

Enhanced Microsoft Powerpoint 2013 Comprehensive Microsoft Office 2013 Enhanced Editions

Microsoft Access 2010 Plain & SimpleShelly Cashman Series Microsoft Office 365 & PowerPoint 2016: IntroductoryExploring Microsoft PowerPoint 2016 ComprehensiveSchool, Family, and Community PartnershipsGo! with Microsoft Excel 2016 ComprehensiveMicrosoft PowerPoint 2013: ComprehensiveThe Craft of Scientific PresentationsProfessional SharePoint 2010 DevelopmentShelly Cashman Series Microsoft Office 365 & Outlook 2016: IntroductoryGO! with Microsoft Word 2016 ComprehensiveMicrosoft Powerpoint 2016Word 2013 BibleNew Perspectives on Microsoft Excel 2013, ComprehensiveDatabase AdministrationTeach Yourself VISUALLY Access 2013Introducing Windows 10 for IT Professionals, Preview EditionMicrosoft Visio 2010 Step by StepMicrosoft Excel 2013The Data Warehouse ToolkitMicrosoft Outlook 2013 Step by StepMicrosoft Access 2013 Step by StepInstrument Pilot Oral Exam GuideIntroducing Microsoft Power BIMicrosoft Excel 2013: CompleteNew Perspectives on Microsoft Office 2013 First Course, Enhanced EditionNew Perspectives on Microsoft PowerPoint 2013, Comprehensive Enhanced EditionMicrosoft PowerPoint 2013: CompleteMicrosoft Office 2013: IntroductoryExam Prep for Enhanced Microsoft PowerPoint 2013; Comprehensive Microsoft Office 2013 Enhanced EditionsEnhanced Microsoft Office 2013: Illustrated

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Introductory, First Course Enhanced Microsoft PowerPoint 2013:
Comprehensive Microsoft Office Professional 2013 Enhanced Microsoft Office 2013:
Introductory QuickBooks 2012 In Depth Enhanced Microsoft Access 2013:
Comprehensive Enhanced Microsoft Word 2013: Comprehensive Autodesk 3ds Max
2013 Bible Exam Prep for New Perspectives on Microsoft PowerPoint 2013,
Comprehensive Enhanced Edition Exam Prep for: New Perspectives on Microsoft
PowerPoint Shelly Cashman Series Microsoft Office 365 & Publisher 2016:
Comprehensive, Loose-leaf Version

Microsoft Access 2010 Plain & Simple

Your text simplified as the essential facts to prepare you for your exams. Over 2,000 highly probable test items.

Shelly Cashman Series Microsoft Office 365 & PowerPoint 2016: Introductory

Readers develop the Microsoft PowerPoint 2013 skills for academic and career success with this latest edition from the popular New Perspectives Series. Updated with all-new case-based tutorials, NEW PERSPECTIVES MICROSOFT POWERPOINT 2013, COMPREHENSIVE ENHANCED EDITION continues to apply MS PowerPoint

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2013 skills to real situations that fully demonstrate the relevance of concepts. A proven learning approach emphasizes critical thinking, problem-solving, and in-depth coverage. A new Troubleshoot case problem enhances analytical skills, while a new tutorial on Managing Your Files helps readers navigate Windows 8. Readers discover success with MS PowerPoint 2013 as NEW PERSPECTIVES MICROSOFT POWERPOINT 2013 emphasizes the value and application of what they are learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Exploring Microsoft PowerPoint 2016 Comprehensive

Get a head start evaluating Windows 10--with early technical insights from award-winning journalist and Windows expert Ed Bott. This guide introduces new features and capabilities, providing a practical, high-level overview for IT professionals ready to begin deployment planning now. This book is a preview, a work in progress about a work in progress. It offers a snapshot of the Windows 10 Technical Preview as of April 2015, on the eve of the BUILD Developers' Conference in San Francisco.

