

Microsoft Access 2010 Inside Out Inside Out Microsoft

Provides timesaving tips, tricks, shortcuts, solutions, and troubleshooting guidelines for Microsoft Excel, Outlook, Word, PowerPoint, and other applications, and explores new features and capabilities of Office 2013.

Dive into Exchange Server 2010 and SP1—and discover how to really put your messaging solutions to work! This well-organized and in-depth reference packs all the details you need to deploy and manage Exchange 2010, including hundreds of timesaving solutions, expert tips, and workarounds. Topics include preparing for the deployment of Exchange 2010; new features of Service Pack 1; using Remote PowerShell and the Exchange Management Shell; understanding how the new Role Based Access Control (RBAC) permissions model works and how to customize it to your requirements; the new high availability model for the Exchange Store and how to approach designs for Database Availability Groups; using compliance features such as archive mailboxes, retention policies, and multi-mailbox discovery searches; the new role of the Client Access Server as the MAPI endpoint for Microsoft Outlook clients; the redesign of Outlook Web App (OWA) and the introduction of the Exchange Control Panel; and many more topics to ease the roll-out of Microsoft's latest messaging server.

Get the fast facts that make learning Office 2010 plain and simple! This colorful, no-nonsense guide uses easy-to-follow steps and screenshots, and clear, concise language to show the simplest ways to get things done with Microsoft Word, Excel, Outlook, PowerPoint, Access, Publisher, and OneNote. Here's WHAT You'll Learn Create documents, Web pages, and other publications Organize your e-mail, calendar,

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contacts and tasks Build spreadsheets to analyze and visualize data Set up a simple database Capture notes with ink, voice or text Here's HOW You'll Learn It Jump in wherever you need answers Easy-to-follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS! Exercises help you apply what you learn right away You're beyond the basics, so dive right in and customize, automate, and extend Access—using Visual Basic for Applications (VBA). This supremely organized reference is packed with hundreds of time-saving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts use VBA to exploit the power of Access—and challenge yourself to new levels of mastery! Enhance your application with VBA built-in functions and SQL code Use the Access Object Model to work with data in forms and reports Manipulate data using SQL, queries, and recordsets with Data Access Objects (DAO) Create classes for handling form and control events Connect your Access database to different sources of data Effectively plan how to upsize an existing Access database to Microsoft SQL Server Dynamically update Microsoft Excel spreadsheets from the database Migrate your Access database directly to the cloud using SQL Azure

Conquer Microsoft SharePoint Foundation 2010—from the inside out! You're beyond the basics—so dive right in and really support collaboration. This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle SharePoint Foundation 2010—and challenge yourself to new levels of mastery! Build team sites with non-code solutions using SharePoint Designer 2010 Modify and share content with SharePoint lists and libraries—online and offline Implement governance

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policies to plan site structure and manage content Create Web Parts to customize and display SharePoint site content Interact with SharePoint content using Microsoft Office applications Generate reusable workflows and apply them to multiple SharePoint lists Use Business Connectivity Services to access your company's business intelligence Design custom SharePoint solutions using Microsoft .NET and Visual Studio

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

You're beyond the basics, so dive right in and really put your database skills to work! This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Access 2007—and challenge yourself to new levels of mastery! Create tables that support your database design strategy Import and link to data from spreadsheets, text files, databases, and other ODBC data sources Build simple to complex queries to

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manipulate data Learn advanced techniques for building and customizing user interface forms Design attractive reports to calculate and analyze large sets of data Automate your application with Microsoft Visual Basic(R) for Applications Customize the Office Fluent Ribbon Explore using XML and Windows(R) SharePoint(R) Services to create Web-based applications CD includes: Fully searchable eBook—plus bonus chapters Sample database applications—including query, form, and report examples Articles from the experts: designing databases, understanding SQL, exporting data, and more Links to demos, blogs, and user communities References for finding Access 2003 commands in Access 2007 Windows Vista(R) Product Guide eReference and other eBooks For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

