with a bit of wit and good humor. Dive into Adobe's outstanding photo editor and find out why this Missing Manual is the bestselling book on the topic.

Your Brain: The Missing Manual - Matthew MacDonald 2008-05-29

Puzzles and brain twisters to keep your mind sharp and your memory intact are all the rage today. More and more people -- Baby Boomers and information workers in particular -- are becoming concerned about their gray matter's ability to function, and with good reason. As this sensible and entertaining guide points out, your brain is easily your most important possession. It deserves proper upkeep. *Your Brain: The Missing Manual* is a practical look at how to get the most out of your brain -- not just how the brain works, but how you can use it more effectively. What makes this book different than the average self-help guide is that it's grounded in current neuroscience. You get a quick tour of several aspects of the brain, complete with useful advice about: Brain Food: The right fuel for the brain and how the brain commands hunger (including an explanation of the different chemicals that control appetite and cravings) Sleep: The sleep cycle and circadian rhythm, and how to get a good night's sleep (or do the best you can without it) Memory: Techniques for improving your recall Reason: Learning to defeat common sense; logical fallacies (including tactics for winning arguments); and good reasons for bad prejudices Creativity and Problem-Solving: Brainstorming tips and thinking not outside the box, but about the box -- in other words, find the assumptions that limit your ideas so you can break through them Understanding Other People's Brains: The battle of the sexes and babies developing brains Learn about the built-in circuitry that makes office politics seem like a life-or-death struggle, causes you to toss important facts out of your memory if they're not emotionally charged, and encourages you to eat huge amounts of high-calorie snacks. With *Your Brain: The Missing Manual* you'll discover that, sometimes, you can learn to compensate for your brain or work around

its limitations -- or at least to accept its eccentricities. Exploring your brain is the greatest adventure and biggest mystery you'll ever face. This guide has exactly the advice you need.

CSS: The Missing Manual - David Sawyer McFarland 2009-08-21

Cascading Style Sheets can turn humdrum websites into highly-functional, professional-looking destinations, but many designers merely treat CSS as window-dressing to spruce up their site's appearance. You can tap into the real power of this tool with *CSS: The Missing Manual*. This second edition combines crystal-clear explanations, real-world examples, and dozens of step-by-step tutorials to show you how to design sites with CSS that work consistently across browsers. Witty and entertaining, this second edition gives you up-to-the-minute pro techniques. You'll learn how to: Create HTML that's simpler, uses less code, is search-engine friendly, and works well with CSS Style text by changing fonts, colors, font sizes, and adding borders Turn simple HTML links into complex and attractive navigation bars -- complete with rollover effects Create effective photo galleries and special effects, including drop shadows Get up to speed on CSS 3 properties that work in the latest browser versions Build complex layouts using CSS, including multi-column designs Style web pages for printing With *CSS: The Missing Manual, Second Edition*, you'll find all-new online tutorial pages, expanded CSS 3 coverage, and broad support for Firefox, Safari, and other major web browsers, including Internet Explorer 8. Learn how to use CSS effectively to build new websites, or refurbish old sites that are due for an upgrade.

Office 2007 - Chris Grover 2007-06-26

A comprehensive guide to Microsoft Office 2007 covers all of the features of Word, Excel, PowerPoint, and Access, providing helpful guidelines on how to use the programs and including tips on how Office 2007 differs from Office 2005.