School, Family, and Community Partnerships

Go! with Microsoft Excel 2016 Comprehensive

Strengthen family and community engagement to promote equity and increase student success! When schools, families, and communities collaborate and share responsibility for students' education, more students succeed in school. Based on 30 years of research and fieldwork, this fourth edition of a bestseller provides tools and guidelines to use to develop more effective and equitable programs of family and community engagement. Written by a team of well-known experts, this foundational text demonstrates a proven approach to implement and sustain inclusive, goal-oriented programs. Readers will find: Many examples and vignettes Rubrics and checklists for implementation of plans CD-ROM complete with slides and notes for workshop presentations

Microsoft PowerPoint 2013: Comprehensive

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

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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

The Craft of Scientific Presentations

Introduce your students to the latest that Microsoft Office has to offer 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 Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text 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 Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Professional SharePoint 2010 Development

Discover the latest advancements that Microsoft Outlook 2016 has to offer with MICROSOFT OFFICE 365 & OUTLOOK 2016: INTRODUCTORY -- the new edition in today's generation of acclaimed Shelly Cashman Series books. For more than three decades, the Shelly Cashman Series has effectively introduced advanced computer skills to millions. MICROSOFT OFFICE 365 & OUTLOOK 2016: INTRODUCTORY continues the Series' strong history of innovation with a proven learning approach enhanced to address the varied learning styles of today's learners. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of Microsoft Outlook 2016 through experimentation, critical thought, and personalization. This new edition delivers effective educational materials specifically designed to introduce key features, improve retention, and prepare readers for future success with the latest Microsoft Outlook 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Series Microsoft Office 365 & Outlook 2016: Introductory

The Federal Aviation Administration (FAA) administers oral as well as written

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exams for pilot certification and flight review. These exam guides teach applicants not only what to expect, but also how to exhibit subject mastery and confidence under the scrutiny of the FAA Examiner. In this series, the most consistent questions asked in each exam are provided in a question-and-answer format, with information sources for further study. Applicants facing the Instrument Rating oral exams will benefit from the topics discussed and the further study materials provided in this Instrument edition, which have been updated to reflect important FAA regulatory and procedural changes, including new or updated PTS technical subject areas. The Eighth Edition contains a new chapter on the currently hot FAA topic of "scenario-based training" (SBT), written by Arlynn McMahon (author of "Train Like You Fly"). It provides insight into these more-complex questions on how to demonstrate one's grasp of the practical application of flight training. Scenario-based questions are now an integral part of FAA Oral & Practical Exams, and FAA examiners are using them more and more often.

GO! with Microsoft Word 2016 Comprehensive

With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps you develop the Microsoft Office 2013 skills you need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Office 2013 engages you in applying skills to real-world situations, making concepts relevant. A new Troubleshoot type

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of case problem enhances critical thinking. As always, New Perspectives improves learning outcomes and transference of skills by helping you understand the importance of what you're learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Powerpoint 2016

The easy, visual way to learn this popular database program Part of the Office 2013 productivity suite, Access enables you to organize, present, analyze, and share data on a network or over the web. With this Visual guide to show you how, you'll master the fundamentals of this robust database application in no time. Clear, step-by-step instructions are illustrated with full-color screen shots that show exactly what you should see on your screen. Learn to enter new records; create, edit, and design tables and forms; develop queries that generate specific reports; add smart tags to your tables; and much more. While it is the most widely used database application, Access is not particularly intuitive; the Visual system's two-page lessons and full-color screen shots make this complex software easier to learn Concise, step-by-step instructions and clear illustrations show you exactly what to expect Covers scores of tasks, including entering and setting up new records, organizing and sharing data, designing tables and forms, and generating reports Shows how to perform more complex operations, such as finding

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dependencies between database objects and adding smart tags to tables Teach Yourself VISUALLY Access 2013 uses clear steps and high-resolution screen images to get you up and running with this popular database program.

