

Google Apps

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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

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iMovie '11 & iDVD: The Missing Manual David Pogue, Aaron Miller, 2011-03-16 Apple's video editing program is better than ever but it still doesn't have a printed guide to help you get started That's where this gorgeous full color book comes in You get clear explanations of iMovie's impressive new features like instant rendering storyboarding and one step special effects Experts David Pogue and Aaron Miller also give you a complete course in film editing and DVD design Edit video like the pros Import raw footage add transitions and use iMovie's newly restored intuitive timeline editor Create stunning trailers Design Hollywood style Coming Attractions previews for your movies Share your film Distribute your movie in a variety of places on smartphones Apple TV your own site and with one click exports to YouTube Facebook Vimeo CNN iReport and MobileMe Make DVDs Design the menus titles and layout for your DVDs and burn them to disc This book covers version 9 of Apple's iMovie software

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