This book-and-video package is the perfect introduction to Access 2010 Microsoft's popular Access database is the most popular database system in the world, and even if you have no database experience, this practical guide will soon have you getting the most out of the powerful new 2010 version. Step-by-step tutorials guide you through concepts and techniques at your own pace. Each lesson is followed by a Try It section, where you can practice what you're learning with exercises. The accompanying DVD provides clear, easy-to-follow videos of the author demonstrating each Try It problem, as well as extra commentary. Fully covers the new 2010 release of Microsoft Access Brings beginners thoroughly up to speed at their own pace Introduces exciting new Access 2010 features, such as creating Web forms to connect with SharePoint Helps users leverage macros and templates to streamline and customize projects If you want to get quickly up to speed on Access 2010, Access 2010 24-Hour Trainer is the perfect place to start.

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Conquer Microsoft Access 2013—from the inside out!

You're beyond the basics, so dive right into Access 2013—and use your skills to create sophisticated database apps! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff.

Discover how the experts tackle Access 2013—and challenge yourself to new levels of mastery. Build an

Access Services web app with Microsoft SharePoint Server Automate your Access web app with data macros

Create tables in your Access web app using built-in templates Aggregate and display your web app data

using totals queries Use the Autocomplete control to quickly search for related data

Create a Summary view to consolidate and group information Display related data on your views with the Related Items control

Package your web app for use by others in your organization Plus—download chapters on building desktop databases

For Intermediate and Advanced Users and Database Designers

You're beyond the basics, so dive right in and really put your database skills to work! This supremely organized

reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all

muscle and no fluff. Discover how the experts tackle

Access 2010 -- and challenge yourself to new levels of mastery! Master essential data management and design

techniques Import and link to data from spreadsheets, databases, text files, and other sources Use action

queries to quickly insert, update, or delete entire sets of data Create custom forms to capture and display data

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Design reports to calculate, summarize, and highlight critical data--and learn advanced techniques Automate your application with macros and Visual Basic for Applications (VBA) Use Access Services to extend your database application to the Web Try out the sample client and web database applications in both 32-bit and 64-bit versions A Note Regarding the CD or DVD The print version of this book ships with a CD or DVD. The sample client and web database applications are provided in both 32-bit and 64-bit versions. Note that while we provide as much of the media content as we are able via free download, we are sometimes limited by licensing restrictions. For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Use Excel 2013's statistical tools to transform your data into knowledge Conrad Carlberg shows how to use Excel 2013 to perform core statistical tasks every business professional, student, and researcher should master. Using real-world examples, Carlberg helps you choose the right technique for each problem and get the most out of Excel's statistical features, including recently introduced consistency functions. Along the way, he clarifies confusing statistical terminology and helps you avoid common mistakes. You'll learn how to use correlation and regression, analyze variance and covariance, and test statistical hypotheses using the normal, binomial, t, and F distributions. To help you make accurate inferences based on samples from a population, this edition adds two more chapters on inferential statistics, covering crucial topics ranging from

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experimental design to the statistical power of F tests. Becoming an expert with Excel statistics has never been easier! You'll find crystal-clear instructions, insider insights, and complete step-by-step projects—all complemented by extensive web-based resources. Master Excel's most useful descriptive and inferential statistical tools Tell the truth with statistics—and recognize when others don't Accurately summarize sets of values Infer a population's characteristics from a sample's frequency distribution Explore correlation and regression to learn how variables move in tandem Use Excel consistency functions such as STDEV.S() and STDEV.P() Test differences between two means using z tests, t tests, and Excel's Data Analysis Add-in Use ANOVA to test differences between more than two means Explore statistical power by manipulating mean differences, standard errors, directionality, and alpha Take advantage of Recommended PivotTables, Quick Analysis, and other Excel 2013 shortcuts Conquer Windows Server 2019—from the inside out! Dive into Windows Server 2019—and really put your Windows Server expertise to work. Focusing on Windows Server 2019's most powerful and innovative features, this supremely organized reference packs hundreds of timesaving solutions, tips, and workarounds—all you need to plan, implement, or manage Windows Server in enterprise, data center, cloud, and hybrid environments. Fully reflecting new innovations for security, hybrid cloud environments, and Hyper-Converged Infrastructure (HCI), it covers everything from cluster sets to Windows Subsystem for Linux. You'll discover how experts tackle