Excel 2003: The Missing Manual - Matthew MacDonald 2004-12-22

Whether you are an Excel neophyte, a sophisticate who knows the program inside out, or an intermediate-level plodder eager to hone your skills, *Excel: The Missing Manual* is sure to become your go-to resource for all things Excel. Covering all the features of Excel 2002 and 2003, the most recent versions for Windows, *Excel: The Missing Manual* is an easy-to-read, thorough and downright enjoyable guide to one of the world's most popular, (and annoyingly complicated!) computer programs. Never a candidate for "the most user-friendly of Microsoft programs," Excel demands study, practice and dedication to gain even a working knowledge of the basics. Excel 2003 is probably even tougher to use than any previous version of Excel. However, despite its fairly steep learning curve, this marvelously rich program enables users of every stripe to turn data into information using tools to analyze, communicate, and share knowledge. Excel can help you to collaborate effectively, and protect and control access to your work. Power users can take advantage of industry-standard Extensible Markup Language (XML) data to connect to business processes. To unleash the power of the program and mine the full potential of their database talents, users need an authoritative and friendly resource. None is more authoritative or friendlier than *Excel: The Missing Manual*. Not only does the book provide exhaustive coverage of the basics, it provides numerous tips and tricks, as well as advanced data analysis, programming and Web interface knowledge that pros can adopt for their latest project. Neophytes will find everything they need to create professional spreadsheets and become confident users. *Excel: The Missing Manual* covers: worksheet basics, formulas and functions, organizing worksheets, charts and graphics, advanced data analysis, sharing data with the rest of the world, and programming. If you buy just one book about using Excel, this has GOT to be it. This book has all you need to help you excel at Excel.

Excel 2007 for Starters: The Missing Manual - Matthew MacDonald 2007-01-23

Fast-paced and easy to use, this new book teaches you the basics of Excel 2007 so you can start using the program right away. This concise guide shows readers how to work with Excel's most useful features and its completely redesigned interface. With clear explanations, step-by-step instructions, lots of illustrations, and plenty of timesaving advice, *Excel 2007 for Starters: The Missing Manual* will quickly teach you to: Build spreadsheets Add and format information Print reports Create charts and graphics Use basic formulas and functions and more The new Excel is radically different from previous versions. Over the years, Excel has grown in power, sophistication and capability, but its once-simple toolbar has been packed with so many features that not even the pros could find them all. For Excel 2007, Microsoft redesigned the

user interface completely, adding a tabbed toolbar that makes every feature easy to locate. Unfortunately, Microsoft's documentation is as scant as ever, so even if you find the features you need, you still may not know what to do with them. But with this book, you can breeze through the new user interface and its timesaving features in no time. *Excel 2007 for Starters: The Missing Manual* is the perfect primer for small businesses with no techie to turn to, as well as those who want to organize household and office information.

Access 2007 - Matthew MacDonald 2007-02-13

A comprehensive guide to Access 2007 helps users become comfortable with the new user interface and tabbed toolbar, as well as learn how to design complete databases, maintain them, write queries, search for data, and build attractive forms for quick-and-

Photoshop Elements 6 for Mac: The Missing Manual - Barbara Brundage 2008-03-27

After more than two years, Adobe has finally released a new version of Photoshop Elements for the Mac. Version 6 packs a lot more editing firepower than iPhoto, and this Missing Manual puts every feature into a clear, easy-to-understand context -- something that no other book on Elements does! Photoshop Elements 6 is perfect for scrapbooking, making fancy photo collages, and creating Web galleries. It has lots of new features such as Guided Edit for performing basic editing tasks, an improved Photomerge feature, a handy Quick Selection Tool, and much more. But knowing what to do and when is tricky. Photoshop Elements 6 for Mac: The Missing Manual explains not only how the tools and commands work, but when to use them. With it, you will: Learn to import, organize, and fix photos quickly and easily. Repair and restore old and damaged photos, and retouch any image. Jazz up your pictures with dozens of filters, frames, and special effects. Learn which tools the pros use -- you'll finally understand how layers work! Create collages and photo layout pages for greeting cards and other projects. Get downloadable practice images and try new tricks right away. This full-color guide starts with the simplest functions and progresses to increasingly complex features of Elements. If you're ready for the more sophisticated tools, you can easily jump around to learn specific techniques. As always, author Barbara Brundage lets you know which Elements features work well, which don't, and why -- all with a bit of wit and humor. Don't hesitate: Now that Adobe's outstanding photo editor has been updated for the Mac, dive in with Photoshop Elements 6 for Mac: The Missing Manual right away.

