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quickly and easily *Teach Yourself VISUALLY Access 2010* Faithe Wempen, 2011-04-06 The visual way to get up to speed on Access 2010 It's one thing to gain access to Access It's another thing entirely to figure out how to do all the things you want to do in Access because the software is not all that intuitive This full color guide clearly shows you how to get the most out of Access 2010 including how to enter new records create edit and design tables and forms organize analyze and share data generate concise reports and much more With pages of step by step instructions graphics and helpful advice this is the visual learner's Access book keep this on your desk and flip to what you need any time Explores the very latest features functions and tools of Access 2010 a database software tool that is part of the new Microsoft Office 2010 Teaches you how to enter new records and create edit and design tables and forms Explains how to organize analyze and share data generate concise reports add smart tags to tables save backup copies of your data and more Demonstrates through step by step instructions and numerous full color screen shots and graphics so you can see exactly how to perform tasks This unparalleled book contains everything you need to know to use Access 2010 effectively *Teach Yourself VISUALLY iPad* Guy Hart-Davis, 2014-11-14 Learn the basics and beyond with this visual guide to the iPad iPad Air and iPad mini Teach Yourself VISUALLY iPad 3rd Edition is a clear concise image rich guide to getting the most out of your iPad or iPad mini Designed to quickly get you the answers you need this book cuts to the chase by skipping the long winded explanations and breaks each task down into bite sized pieces You'll find step by step instruction for everything from the initial setup to working with key features plus troubleshooting advice that can help you avoid a trip to the Apple Genius Bar Helpful sidebars highlight tips and tricks that get things done faster and plenty of full color screenshots help you visualize the lesson at hand New users will learn how to take advantage of all the iPad has to offer and experienced users may discover techniques to streamline everyday tasks Now that you have this coveted device in your hands you want to use every feature and maximize every capability Teach Yourself VISUALLY iPad helps you do just that walking you through each step in the iPad experience You'll learn to Get the most from any model of the iPad iPad Air or iPad mini Customize your iPad and connect with WiFi and Bluetooth Access music videos games photos books and apps Set up your e mail browse the Web and manage social media Troubleshoot and fix minor issues that arise Tooling around on your own is fun but you'll miss some of the lesser known features that help make the iPad the superior device it is This guide provides a visual tour complete with expert instruction If you're looking to get more out of your iPad Teach Yourself VISUALLY iPad 3rd Edition is essential reading **Teach Yourself VISUALLY OS X Mountain Lion** Paul McFedries, 2012-08-20 Get to know the new cat in the pride Mac OS X Mountain Lion with this VISUAL guide Apple's new Mac OS X Mountain Lion is impressive with features and functions that will be familiar to Mac users from their iPhones and iPads Make sure you get the most out of your new big cat with this practical guide Using step by step instructions and full color screenshots or illustrations on virtually every page the hallmark of the practical Teach Yourself VISUALLY series this book clearly shows you how to accomplish tasks rather than burying you

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SharePoint 2010 Six-in-One Chris Geier, Cathy Dew, Becky Bertram, Raymond Mitchell, Wes Preston, Kenneth Schaefer, Andrew Clark, 2011-01-14 A team of SharePoint authorities addresses the six most essential areas of SharePoint 2010. SharePoint enables Web sites to host shared workspaces and is a leading solution for Enterprise Content Management. This book serves as one stop shopping for concise coverage on six key areas that you need to know in order to get up and running with SharePoint 2010 quickly. After an introduction to the new features of SharePoint 2010, the author team of SharePoint experts walk you through branding and customization, workflow, business connectivity services, social networking, and tools, the search function, and development basics so you can get started using SharePoint immediately. SharePoint 2010 offers numerous exciting new features including advancements in user interface, customization, development improvements, the benefits of Business Connectivity Services, and much more. Covers the primary functions of SharePoint as well as enhancements and new features of the latest version. Reviews the SharePoint platform, branding and customization, workflow, business connectivity services, social networking, tools, development basics, and more. SharePoint 2010 Six in One helps you conquer the six key areas of SharePoint 2010 so that you can successfully take advantage of the Microsoft SharePoint platform.

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