

Access 2010 The Missing Manual Free

Want to use an Adobe tool to design animated web graphics that work on iPhone and iPad? You've come to the right book. Adobe Edge Preview 3: The Missing Manual shows you how to build HTML5 graphics using simple visual tools. No programming experience? No problem. Adobe Edge writes the underlying code for you. With this eBook, you'll be designing great-looking web elements in no time. Get to know the workspace. Learn how Adobe Edge Preview 3 performs its magic. Create and import graphics. Make drawings with Edge's tools, or use art you designed in other programs. Work with text. Build menus, label buttons, provide instructions, and perform other tasks. Jump into animation. Master Edge's elements, properties, and timeline panels. Make it interactive. Use triggers and actions to give users control over their web experience. Peek behind the curtain. Understand how HTML and CSS documents work. Dig into JavaScript. Customize your projects by tweaking your code. Bestselling author Chris Grover has more than 25 years experience in graphic design and electronic media. He excels in making complex technology fun and easy to learn. In Adobe Edge Preview 3: The Missing Manual, he continues the winning formula of Flash CS5.5: The Missing Manual and Google SketchUp: The Missing Manual.

Provides information on creating Web applications with JavaScript and the jQuery library of code.

With the iOS5 software and the new iPhone 4S device, Apple has another world-class hit on its hands. This sleek, highly refined pocket computer comes with everything—cellphone, iPod, Internet, camcorder—except a printed manual. Fortunately, David Pogue is back with the latest edition of his witty, crystal-clear, colorful guide: the world's most popular iPhone book. Use it as a phone. Learn the basics as well as time-saving tricks and tips for contact searching by voice, texting, and more. Manage your stuff in the cloud. Sync and back up your contacts and media across all of your devices with iCloud. Get things done. Ask Siri to send reminders, place calls, and more. Master notifications. Use the Notification Center to find missed messages, calendar invitations, friend requests, and more. Connect with other iPhone owners. Send unlimited iMessages to friends, family, and colleagues who are also running iOS5. Treat it as an iPod. Master the ins and outs of iTunes, and listen to music, upload and view photos, and fill the iPhone with TV shows and movies. Take the iPhone online. Make the most of your online experience to browse the Web, read and compose email, use social networks, or send photos and audio files. Go beyond the iPhone. Learn how to use the App Store, and how to multitask between your apps, organize them in folders, and read ebooks in iBooks. Whether you have a brand-new iPhone or want to update an earlier model with the iOS5 software, this beautiful full-color book is the best, most objective resource available.

The iPad 2 is faster, lighter, and more versatile than its predecessor, but there's still no printed guide to using its amazing features. That's where this full-color Missing Manual comes in. Learn how to stream HD video, make video calls, manage your email, surf the Web, listen to music, play games, and maybe even do a little iWork. This is the book that should have been in the box. Build your media library. Fill your iPad with music, movies, TV shows, eBooks, photos, and more. Share with others. Stream music, HD movies, TV shows, and more, to and from your iPad. Create your own media. Use the iPad's new Photo Booth, iMovie, and GarageBand apps to express yourself. Get online. Connect through WiFi or Wi-Fi+3G, and surf with the iPad's faster browser. Place video calls. See who's talking with the iPad's FaceTime app and its two cameras. Consolidate your email. Read and send messages from any of your accounts. Learn undocumented tips and tricks. Get the lowdown on cool iPad secrets and workarounds.

HTML5 is more than a markup language—it's a dozen independent web standards all rolled into one. Until now, all it's been missing is a manual. With this thorough, jargon-free guide, you'll learn how to build web apps that include video tools, dynamic drawings, geolocation, offline web apps, drag-and-drop, and many other features. HTML5 is the future of the Web, and with this book you'll reach it quickly. The important stuff you need to know: Structure web pages in a new way. Learn how HTML5 helps make web design tools and search engines work smarter. Add audio and video without plugins. Build playback pages that work in every browser. Draw with Canvas. Create shapes, pictures, text, and animation—and make them interactive. Go a long way with style. Use CSS3 and HTML5 to jazz up your pages and adapt them for mobile devices. Build web apps with rich desktop features. Let users work with your app offline, and process user-selected files in the browser. Create location-aware apps. Write geolocation applications directly in the browser.