Palm Pre: The Missing Manual - Ed Baig 2009-08-18

If you've got your hands on this year's hottest new smartphone, you'll want the book that covers it inside and out: *Palm Pre: The Missing Manual*. This beautiful, full-color book from USA Today personal-technology columnist Ed Baig will help you go from newcomer to expert in no time. The maker of the legendary Palm Pilot is back on center stage with a smartphone that lets you browse the Web, listen to music, watch video, view pictures, and a lot more. *Palm Pre: The Missing Manual* provides you with everything you need to know to get the most out of this amazing mobile tool. Get to know the touchscreen, and learn to navigate by tapping, swiping, dragging, flicking, and pinching Link your contacts, merge calendars, combine email accounts, and more by syncing your phone over the Web Stay in touch with other people by using the Pre as a full-featured phone and organizer Use it for email, texting, chatting, and as an efficient web browser Take advantage of the Pre as a complete media center to store, sort, play, stream music and video, and sync with iTunes Take and view photos, import images, and share them with others

Google: The Missing Manual - Sarah Milstein 2006-03-10

Google.com is one of the most popular sites on the Internet and is used around the world by millions of people every day. Sure, you know how to "Google it" when you're searching for something--anything!--on the Web. It's plenty fast and easy to use. But did you know how much more you could achieve with the world's best search engine by clicking beyond the "Google Search" button? While you can interface with Google in 97 languages and glean results in 35, you can't find any kind of instruction manual from Google. Lucky for you, our fully updated and greatly expanded second edition to the bestselling *Google: The Missing Manual* covers everything you could possibly want to know about Google, including the newest and coolest--and often most underused (what is Froogle, anyway?)--features. There's even a full chapter devoted to Gmail, Google's free email service that includes a whopping 2.5 GB of space). This wise and witty guide delivers the complete scoop on Google, from how it works to how you can search far more effectively and

efficiently (no more scrolling through 168 pages of seemingly irrelevant results); take best advantage of Google's lesser-known features, such as Google Print, Google Desktop, and Google Suggest; get your website listed on Google; track your visitors with Google Analytics; make money with AdWords and AdSense; and much more. Whether you're new to Google or already a many-times-a-day user, you're sure to find tutorials, tips, tricks, and tools that take you well beyond simple search to Google gurudom.

Dreamweaver CS3: The Missing Manual - David Sawyer McFarland 2007-06-22

Welcome to Dreamweaver CS3. This new version of the popular web design software offers a rich environment for building professional sites, with drag-and-drop simplicity, clean HTML code, and dynamic database-driven web site creation tools. Moreover, it's now integrated more tightly with Adobe's other products: Photoshop, InDesign, Flash, and their siblings. But with such sophisticated features, the software isn't simple. So say hello to Dreamweaver CS3: The Missing Manual, the fifth edition of this bestselling book by experienced web site trainer and author David McFarland. This book helps both first-time and experienced web designers bring stunning, interactive web sites to life. With jargon-free language and clear descriptions, this new edition addresses both beginners who need step-by-step guidance as well as long-time Dreamweaver users who need a handy reference to address the inner-workings of the program. Dreamweaver CS3: The Missing Manual teaches designers how to construct and manage web sites by examining web-page components and Dreamweaver's capabilities through "live examples". With a complete A-Z guide to designing, organizing, building and deploying a web site for those with no web design experience, this book: Takes you through the basics to advanced techniques to control the appearance of your web pages with CSS Shows you how to design dynamic database-driven web sites, from blogs to product catalogs, and from shopping carts to newsletter signup forms Teaches you how to master your web site, and manage thousands of pages effortlessly Witty and objective, Dreamweaver CS3: The Missing Manual is a must for anyone who uses this highly popular program, from beginners to professionals. Altogether, it's the ultimate atlas for Dreamweaver CS3.