Word 2013 Bible

Readers discover the latest advantages that Microsoft PowerPoint has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT POWERPOINT 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of PowerPoint through experimentation, critical thought, and personalization. ENHANCED MICROSOFT POWERPOINT 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

New Perspectives on Microsoft Excel 2013, Comprehensive

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Describes the features of the software program, including writing formulas, presenting data visually, linking worksheets, using PivotTables, and collaborating online.

Database Administration

This timely and hugely practical work provides a score of examples from contemporary and historical scientific presentations to show clearly what makes an oral presentation effective. It considers presentations made to persuade an audience to adopt some course of action (such as funding a proposal) as well as presentations made to communicate information, and it considers these from four perspectives: speech, structure, visual aids, and delivery. It also discusses computer-based projections and slide shows as well as overhead projections. In particular, it looks at ways of organizing graphics and text in projected images and of using layout and design to present the information efficiently and effectively.

Teach Yourself VISUALLY Access 2013

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Teach the course YOU want in LESS TIME! In today's fast-moving, mobile

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environment, the GO! with Office 2016 series focuses on the job skills needed to succeed in the workforce. With job-related projects that put Microsoft Office® into context, students learn the how and why at the moment they need to know, all in the appropriate Microsoft procedural syntax. For Office 2016, the hallmark guided-practice to skill-mastery pathway is better than ever. Students have many opportunities to work live in Microsoft office to apply the skills they've learned. In addition, instructional projects are now available as grader projects in MyITLab, so students can work live in Office while receiving auto-graded feedback. These high-fidelity simulations match the text and provide an effective pathway for learning, practicing, and assessing their abilities. After completing the instructional projects, students can apply their skills with a variety of progressively challenging projects that require them to solve problems, think critically, and create on their own. New GO! Collaborate with Google projects allow students to apply their skills to a new environment that is already popular in many workplaces. Integrated Microsoft Office Specialist (MOS) objectives make GO! your one resource for learning Office, gaining critical productivity skills, and prepare for MOS certification. Also available with MyITLab MyITLab® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, to engage students and improve results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, so students learn more quickly and effectively, and build the critical skills needed for college and career success. Digital badges allow students to showcase their Microsoft Office or

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Computer Concepts competencies, keeping them motivated and focused on their future careers. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

Introducing Windows 10 for IT Professionals, Preview Edition

Introduce your students to the latest that Microsoft Office has to offer 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 MICROSOFT POWERPOINT 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text 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 MICROSOFT POWERPOINT 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Visio 2010 Step by Step

Microsoft Excel 2013

Do more in less time! Whether you're an entrepreneur, accountant, or bookkeeper, this comprehensive guide will help you get the most out of QuickBooks 2012: more productivity, more business knowledge, and more value! Drawing on her unsurpassed QuickBooks consulting experience, Laura Madeira delivers step-by-step guides and practical checklists for taking total control over business finances, and improving everything from planning to reporting, payroll to invoicing!

- Create new files; convert from other software; and set up users, permissions, and preferences
- Master all the essentials of financial reporting
- Understand QuickBooks lists: from the chart of accounts, items, classes and more
- Set up and manage inventory, vendors, customers, and payroll
- Track customer leads
- Work with bank and credit card accounts
- Create repeatable reports
- Review the accuracy of your data, step by step
- Share QuickBooks data with accountants
- Reliably back up data
- Troubleshoot database errors and monitor QuickBooks databases
- Use QuickBooks 2012's tools for managing loans, planning, preparing for year-end, and syncing with Outlook
- Efficiently review and correct client data errors, from misclassified transactions to incorrect beginning balances
- Prepare

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customized financials using MS Excel and Word integration • Master powerful shortcuts for working more efficiently and saving precious time All In Depth books offer • Comprehensive coverage with detailed solutions • Troubleshooting help for tough problems you can't fix on your own • Outstanding authors recognized worldwide for their expertise and teaching style Learning, reference, problem-solving the only QuickBooks 2012 book you need!