What do you get when you cross a Mac with an iPad? OS X 10.8 Mountain Lion. Its 200 new features include iPaddish goodies like dictation, Notification Center, and Reminders—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 10 years straight. Big-ticket changes. Twitter and Facebook integration. Air-Play TV mirroring. Power Nap. Game Center. Documents in the Cloud. iMessages. Gatekeeper. If Apple wrote it, this book covers it. Mountain Lion Watch. This book demystifies the hundreds of smaller enhancements, too, in all 50 programs that come with the Mac: Safari, Mail, Messages, Preview... Shortcuts. This must be the tippiest, trickiest Mac book ever written. Undocumented surprises await on every page. Power users. Security, accounts, networking, build-your own Services, file sharing with Windows—this one witty, expert guide makes it all crystal clear. There's something new on practically every page of this new edition, and David Pogue brings his celebrated wit and expertise to every one of them. Apple's brought a new cat to town, and Mac OS X Mountain Lion: The Missing Manual is the best way to tame it.

Apple continues to set the bar for portable media players, but iPods still don't come with a guide to their impressive features. This full-color Missing Manual shows you how to play music, videos, and slideshows, shop the iTunes store, and create and manage your media library. It's the most comprehensive (and popular) iPod book available. The important stuff you need to know: Fill it up. Load your iPod with music, photos, movies, TV shows, games, and eBooks. Tune into iTunes. Download media from the iTunes store, rip your CDs, and organize your entire media collection. Tackle the Touch. Use the Touch to shoot photos and video, send and receive email and text messages, and make video calls to other iOS 5 gadgets. Go wireless. Sync your content and surf the Web over the air, using the Touch's new iOS 5 software. Get moving with the Nano. Track your workouts with the built-in Nike+ sensor; dial in FM radio; and even create slideshows. Master the Shuffle and Classic. Get your Shuffle talking with VoiceOver, and play music, video, and slideshows on your Classic.

Excel, the world's most popular spreadsheet program, has the muscle to analyze heaps of data. Beyond basic number-crunching, Excel 2010 has many impressive features that are hard to find, much less master -- especially from online help pages. This Missing Manual clearly explains how everything works with a unique and witty style to help you learn quickly. Navigate with ease. Master Excel's tabbed toolbar and its new backstage view Perform a variety of calculations. Write formulas for rounding numbers, calculating mortgage payments, and more Organize your data. Search, sort, and filter huge amounts of information Illustrate trends. Bring your data to life with charts and graphics -- including miniature charts called Sparklines Examine your data. Summarize information and find hidden patterns with pivot tables and slicers Share your spreadsheets. Use the Excel Web App to collaborate with colleagues online Rescue lost data. Restore old versions of data and find spreadsheets you forgot to save You can build everything from simple animations to full-fledged iPhone, iPad, and Android apps with Flash CS6, but learning this complex program can be difficult—unless you have this fully updated, bestselling guide. Learn how to create gorgeous Flash effects even if you have no programming experience. With Flash CS6: The Missing Manual, you'll

move from the basics to power-user tools with ease. The important stuff you need to know: Learn animation basics. Turn simple ideas into stunning animations—in the very first chapter. Master Flash's tools. Learn the animation and effects tools with clear explanations and hands-on examples. Use 3D effects. Rotate objects and make them move in three dimensions. Create lifelike motion. Use the IK Bones tool to simulate realistic body movements and other linked motions. Build apps that work anywhere. Create apps just for iOS or Android devices—or one app that works on mobile devices and desktops. Add multimedia. Incorporate your own audio and video files into Flash. Create rich interactive animations. Dive into advanced interactivity with easy-to-learn ActionScript examples.