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today's essential tasks—and challenge yourself to new levels of mastery. • Optimize the full Windows Server 2019 lifecycle, from planning and configuration through rollout and administration • Leverage new configuration options including App Compatibility Features on Demand (FOD) or Desktop Experience • Ensure fast, reliable upgrades and migrations • Manage Windows servers, clients, and services through Windows Admin Center • Seamlessly deliver and administer core DNS, DHCP, file, print, storage, and Internet services • Use the Storage Migration Service to simplify storage moves and configuration at the destination • Seamlessly integrate Azure IaaS and hybrid services with Windows Server 2019 • Improve agility with advanced container technologies, including container networking and integration into Kubernetes orchestration clusters • Deliver Active Directory identity, certificate, federation, and rights management services • Protect servers, clients, VMs, assets, and users with advanced Windows Server 2019 security features, from Just Enough Administration to shielded VMs and guarded virtualization fabrics • Monitor performance, manage event logs, configure advanced auditing, and perform backup/recovery Windows Server 2019 For Experienced Windows Server Users and IT Professionals • Your role: Experienced intermediate to-advanced level Windows Server user or IT professional • Prerequisites: Basic understanding of Windows Server procedures, techniques, and navigation

Develop custom Access VBA macros Perfect for power users, Microsoft Access 2010 VBA Macro Programming

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reveals how to maximize the features and functionality of Access 2010. You'll get in-depth details on Access VBA programming and application development followed by 20 real-world projects--complete with source code--that show you how to set up specific subroutines and functions. This practical resource then explains how to include the subroutines in the Access menu system and transform a set of interrelated VBA macros into an Access add-in package. Create your own Access 2010 VBA macros right away with help from this hands-on guide. Learn how to:

- Create and enhance forms and reports
- Design custom dialog boxes and buttons
- Develop custom menus for the Ribbon
- Use SQL queries with VBA
- Create table macros
- Use Office object models to interact with other Microsoft applications
- Create and manipulate charts and graphs
- Work with external databases
- Add functionality to your programs with API calls
- Animate objects in Access
- Enhance database security
- Create audit trails
- Handle large text files
- Transfer data via FTP

Conquer Microsoft Project 2010—from the inside out! You're beyond the basics, so dive right in and really put your project management skills to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Project 2010—and challenge yourself to new levels of mastery. Take charge of the project triangle—time, money, and scope—to balance your plan. Enable collaboration among team members, sponsors, and other project stakeholders. Manually schedule tasks or

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use the automatic scheduling engine Track and control your project using earned value analysis Create pivot views of project data with Microsoft Excel(R) 2010 and Visio(R) 2010 Manage project activities in an enterprise project-management environment Apply your experience to future projects by creating your own custom templates A comprehensive guide to programming for Access 2010 and 2007 Millions of people use the Access database applications, and hundreds of thousands of developers work with Access daily. Access 2010 brings better integration with SQL Server and enhanced XML support; this Wrox guide shows developers how to take advantage of these and other improvements. With in-depth coverage of VBA, macros, and other programming methods for building Access applications, this book also provides real-world code examples to demonstrate each topic. Access 2010 Programmer's Reference is a comprehensive guide to the best-of-breed techniques for programming Access applications. Coverage Includes: Introduction to Microsoft Access 2010 New Features Upgrading and Converting to Access 2010 Macros in Access 2010 Using the VBA Editor VBA Basics Using VBA in Access Creating Classes in VBA Extending VBA with APIs Working with the Windows Registry Using DAO to Access Data Using ADO to Access Data Using SQL with VBA Using VBA to Enhance Forms Enhancing Reports with VBA Customizing the Ribbon Customizing the Office Backstage Working with Office 2010 Working with SharePoint Working with .NET Building Client-Server Applications with Access The Access 2010 Templates Access Runtime Deployment Database

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Security Access 2010 Security Features

Everything you need to get productive in the Cloud with Office 365 With 70 million users worldwide, Microsoft Office 365 combines the familiar Office desktop suite with cloud-based versions of Microsoft's next-generation communications and collaboration services. It offers many benefits including security, reliability, compatibility with other products, over-the-air updates in the cloud that don't require anything from the user, single sign on for access to everything right away, and so much more.

