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Jiyuan Zhang

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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 Google: The Missing Manual Sarah Milstein, J.D. Biersdorfer, Rael Dornfest, Matthew MacDonald, 2006-03-10 Google com is one of the most popular sites on the Internet and is used around the world by millions of people every day Sure you know how to Google it when you re searching for something anything on the Web It's plenty fast and easy to use But did you know how much more you could achieve with the world's best search engine by clicking beyond the Google Search button While you can interface with Google in 97 languages and glean results in 35 you can t find any kind of instruction manual from Google Lucky for you our fully updated and greatly expanded second edition to the bestselling Google The Missing Manual covers everything you could possibly want to know about Google including the newest and coolest and often most underused what is Froogle anyway features There s even a full chapter devoted to Gmail Google s free email service that includes a whopping 2 5 GB of space This wise and witty guide delivers the complete scoop on Google from how it works to how you can search far more effectively and efficiently no more scrolling through 168 pages of seemingly irrelevant results take best advantage of Google's lesser known features such as Google Print Google Desktop and Google Suggest get your website listed on Google track your visitors with Google Analytics make money with AdWords and AdSense and much more Whether you re new to

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