Photoshop Elements 6: The Missing Manual - Barbara Brundage 2007-10-23

With Photoshop Elements 6, the most popular photo-editing program on Earth just keeps getting better. It's perfect for scrapbooking, email-ready slideshows, Web galleries, you name it. But knowing what to do and when is tricky. That's why our Missing Manual is the bestselling book on the topic. This fully revised guide explains not only how the tools and commands work, but when to use them. Photoshop Elements 6 is packed with new features. You get a new Quick Edit function, Windows Vista compatibility, improved RAW conversion, a handy Quick Selection Tool, and more. In fact, there's so much to the latest version that it can be quite confusing at times. Photoshop Elements 6: The Missing Manual carefully explains every feature the program has to offer by putting each one into a clear, easy-to-understand context --something no other book does! Learn to import, organize, and fix photos quickly and easily. Repair and restore old and damaged photos, and retouch any image. Jazz up your pictures with dozens of filters, frames, and special effects. Learn which tools the pros use -- you'll finally understand how layers work! Create collages and photo layout pages for greeting cards and other projects. Get downloadable practice images and try new tricks right away. This guide progresses from simple to complex features, but if you're ready for the more sophisticated tools, you can easily jump around to learn specific techniques. As always, author Barbara Brundage lets you know which Elements features work well, which don't, and why -- all with a bit of wit and good humor. Don't hesitate. Dive into Adobe's outstanding photo editor with Photoshop Elements 6: The Missing Manual right away.

Premiere Elements 8: The Missing Manual - Chris Grover 2009-10-22

Whether you're aiming for YouTube videos or Hollywood-style epics, you need what Premiere Elements can't provide: crystal-clear guidance and real world know-how. This Missing Manual delivers. Packed with great ideas on how to spiff up your footage, this book helps you avoid the dreaded Help! I Never Do Anything With My Video syndrome. With this book, you'll learn how to use Premiere's two approaches to filmmaking: The quick-and-easy InstantMovie technique, and the classic, handcrafted approach for frame-by-frame editing with fine-tuned transitions, effects, and more. Premiere expert Chris Grover combines a touch of humor with insights, tips, and tricks culled from years of moviemaking experience to help you release your inner Scorsese. Create movies from start to finish with hands-on, step-by-step instructions Use

InstantMovie to whip up a video ready for prime time Learn frame-by-frame editing to handcraft your story like the pros do Share your movie by saving it to disc, uploading it, or emailing it Add video effects that dazzle Use keyframes to precisely control cuts, special effects, and sound Tap Premiere's automated tools to analyze, organize, and rate your clips

iMovie '09 & iDVD: The Missing Manual - David Pogue 2009-04-17

Bursting with new features, Apple's iMovie '09 is vastly more usable and complete than iMovie '08 -- amazing right out of the box. But the box doesn't include a good user's guide, so learning these applications is another matter. iMovie '09 and iDVD: The Missing Manual gets you up to speed on everything you need to turn raw digital footage into highly creative video projects. You get crystal-clear, jargon-free explanations of iMovie's new video effects, slow & fast motion, advanced drag & drop, video stabilization, and more. Author and New York Times tech columnist David Pogue uses an objective lens to scrutinize every step of process, including how to: Organize your videos just like your photos, and precisely edit with ease Work on multiple iMovie projects at once and drag & drop clips among them Integrate with other iLife programs to use songs, photos, and an original sound track Output your creation to a blog, its own web page, or as a video podcast with iWeb Understand basic film techniques to improve the quality of the video you bring to iMovie From choosing and using a digital camcorder to burning the finished work onto DVDs, posting it online, or creating versions for iPod and iPhone, iMovie '09 & iDVD: The Missing Manual helps you zoom right in on the details.

iPhoto '09: The Missing Manual - David Pogue 2009-04-23

With iPhoto '09, Apple's popular photo organizer and editing program is better than ever. Unfortunately, intuitive as it may be, iPhoto still has the power to confuse anyone who uses it. That's why more people rely on our Missing Manual than any other iPhoto resource. Author and New York Times tech columnist David Pogue provides clear and objective guidance on every iPhoto feature, including new tools such as face recognition, place recognition based on GPS data, themed slideshows, online sharing, enhanced editing, and travel maps. You'll find step-by-step instructions, along with many undocumented tips and tricks. With iPhoto '09: The Missing Manual, you will: Get a course in picture-taking and digital cameras -- how to buy and use a digital camera, how to compose brilliant photos in various situations Import, organize, and file your photos -- and learn how to search and edit them Create slideshows, photo books, calendars, and greeting cards, and either make or order prints Share photos on websites or by email, and turn photos into screensavers or desktop pictures Learn to manage your Photo Libraries, use plug-ins, and get photos to and from camera phones There's much more in this comprehensive guide. Discover today why iPhoto '09: The Missing Manual is the top-selling iPhoto book.