Office 365 For Dummies offers a basic overview of cloud computing and goes on to cover Microsoft cloud solutions and the Office 365 product in a language you can understand. This includes an introduction to each component which leads into topics around using each feature in each application. Get up to speed on instant messaging Use audio, video, and web conferencing Get seamless access to the Office suite with Office Web apps Access information anywhere, anytime Office 365 is the key to office productivity — and now you can put it to use for you!

This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. Readers will discover how the experts use VBA to exploit the power of Access, and challenge themselves to new levels of mastery! 700 pp.

An indispensable, well-organized reference and guide to developing Access applications and automating daily tasks. Conquer SQL Server 2017 administration—from the inside out Dive into SQL Server 2017 administration—and really put your SQL Server DBA expertise to work. This supremely organized reference packs hundreds of timesaving solutions, tips, and

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workarounds—all you need to plan, implement, manage, and secure SQL Server 2017 in any production environment: on-premises, cloud, or hybrid. Four SQL Server experts offer a complete tour of DBA capabilities available in SQL Server 2017 Database Engine, SQL Server Data Tools, SQL Server Management Studio, and via PowerShell. Discover how experts tackle today's essential tasks—and challenge yourself to new levels of mastery.

- Install, customize, and use SQL Server 2017's key administration and development tools
- Manage memory, storage, clustering, virtualization, and other components
- Architect and implement database infrastructure, including IaaS, Azure SQL, and hybrid cloud configurations
- Provision SQL Server and Azure SQL databases
- Secure SQL Server via encryption, row-level security, and data masking
- Safeguard Azure SQL databases using platform threat protection, firewalling, and auditing
- Establish SQL Server IaaS network security groups and user-defined routes
- Administer SQL Server user security and permissions
- Efficiently design tables using keys, data types, columns, partitioning, and views
- Utilize BLOBs and external, temporal, and memory-optimized tables
- Master powerful optimization techniques involving concurrency, indexing, parallelism, and execution plans
- Plan, deploy, and perform disaster recovery in traditional, cloud, and hybrid environments

For Experienced SQL Server Administrators and Other Database Professionals

- Your role: Intermediate-to-advanced level SQL Server database administrator, architect, developer, or performance tuning expert
- Prerequisites: Basic understanding of database administration procedures

Learn to leverage the features of the newest version of SharePoint, in this update to the bestseller *More than simply a portal*, SharePoint is Microsoft's popular content management solution for building intranets and Web sites or

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

Explaining how to use the new features of Windows 7, a comprehensive manual details hundreds of timesaving solutions, troubleshooting tips, and workarounds, along with information on such topics as Internet Explorer 8, Windows Media Center, networking, and security.

The all-in-one reference to all aspects of Microsoft Access 2010 If you want to learn Microsoft Access inside and out, the nine minibooks in this easy-access reference are exactly what you need. Read the book cover to cover, or jump into any of the minibooks for the instruction and topics you need most.

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Learn how to connect Access to SQL Server, manipulate your data locally, use nifty new features from Office 2010 such as the enhanced Ribbon, create queries and macros like a champ, and much more. From the basics to advanced functions, it's what you need to make Access more accessible. Shows you how to store, organize, view, analyze, and share data using Microsoft Access 2010, the database application included with Microsoft Office 2010 Includes nine minibooks that cover such topics as database design, tables, queries, forms, reports, macros, database administration, securing data, programming with Visual Basic for Applications (VBA), and using Access with the Web Helps you build database solutions that integrate with the Web and other enterprise data sources Offers plenty of techniques, tips, and tricks to help you get the most out of Access This all-in-one guide contains everything you need to start power-using Access 2010!

