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# Microsoft Excel Missing Manual 201

**J.D. Biersdorfer**



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**OS X Mavericks: The Missing Manual** David Pogue, 2013-12-17 What do you get when you cross a Mac with an iPad OS X 10.9 Mavericks Its 200 new features include Mac versions of iPad goodies like Maps iBooks and iTunes Radio but not a single page of instructions Fortunately David Pogue is back with the expertise and humor that have made this the 1 bestselling Mac book for over 11 years straight The important stuff you need to know Big ticket changes Finder tabs Finder tags App Nap iCloud Keychain iTunes Radio Maps iBooks Automatic app updating If Apple wrote it this book covers it Nips and tucks This book demystifies the hundreds of smaller enhancements too in all 50 programs that come with the Mac Safari Mail Calendar Notification Center Messages

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Nancy Conner,Matthew MacDonald,2013-05-22 Microsoft Office is the most widely used productivity software in the world but most people just know the basics This helpful guide gets you started with the programs in Office 2013 and provides lots of power user tips and tricks when you re ready for more You ll learn about Office s new templates and themes touchscreen features and other advances including Excel s Quick Analysis tool The important stuff you need to know Create professional looking documents Use Word to craft reports newsletters and brochures for the Web and desktop Stay organized Set up Outlook to track your email contacts appointments and tasks Work faster with Excel Determine the best way to present your data with the new Quick Analysis tool Make inspiring presentations Build PowerPoint slideshows with video and audio clips charts and graphs and animations Share your Access database Design a custom database and let other people view it in their web browsers Get to know the whole suite Use other handy Office tools Publisher OneNote and a full range of Office Web Apps Create and share documents in the cloud Upload and work with your Office files in Microsoft s SkyDrive

### **iWork '09:**

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