iPod: The Missing Manual - J.D. Biersdorfer 2008-10-09

With the tiny Shuffle, the Nano, the Classic, and the Touch, Apple's gotten the world hooked on portable music, pictures, videos -- and the iPod. One thing they haven't delivered, though, is an easy guide for getting the most from this sleek entertainment center. Enter iPod: The Missing Manual, 7th Edition -- a book as breathtaking, satisfying, and reliable as its subject. Now in a sleek, travel-friendly size, this new edition provides a no-nonsense view of iTunes 8 and everything in the latest iPod line, with crystal-clear explanations, easy-to-follow color graphics, and guidance on all the amazing things you can do, including: Out of the box and into your ears. Find out how to install iTunes and load music on your iPod. And get advice on buying copy-protection free songs from stores like Amazon and Rhapsody. Bopping around the iPod. Learn everything from turning it on and off to shaking your iPod Nano to shuffle your tracks. In tune with iTunes. Choose which parts of your iTunes library loads onto your iPod, move your sacred iTunes Folder to a bigger hard drive, and add album covers to your collection. Picking playlists like a Genius. Let iTunes' new Genius feature whip up smart playlists from your library, and suggest songs from the iTunes Store that fit with what you already own. The power of the 'Pod. Download movies and TV shows and learn how to play them on your iPod and finish viewing them on your TV. Play photo slideshows, find cool podcasts, and more. Welcome to the App Store. Soup up your iPod Touch, from upgrading to the 2.0 firmware to installing the iTunes Store's nifty new collection of programs -- including games that turn the Touch into a pocket 3-D arcade. Even if you don't buy one of the new iPod models, this Missing Manual has plenty of information on the latest version of iTunes, the App Store and a whole lot more about Apple's

incredible device.

Dreamweaver CS4: The Missing Manual - David Sawyer McFarland 2008-11-22

When it comes to building professional websites, Dreamweaver CS4 is capable of doing more than any other web design program -- including previous versions of Dreamweaver. But the software's sophisticated features aren't simple. Dreamweaver CS4: The Missing Manual will help you master this program quickly, so you can bring stunning, interactive websites to life. Under the expert guidance of bestselling author and teacher David McFarland, you'll learn how to build professional-looking websites quickly and painlessly. McFarland has loaded the book with over 150 pages of hands-on tutorials to help you create database-enabled PHP pages, use Cascading Style Sheets (CSS) for cutting-edge design, add XML-based news feeds, include dynamic effects with JavaScript and AJAX, and more. This witty and objective book offers jargon-free language and clear descriptions that will help you: Learn how to control the appearance of your web pages with CSS, from the basics to advanced techniques Design dynamic database-driven websites, from blogs to product catalogs, and from shopping carts to newsletter signup forms Add interactivity to your website with ready-to-use JavaScript programs from Adobe's Spry Framework Effortlessly control the many helper files that power your website and manage thousands of pages Examine web-page components and Dreamweaver's capabilities with the book's "live examples" Perfect for beginners who need step-by-step guidance, and for longtime Dreamweaver designers who need a handy reference to the new version, this thoroughly updated edition of our bestselling Missing Manual is your complete guide to designing, organizing, building, and deploying websites. It's the ultimate atlas for Dreamweaver CS4.