Conquer Microsoft Office 365 administration—from the inside out! Dive into Office 365 administration—and really put your systems expertise to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. Discover how the experts tackle deployment, configuration, and management—and challenge yourself to new levels of mastery. Simplify enterprise deployment with planning tools and tasks Automate Office 365 processes with Windows PowerShell Manage user identity with Active Directory and Single Sign-On Monitor and maintain the health of Office 365 with Microsoft System Center Implement Microsoft Exchange Online, SharePoint Online, and Lync Online Control variables in an Exchange Server hybrid implementation Customize and deploy Office 365 Professional Plus Explore real-world scenarios and apply insider management tips For Intermediate to Advanced IT Professionals

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The expert guidance you need to get the most out of Access 2010 Get the Access 2010 information you need to succeed with this comprehensive reference. If this is your first encounter with Access, you'll appreciate the thorough attention to database fundamentals and terminology. If you're familiar with earlier versions, you can jump right into Access 2010 enhancements such as the new Access user interface and wider use of XML and Web services. Takes you under the hood of Microsoft Access 2010, the database application included with Microsoft Office 2010 Explores the latest enhancements, such as a new user interface and wider use of XML and Web services; also, how to exchange data with Word, Excel, PowerPoint, and other Office apps Covers how to create tables, manipulate datasheets, and work with multiple tables Explains the seven database objects and how to use a seven-step design method to build a database tailored to your needs Shows you how to build forms, use Visual Basic and the VBA Editor, automate query parameters, create functions and subroutines, use XML to create data access pages, and more Includes a CD with all source code from the book and working examples, plus bonus shareware, freeware, trial, demo and evaluation programs that work with or enhance Microsoft Office You'll want to keep this soup-to-nuts Access reference close at hand! Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

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. Conquer today's Windows 10—from the inside out! Dive into Windows 10—and really put your Windows expertise to work. Focusing on the most powerful and innovative features of Windows 10, this supremely organized reference packs hundreds of timesaving solutions, tips, and workarounds—all fully reflecting the major

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Windows 10 Anniversary Update. From new Cortana and Microsoft Edge enhancements to the latest security and virtualization features, you'll discover how experts tackle today's essential tasks—and challenge yourself to new levels of mastery. Install, configure, and personalize the newest versions of Windows 10 Understand Microsoft's revamped activation and upgrade processes Discover major Microsoft Edge enhancements, including new support for extensions Use today's improved Cortana services to perform tasks, set reminders, and retrieve information Make the most of the improved ink, voice, touch, and gesture support in Windows 10 Help secure Windows 10 in business with Windows Hello and Azure AD Deploy, use, and manage new Universal Windows Platform (UWP) apps Take advantage of new entertainment options, including Groove Music Pass subscriptions and connections to your Xbox One console Manage files in the cloud with Microsoft OneDrive and OneDrive for Business Use the improved Windows 10 Mail and Calendar apps and the new Skype app Fine-tune performance and troubleshoot crashes Master high-efficiency tools for managing Windows 10 in the enterprise Leverage advanced Hyper-V features, including Secure Boot, TPMs, nested virtualization, and containers In addition, this book is part of the Current Book Service from Microsoft Press. Books in this program will receive periodic updates to address significant software changes for 12 to 18 months following the original publication date via a free Web Edition. Learn more at <https://www.microsoftpressstore.com/cbs>.

Provides an overview of the features and functions of the program, discussing such topics as building queries, importing and exporting data, creating reports, securing a database, and distributing an Access application.

A guide to Microsoft SharePoint Foundation 2010 covers such topics as setting up a team site, capturing and

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organizing content into libraries, using blogs and wikis, and automating business processes.

With a focus on connectivity, clients, and unified messaging, this book delivers the ultimate, in-depth reference to IT professionals planning and managing an Exchange Server 2013 deployment. Guided by Paul Robichaux, a Microsoft MVP and popular author, you will: Understand how Exchange Server 2013 works with previous versions Gain expert insights into supporting clients, mobile devices, and UM Take a deep dive into front-end servers; certificate and namespace management; transport rules; load balancing; client management, including Microsoft Outlook, Outlook Web App (OWA), and POP3/IMAP4; mobile devices; anti-malware and anti-spam features; Unified Messaging; Microsoft Lync; Office 365; Exchange Online.