Anyone with programming experience can learn how to write an iPhone app. But if you want to build a great app, there's a lot more to it than simple coding: you also need to know how design and market your creation. This easy-to-follow guide walks you through the entire process, from sketching out your idea to promoting the finished product. Get to know the tools for developing your iPhone app Design a great app before you start coding Build a complex app with Xcode and Interface Builder Decide how to brand your app—then beta-test that brand in the real world Learn the inside scoop on how to get your app into the App Store Promote your product, track sales, and build a strong customer following

Ready to move to the Mac? This incomparable guide helps you make a smooth transition. New York Times columnist and Missing Manuals creator David Pogue gets you past three challenges: transferring your stuff, assembling Mac programs so you can do what you did with Windows, and learning your way around Mac OS X. Learning to use a Mac is not a piece of cake, but once you do, the rewards are oh-so-much better. No viruses, worms, or spyware. No questionable firewalls or inefficient permissions. Just a beautiful machine with a thoroughly reliable system. Whether you're using Windows XP or Windows 7, we've got you covered. Transfer your stuff. Moving files from a PC to a Mac is the easy part. This guide gets you through the tricky things: extracting your email, address book, calendar, Web bookmarks, buddy list, desktop pictures, and MP3 files. Re-create your software suite. Big-name programs from Microsoft, Adobe, and others are available in both Mac and Windows versions. But hundreds of other programs are Windows-only. Learn the Macintosh equivalents and how to move data to them. Learn Mac OS X Lion. Once you've moved into the Macintosh mansion, it's time to learn your way around.

You're in good hands with the author of Mac OS X: The Missing Manual, the #1 bestselling guide to Mac OS X.

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 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

Elements 9 offers much of Photoshop's power without the huge price tag. It's an ideal tool for most image-editing buffs -- including scrapbookers, photographers, and aspiring graphic artists. But Elements still doesn't come with a decent manual. This bestselling book will help you get the most out of the program, from the basics to advanced tips for both Windows and Mac. Quickly learn your way around. Customize Elements to suit your working style. Get to work right away. Import, organize, and make quick image fixes with ease. Retouch any image. Learn how to repair and restore your old and damaged photos. Add some pizzazz. Give images more zip with dozens of filters, frames, and special effects. Find your creative flair. Create scrapbooks, greeting cards, photo books, and more. Use advanced techniques. Work with layers, blend modes, and other tools. Try out your new skills. Download practice images and try new tricks as you learn.

Provides information on using PHP and MySQL to build and manage database-driven websites.

The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses.

Get the most from your Droid X right away with this entertaining Missing Manual. Veteran tech author Preston Gralla offers a guided tour of every feature, with lots of expert tips and tricks along the way. You'll learn how to use calling and texting features, take and share photos, enjoy streaming music and video, and much more. Packed with full-color illustrations, this engaging book covers everything from getting started to advanced features and troubleshooting. Unleash the power of Motorola's hot new device with Droid X: The Missing Manual. Get organized. Import your contacts and sync with Google Calendar and Microsoft Exchange. Go online. Get your phone to act as a portable hotspot or as a

modem to get your laptop online. Play music. Purchase music from Amazon and sync your Droid X with Windows Media Player and iTunes. Shoot photos and video. Edit and share your photos, and use them as desktop or icon images. Record video and share it with your friends. Connect to Google Maps. Use geotagging and get turn-by-turn directions.

Looks at the features and functions of the iPad2, covering such topics as accessing the Internet, setting up an email account, using built-in apps, playing games, using iTunes, watching videos, and syncing with MobileMe.

Combine a world-class e-reader with a top-notch tablet—then add know-how from technology guru Preston Gralla—and you have the perfect recipe for portable entertainment. Packed with clear instructions and helpful illustrations, this book gets you up to speed on the NOOK Tablet so you can enjoy ebooks, magazines, games, apps, TV shows, and movies right away. The important stuff you need to know: Relax with a book. Load your NOOK library with ebooks, comics, and interactive books for kids. Play with apps. Enjoy the games and apps everyone's talking about. Go online. Browse the Web and check your email with built-in WiFi. Be social. Share books and recommendations with your NOOK Friends and Facebook and Twitter contacts. Take in a show. Watch movies and TV series, and listen to your favorite music anywhere. Read all about it. Subscribe to a variety of magazines and newspapers.