[Google SketchUp: The Missing Manual](#) - Chris Grover 2009-05-22

If you want to learn to create 3-D models using Google SketchUp, this Missing Manual is the ideal place to start. Filled with step-by-step tutorials, this entertaining, reader-friendly guide will have you creating detailed 3-D objects, including building plans, furniture, landscaping plans -- even characters for computer games -- in no time. Google SketchUp: The Missing Manual offers a hands-on tour of the program, with crystal-clear instructions for using every feature and lots of real-world examples to help you pick up the practical skills you need. Learn to use the basic tools, build and animate models, and place your objects in Google Earth. With this book, you will: Learn your way around the SketchUp workspace, and explore the differences between working in 2-D and 3-D Build simple 3-D shapes, save them as reusable components, and use SketchUp's Outliner to show or hide them as you work Tackle a complicated model building with lots of detail, and discover timesaving tools for using many components Animate the model by creating an interior walkthrough of your building Dress up your model with realistic material shading and shadows, and place it in Google Earth It's easy to get started. Just download the program from Google.com, and follow the instructions in this book. You'll become a SketchUp master in a jiffy.

[PowerPoint 2007](#) - Emily A. Vander Veer 2007-02-13

A new handbook not only covers the basics and new features of PowerPoint 2007, but also teaches users how to combine multimedia, animation, and interactivity into a presentation; how to take full advantage of advanced functions; and how to create reusable

Photoshop Elements 8 for Mac: The Missing Manual - Barbara Brundage 2009-10-17

Ideal for scrapbookers, serious and casual photographers, and budding graphic artists alike, Photoshop Elements 8 for Mac is more powerful and easier to use than previous versions. But figuring out how and when to use the program's tools is still tricky. With this book, you'll learn not only what each tool does, but also when it makes the most sense to use it and why. You get easy-to-follow, step-by-step instructions for everything from importing photos to organizing, editing, sharing, and storing your images. You'll also find a tour of Bridge, the ultra-deluxe file browser that comes with Photoshop CS4 --and Elements 8. How do you use the Photomerge Exposure? How do Quick Fix previews work? With a gentle introduction to get you started quickly, and advanced tips to help you produce really creative work, this Missing Manual provides the answers you need. Get crystal-clear and jargon-free explanations of every feature Learn to import, organize, back up, and fix photos quickly and easily Repair and restore old and damaged photos, and retouch any image Jazz up your pictures with dozens of filters, frames, and special effects Remove unwanted objects from images with the new Recompose tool Learn advanced techniques like working with layers and applying blend modes Download practice images and try new tricks right away

PCs: The Missing Manual - David A. Karp 2005-12-23

Your vacuum comes with one. Even your blender comes with one. But your PC--something that costs a whole lot more and is likely to be used daily and for tasks of far greater importance and complexity--doesn't come with a printed manual. Thankfully, that's not a problem any longer: PCs: The Missing Manual explains everything you need to know about PCs, both inside and out, and how to keep them running smoothly and working the way you want them to work. A complete PC manual for both beginners and power users, PCs: The Missing Manual has something for everyone. PC novices will appreciate the unassuming, straightforward tutorials on PC basics, such as hooking up a monitor, keyboard, mouse, printer, and scanner. Families will enjoy sections on networking several computers to share an Internet connection, sharing one monitor between two PCs, connecting portable media players, and creating a home theater system. Adventurous PC users will like the clear photos explaining how to take your PC apart and replace or upgrade any failing parts; IT professionals will be grateful to have something to hand to their coworkers who need solid, trusted information about using their PC. In PCs: The Missing Manual, bestselling computer author Andy Rathbone delivers simple, reliable advice on the kinds of things PC users confront every day. He shows you how to connect and configure today's must-have devices (including digital cameras, portable music players, digital camcorders, and keychain drives); burn CDs and DVDs; scan and fax documents, and more. His section on the Internet explains how to choose the best Internet Service Provider and web browser for your needs; send email; find information quickly on the Web; share photos online; set up a blog; set up a webcam; access TV and radio through the Internet; and shop safely online. And Rathbone delivers plenty of guidance on keep your privacy and your PC safe by installing firewalls, creating safe passwords, running antivirus software, removing spyware and adware, and backing up important files.