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

Conquer Microsoft Excel formulas and functions—from the

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inside out! You're beyond the basics, so dive right in and really put Excel formulas and functions to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts increase their data analysis capabilities using Excel 2003, 2007, or 2010—and challenge yourself to new levels of mastery. Customize Excel formulas using 350+ built-in functions Create reusable formulas for common calculations Learn smarter ways to calculate date and time values Systematically search worksheets with lookup and reference functions Perform advanced calculations using mathematical, statistical, and financial functions Build complex formulas by nesting one function inside of another Analyze profit margins and more with new functions in Excel 2010 Develop your own functions with Visual Basic for Applications (VBA) NOTE: The sample Excel files that accompany the book were updated on 12/4/2012. Click the Companion Content link to download the files.

The latest edition of one of the bestselling Microsoft Office books of all time! Spend less time figuring out Word, Excel, PowerPoint, Outlook, and Access and more time working on actual projects with this new edition of Office 2010 For Dummies. Filled with straightforward, friendly instruction, this book gets you thoroughly up to speed, and it actually makes doing Office work fun! First learn all the basics, then how to add more bells and whistles, including how to spice up your Word documents, edit Excel spreadsheets and create formulas, add sound to your PowerPoint presentation, and much more. Helps you harness the power of Microsoft Office 2010 and all of its new functionality; the book covers Word, Excel, PowerPoint, Outlook, and Access Explains and instructs in the straightforward, friendly, For Dummies style that makes instruction more accessible and skill-building

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easier Covers typing and formatting text in Word and spicing up your documents Shows you how to navigate and edit an Excel spreadsheet, create formulas, and chart and analyze Excel data Demonstrates how to create a PowerPoint presentation and add color, sound, and pictures Explores Outlook, including configuring e-mail, storing contacts, organizing tasks, scheduling your time, and setting appointments Delves into designing Access databases, including editing, modifying, searching, sorting, and querying; also covers viewing and printing reports, and more Be ready to take full advantage of Microsoft Office 2010 with this fun and easy guide.

Conquer SharePoint 2013—from the inside out! You're beyond the basics, so dive right into SharePoint 2013—and really put your business collaboration platform to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting techniques, and workarounds. It's all muscle and no fluff. Discover how the experts facilitate information sharing across the enterprise—and challenge yourself to new levels of mastery. Efficiently manage documents throughout the enterprise Build team sites and collaborate with Microsoft OneNote and SkyDrive Design workflows with SharePoint Designer and Microsoft Visio Produce e-forms using Microsoft InfoPath and Access Manage community sites using business social features Connect SharePoint to external data and business systems Create business intelligence dashboards and key performance indicators Customize and control Sharepoint enterprise search

Conquer Microsoft Office 365 Administration—from the inside out! Dive into Microsoft Office 365 Administration—and really put your Office 365 expertise to work. This supremely organized

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reference packs hundreds of timesaving solutions, tips, and workarounds—all you need to plan, implement, and operate Microsoft Office 365 in any environment. In this completely revamped Second Edition, a new author team thoroughly reviews the administration tools and capabilities available in the latest versions of Microsoft Office 365, and also adds extensive new coverage of Azure cloud services and SharePoint. Discover how experts tackle today's essential tasks—and challenge yourself to new levels of mastery.

- Install, customize, and use Office 365's portal, dashboard, and admin centers
- Make optimal decisions about tenancy, licensing, infrastructure, and hybrid options
- Prepare your environment for the cloud
- Manage Office 365 identity and access via federation services, password and directory synchronization, authentication, and AAD Connect
- Implement alerts and threat management in the Security & Compliance Center
- Establish Office 365 data classifications, loss prevention plans, and governance
- Prepare your on-premises environment to connect with Exchange Online
- Manage resource types, billing and licensing, service health reporting, and support
- Move mailboxes to Exchange Online via cutover, staged, and express migrations
- Establish hybrid environments with the Office 365 Hybrid Configuration Wizard
- Administer Exchange Online, from recipients and transport to

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malware filtering • Understand, plan, and deploy Skype for Business Online Current Book Service In addition, this book is part of the Current Book Service from Microsoft Press. Books in this program receive periodic updates to address significant software changes for 12 to 18 months following the original publication date via a free Web Edition.