The Data Warehouse Toolkit

Your text simplified as the essential facts to prepare you for your exams. Over 2,000 highly probable test items.

Microsoft Outlook 2013 Step by Step

The most comprehensive e-book reference on Autodesk 3ds Max 2013! Autodesk 3ds Max is used to create 80 percent of commercially available games and is also a key tool for visual effects artists and graphic designers in film and television. This convenient e-book covers the 2013 version in expanded detail, including 12 chapter-length quick-start projects and 39 additional chapters not found in the print version. Along with complete references detailing all Primitives, Modifiers, Materials, Maps, and Controllers, it covers advanced topics such as Patches, NURBS, Radiosity,

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Network Rendering, and MAXScript. It's the perfect resource for both novices and pros. 3ds Max is the tool of choice for game developers as well as visual effects artists and graphic designers in the film and TV industries. This comprehensive e-book includes complete coverage of 3ds Max 2013, and is well suited for beginners and experts alike, as well as for educational markets teaching beginning to advanced courses using 3ds Max. Features a complete reference for all Primitives, Modifiers, Materials, Maps, and Controllers. Covers Patches, NURBS, Radiosity, Network Rendering, MAXScript, and other advanced topics. Includes 12 chapter-length quick-start projects as well as 39 chapters not found in the print version, all packed with time-saving tips and expert advice. Third-party models and bonus tutorials are available on CD and can be obtained by readers by emailing a request to 3dsmax13cd@wiley.com. Autodesk 3ds Max 2013 Bible, Expanded Edition by veteran computer graphics author Kelly Murdock is the comprehensive e-book guide for every 3ds Max user.

Microsoft Access 2013 Step by Step

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This book offers full, comprehensive coverage of Microsoft PowerPoint. Beyond point-and-click. The goal of the Exploring series is to move students beyond the point-and-click, to understanding the why and how behind each skill. And because

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so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, anytime. Students go to college now with a different set of skills than they did years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know. Also available with MyITLab MyITLab® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, which engages students and improves results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, helping students learn more quickly and effectively. Digital badges lets students showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. MyITLab builds the critical skills needed for college and career success. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

Instrument Pilot Oral Exam Guide

Engage both computer rookies and hot shots in mastering Microsoft Office 2013 applications quickly and efficiently with the acclaimed Illustrated Series' newest

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book: ENHANCED MICROSOFT OFFICE 2013: ILLUSTRATED INTRODUCTORY, FIRST COURSE. Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series incorporates a hallmark two-page layout that allows readers to see an entire task in one view. Skills are accessible and easy-to-follow with new Learning Outcomes that outline the skills covered in each lesson and larger full-color screen images that reflect exactly what readers should see on their own computers. Each unit begins with a brief overview of the principles of the lesson and introduces a case study for further application. The Enhanced Edition includes a new Student Success Guide that not only helps students prepare for success in their class, but also guides them through the use of OneNote to facilitate that. The Enhanced Edition also features new and updated appendixes that offer a variety of opportunities to explore cloud computing and other developing applications in more depth. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Introducing Microsoft Power BI

Discover the most important new features that the latest version of Microsoft PowerPoint 2016 has to offer with the focused approach found in MICROSOFT OFFICE 365 & POWERPOINT 2016: INTRODUCTORY. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to

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millions. MICROSOFT OFFICE 365 & POWERPOINT 2016: INTRODUCTORY continues the Series' strong history of innovation with an enhanced learning approach to address the varied learning styles of today's readers. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of Microsoft PowerPoint 2016 through experimentation, critical thought, and personalization. This new edition promises to engage, improve retention, and prepare readers for success with Microsoft PowerPoint 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Excel 2013: Complete