Excel 2003: The Missing Manual - Matthew MacDonald 2007-11-09

Whether you are an Excel neophyte, a sophisticate who knows the program inside out, or an intermediate-level plodder eager to hone your skills, Excel: The Missing Manual is sure to become your go-to resource for all things Excel. Covering all the features of Excel 2002 and 2003, the most recent versions for Windows, Excel: The Missing Manual is an easy-to-read, thorough and downright enjoyable guide to one of the world's most popular, (and annoyingly complicated!) computer programs. Never a candidate for "the most user-friendly of Microsoft programs," Excel demands study, practice and dedication to gain even a working knowledge of the basics. Excel 2003 is probably even tougher to use than any previous version of Excel. However, despite its fairly steep learning curve, this marvelously rich program enables users of every stripe to turn data into information using tools to analyze, communicate, and share knowledge. Excel can help you to collaborate effectively, and protect and control access to your work. Power users can take advantage of industry-standard Extensible Markup Language (XML) data to connect to business processes. To unleash the power of the program and mine the full potential of their database talents, users need an authoritative and friendly resource. None is more authoritative or friendlier than Excel: The Missing Manual. Not only does the book provide exhaustive coverage of the basics, it provides numerous tips and tricks, as well as advanced data analysis, programming and Web interface knowledge that pros can adopt for their latest project. Neophytes will find everything they need to create professional spreadsheets and become confident users. Excel: The Missing Manual covers: worksheet basics, formulas and functions, organizing worksheets, charts and graphics, advanced data analysis, sharing data with the rest of the world, and programming. If you buy just one book about using Excel, this has GOT to be it. This book has all you need to help you excel at Excel.

[Word 2007 for Starters: The Missing Manual](#) - Chris Grover 2007-01-25

Fast-paced and easy to read, this concise book teaches you the basics of Word 2007 so you can start using the program right away. Not only will you learn how to work with Word's most useful features to create documents, format and edit text, share the results and more, you'll also discover how to go beyond basic documents to handle graphics, create page layouts, and use forms and tables. The new Word is radically different from previous versions, but with this convenient book, you can breeze through the new user interface and its timesaving features in no time with: Clear explanations Step-by-step instructions Lots of illustrations Larger type Plenty of friendly advice Word is used primarily for word processing, but there's

more to this powerful program than meets the eye. It also offers a staggering array of advanced features that were once found only in page layout programs and graphics software. Many of these features are hidden among Word's cluttered menus, and even the pros can't find them all. For Word 2007, Microsoft redesigned the user interface completely, adding a tabbed toolbar that makes every feature easy to locate. Unfortunately, Microsoft's documentation is as poor as ever, so even if you find the features you need, you still may not know what to do with them. Word 2007 for Starters: The Missing Manual helps you master Word's redesigned user interface and gives you exactly what you need to create unique, attractive and effective documents.

The Internet: The Missing Manual - J.D. Biersdorfer 2006-07-21

The Internet is almost synonymous with change--that's one of its charms, and one of its headaches. You may think you know the Internet, but are you really up to speed on internet telephones, movie and TV downloading, blogging, gaming, online banking, dating, and photosharing? This utterly current book covers: Getting Online. Readers will have all the information they need to decide what kind of broadband

connection works best for them, which browser they should use, and what kind of spyware-fighting and virus-and spam-protection measures they need to protect themselves. Finding Information. Google may be the leading search site, but it's certainly not the only game in town. This book introduces a diverse and useful collection of sites that help uncover everything from health care information, to shopping, travel and finance, to dependable reviews and ratings. Movies, music, and photos. The Web's teeming with entertainment--and not just the sort of postage-stamp sized videos that only a geek could love. Learn where to download movies, watch TV online, listen to music, play games, and post and share photos with friends. Keeping in touch. Email's only the beginning. This book introduces readers to the many tools that make the modern Internet such a great way to stay connected. From Web-based discussion groups to instant messaging programs, and from blogs and podcasts to Internet-based phone calls, this book will help you join the conversation. Ideal for anyone just venturing into cyberspace, this book is also perfect for more experienced users who could use an update to today's most exciting internet applications.