Learn more at

<https://www.microsoftpressstore.com/cbs>.

You're beyond the basics with Word, so dive right in and really put your documents to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Word 2010 -- and challenge yourself to new levels of mastery. Master the tools to expertly organize, edit, and present your content Craft professional-looking documents with Themes, Quick Style Sets, and Building Blocks Add visual impact with SmartArt diagrams, charts, pictures, and drawings Organize and clarify content with effective tables and charts Use cross-references, tables of contents, and indexes in your complex documents Produce Web sites and publish blogs directly from Word Coauthor and collaborate on documents in real time -- and help keep them secure Customize documents with macros, content controls, and other automation features Your book -- online! Get your fully searchable online edition -- with unlimited

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access on the Web.

You're beyond the basics, so dive in and really put your spreadsheet skills to work! This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Excel 2010-and challenge yourself to new levels of mastery! Learn expert techniques for designing powerful spreadsheets Apply built-in functions-or write your own-and carry out complex calculations Use rich charting and graphic capabilities to visualize data Perform sophisticated data analysis: financial, statistical, and "what-if" Design PivotTable reports to dynamically analyze data Share and collaborate with others-while managing sensitive data Link and embed Excel data into other documents Create macros with Microsoft Visual Basic for Applications Sample spreadsheets from inside the book Add-ins and other resources to help you extend Microsoft Office programs Links to demos, user communities, and product support Microsoft Access 2013 Inside Out Pearson Education Experience learning made easy-and quickly teach yourself how to build database solutions with Access 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include building an Access database from scratch or from templates; publishing your database to the Web; exchanging data with

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other databases and Microsoft Office documents; creating data-entry forms; using filters and queries; designing reports; using conditional formatting; preventing data corruption and unauthorized access; and other core topics.

Conquer SQL Server 2019 administration—from the inside out Dive into SQL Server 2019 administration—and really put your SQL Server DBA expertise to work. This supremely organized reference packs hundreds of timesaving solutions, tips, and workarounds—all you need to plan, implement, manage, and secure SQL Server 2019 in any production environment: on-premises, cloud, or hybrid. Six experts thoroughly tour DBA capabilities available in SQL Server 2019 Database Engine, SQL Server Data Tools, SQL Server Management Studio, PowerShell, and Azure Portal. You'll find extensive new coverage of Azure SQL, big data clusters, PolyBase, data protection, automation, and more. Discover how experts tackle today's essential tasks—and challenge yourself to new levels of mastery. Explore SQL Server 2019's toolset, including the improved SQL Server Management Studio, Azure Data Studio, and Configuration Manager Design, implement, manage, and govern on-premises, hybrid, or Azure database infrastructures Install and configure SQL Server on Windows and Linux Master modern maintenance and monitoring with extended events, Resource

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Governor, and the SQL Assessment API Automate tasks with maintenance plans, PowerShell, Policy-Based Management, and more Plan and manage data recovery, including hybrid backup/restore, Azure SQL Database recovery, and geo-replication Use availability groups for high availability and disaster recovery Protect data with Transparent Data Encryption, Always Encrypted, new Certificate Management capabilities, and other advances Optimize databases with SQL Server 2019's advanced performance and indexing features Provision and operate Azure SQL Database and its managed instances Move SQL Server workloads to Azure: planning, testing, migration, and post-migration

Microsoft Project is brimming with features to help you manage any project, large or small. But learning the software is only half the battle. What you really need is real-world guidance: how to prep your project before touching your PC, which Project tools work best, and which ones to use with care. This book explains it all, helping you go from project manager to project master. Get a project management primer. Discover what it takes to handle a project successfully Learn the program inside out. Get step-by-step instructions for Project Standard and Project Professional Build and refine your plan. Put together your team, schedule, and budget Achieve the results you want. Build realistic

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schedules, and learn how to keep costs under control Track your progress. Measure your performance, make course corrections, and manage changes Use Project's power tools. Customize Project's features and views, and transfer info directly between Project and other programs

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