Updated new edition of Ralph Kimball's groundbreaking book on dimensional modeling for data warehousing and business intelligence! The first edition of Ralph Kimball's *The Data Warehouse Toolkit* introduced the industry to dimensional modeling, and now his books are considered the most authoritative guides in this space. This new third edition is a complete library of updated dimensional modeling techniques, the most comprehensive collection ever. It covers new and enhanced star schema dimensional modeling patterns, adds two new chapters on ETL techniques, includes new and expanded business matrices for 12 case studies, and more. Authored by Ralph Kimball and Margy Ross, known worldwide as educators, consultants, and influential thought leaders in data warehousing and business

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intelligence Begins with fundamental design recommendations and progresses through increasingly complex scenarios Presents unique modeling techniques for business applications such as inventory management, procurement, invoicing, accounting, customer relationship management, big data analytics, and more Draws real-world case studies from a variety of industries, including retail sales, financial services, telecommunications, education, health care, insurance, e-commerce, and more Design dimensional databases that are easy to understand and provide fast query response with *The Data Warehouse Toolkit: The Definitive Guide to Dimensional Modeling*, 3rd Edition.

New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition

Discover the latest advancements in Microsoft Publisher 2016 with MICROSOFT OFFICE 365 & PUBLISHER 2016: COMPREHENSIVE -- the new edition in the leading Shelly Cashman Series. For more than three decades, the Shelly Cashman Series has effectively introduced computer skills to millions. MICROSOFT OFFICE 365 & PUBLISHER 2016: COMPREHENSIVE continues the Series' strong history of innovation with a proven learning approach enhanced to address the varied learning styles of today's learners. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of Microsoft Publisher

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2016 through experimentation, critical thought, and personalization. This new edition delivers educational materials specifically designed to introduce more advanced and key features, improve retention, and prepare readers for success with the latest Microsoft Publisher 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

New Perspectives on Microsoft PowerPoint 2013, Comprehensive Enhanced Edition

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 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students In Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition you'll find exciting videos, which correlate to the Table of Contents and mirror the step-by-step pedagogy of the Microsoft Office 2013 text to reinforce the skills taught in each chapter. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft PowerPoint 2013: Complete

Readers discover the latest advantages that Microsoft Word has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT WORD 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of Word through experimentation, critical thought, and personalization. ENHANCED MICROSOFT WORD 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Office 2013: Introductory

Experience learning made easy—and quickly teach yourself how to create professional-looking business and technical diagrams with Visio 2010. With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! Build a variety of charts and diagrams with Visio templates Draw

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organization charts, floor plans, flowcharts, and more Apply color, text, and themes to your Visio diagrams Use Visio shapes to link to, store, and visualize data Collaborate on diagrams with Microsoft SharePoint 2010 Create custom diagrams with your own shapes and templates Your Step by Step digital content includes: All the book's practice files—ready to download and put to work. Fully searchable online edition of this book—with unlimited access on the Web. Free online account required.

Exam Prep for Enhanced Microsoft PowerPoint 2013; Comprehensive Microsoft Office 2013 Enhanced Editions

A thorough reference on database administration outlines a variety of DBA roles and responsibilities and discusses such topics as data modeling and normalization, database/application design, change management, database security and data integrity, performance issues, disaster planning, and other essentials. Original. (Advanced)

Enhanced Microsoft Office 2013: Illustrated Introductory, First Course

Top-to-bottom coverage of the top-selling Microsoft Office application If you want to

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use Microsoft Word to create more than just simple documents, start with this ultimate Word guide. Packed with the in-depth content that is the hallmark of all Wiley Bibles, this book covers it all. You'll first find out what's new in Word 2013 on the features level - formatting, styles, tables, and more - before you dive into the big stuff that can help you become more efficient. From document design to creating master documents to applying security to collaborating in the Cloud, you'll learn not just how to do tasks, but the best ways to do them, and why. Details everything you need to know to get the most out of Word 2013 Walks you through new or refreshed basics, such as formatting, styles, charts, and tables Shows you how to use data sources, create envelopes and labels, and make forms Takes your Word skills up a notch with coverage of keyboard customization, security, collaborating on the Cloud, comparing documents, and much more Start creating documents at a new level and wow your colleagues, with Word 2013 Bible.

Enhanced Microsoft PowerPoint 2013: Comprehensive

Presents a guide to Office Professional 2013, describing such tasks as creating documents, spreadsheets, and slide presentations; managing email; and organizing notes, covering the Microsoft programs Word, Excel, Access, OneNote, Publisher, Outlook, and PowerPoint.

Microsoft Office Professional 2013

Teach the course YOU want in LESS TIME! In today's fast-moving, mobile environment, the GO! with Office 2016 series focuses on the job skills needed to succeed in the workforce. With job-related projects that put Microsoft Office® into context, students learn the how and why at the moment they need to know, all in the appropriate Microsoft procedural syntax. For Office 2016, the hallmark guided-practice to skill-mastery pathway is better than ever. Students have many opportunities to work live in Microsoft office to apply the skills they've learned. In addition, instructional projects are now available as grader projects in MyITLab, so students can work live in Office while receiving auto-graded feedback. These high-fidelity simulations match the text and provide an effective pathway for learning, practicing, and assessing their abilities. After completing the instructional projects, students can apply their skills with a variety of progressively challenging projects that require them to solve problems, think critically, and create on their own. New GO! Collaborate with Google projects allow students to apply their skills to a new environment that is already popular in many workplaces. Integrated Microsoft Office Specialist (MOS) objectives make GO! your one resource for learning Office, gaining critical productivity skills, and prepare for MOS certification. Also available with MyITLab MyITLab ® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, to engage students and improve results. HTML5 Simulation exercises and Live-in-Application Grader projects come

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with the convenience of auto-grading and instant feedback, so students learn more quickly and effectively, and build the critical skills needed for college and career success. Digital badges allow students to showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

Enhanced Microsoft Office 2013: Introductory

With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Excel 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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QuickBooks 2012 In Depth

Introduce your students to the latest that Microsoft Office has to offer 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 MICROSOFT POWERPOINT 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text 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 MICROSOFT POWERPOINT 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Enhanced Microsoft Access 2013: Comprehensive

Experience learning made easy—and quickly teach yourself how to stay organized and stay connected using Outlook 2013. With Step by Step, you set the pace—building and practicing the skills you need, just when you them! Includes

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downloadable practice files and a companion eBook. Set up your email and social media accounts Send, search, filter, and organize messages Manage one or more calendars, and share your schedule Help protect your inbox and outbox Create and track tasks, to-do lists, and appointments

Enhanced Microsoft Word 2013: Comprehensive

Experience learning made easy—and quickly teach yourself how to build your own database with Access 2013. With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! Includes downloadable practice files and a companion eBook. Build a database from scratch or ready templates Create easy-to-use data-entry forms Write queries to extract and manipulate data Design reports to summarize data in effective ways Import data from other databases and documents

Autodesk 3ds Max 2013 Bible

Introduce your students to the latest that Microsoft Office has to offer 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 Microsoft Excel 2013, we're continuing our history of innovation by enhancing

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our proven pedagogy to reflect the learning styles of today's students. In this text 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 Microsoft Excel 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Exam Prep for New Perspectives on Microsoft PowerPoint 2013, Comprehensive Enhanced Edition

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Introducing Microsoft Power BI enables you to evaluate when and how to use Power BI. Get inspired to improve business processes in your company by leveraging the available analytical and collaborative features of this environment. Be sure to watch for the publication of Alberto Ferrari and Marco Russo's upcoming retail book, *Analyzing Data with Power BI and Power Pivot for Excel* (ISBN 9781509302765). Go to the book's page at the Microsoft Press Store here for more

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details:<http://aka.ms/analyzingdata/details>. Learn more about Power BI at <https://powerbi.microsoft.com/>.

Exam Prep for: New Perspectives on Microsoft PowerPoint

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