Using illustrations, every aspect of the Kindle Fire HD is explained including using it as an e-reader, watching TV and movies, listening to music, and managing applications.

CSS3 lets you create professional-looking websites, and this manual shows you how to take your HTML and CCS skills to the next level with tips, tricks, and step-by-step instructions to build web pages that look great and run fast on devices and screens of all sizes.

Want to create animated graphics for iPhone, iPad, and the Web, using familiar Adobe features? You've come to the right book. Adobe Edge Animate: The Missing Manual shows you how to build HTML5 graphics with Adobe visual tools. No programming experience? No problem. Adobe Edge Animate writes all of the code for you. With this book, you'll be designing great-looking web elements in no time. (Note: This book does not cover Adobe Edge Animate CC and later versions.) The important stuff you need to know: Jump into animation. Master Animate's elements, properties, and timeline panels. Create and import graphics. Make drawings with Animate's tools, or use art you've created in other programs. Work with text. Build menus, label buttons, provide instructions, and perform other tasks. Make it interactive. Use triggers and actions to give users control over their web experience. Dig into JavaScript. Customize your projects by tweaking your code. Look great at any size. Publish responsive web pages that adjust to any display, tablet, or smartphone.

Explains how to use QuickBooks to set-up and manage bookkeeping systems, track invoices, pay bills, manage payroll, generate reports, and determine job costs.

Demonstrates how to become adjusted to the Macintosh operating system and how to transfer data from a Windows system to a Macintosh, discussing topics such as moving files and Macintosh equivalents to Windows-only programs.

Access 2010: The Missing Manual Pogue Press

Shows how to use Photoshop Elements 11 to retouch, repair, publish, and add effects to digital photographs and graphics by altering such factors as lighting, composition, and texture, and through editing, cropping, and filtering.

Describes the fundamentals of FileMaker Pro 12, covering such topics as working with layouts, relational database design, calculations, scripting, reporting, security, debugging, and Web publishing.

With Lion, Apple has unleashed the most innovative version of Mac OS X yet—and once again, David Pogue brings his humor and expertise to the #1 bestselling Mac book. Mac OS X 10.7 completely transforms the Mac user interface with multi-touch gestures borrowed from the iPhone and iPad, and includes more than 250 brand-new features. This book reveals them all with a wealth of insight and detail—and even does a deep dive into iCloud, Apple's wireless, free syncing service for Macs, PCs, iPhones, and iPads. Perfect for newcomers. Get crystal-clear, jargon-free introduction to the Dock, the Mac OS X folder structure, Safari, Mail, and iCloud. Go in-depth. Learn how use key new features such as full-screen apps, Mission Control, the new Mac App Store, Launchpad, Resume, Auto Save, Versions, AirDrop, and more. Are you even more of a power user? Learn to set up a network, make a Lion flash drive, and even learn the basics of Lion's underlying Unix. There's something new on practically every page of this new edition, and David Pogue brings his celebrated wit and expertise to every one of them. Apple's brought a new cat to town, and Mac OS X Lion: The Missing Manual is the best way to tame it.

Ready to unleash the Droid 2? This entertaining guide helps you take full command of Motorola's sleek new device to get online, shop, find locations, keep in touch, and much more. Every page is packed with useful information you can put to work right away, from setup to troubleshooting, with lots of valuable tips and tricks along the way. Get organized. Sync your contacts, calendar, and email with your Google Calendar and Outlook accounts. Go online. Make your phone a portable hotspot or a modem to get your laptop online. Be productive. Use Google docs to create and edit documents, spreadsheets, and presentations. Play music. Purchase music from Amazon and sync your Droid 2 with Windows Media Player. Capture photos and video. Edit your photos and share everything you shoot—instantly.

Whether you're a budding blogger or web development professional, WordPress is a brilliant tool for creating websites—if you know how to tap its impressive features. This jargon-free Missing Manual shows you how to use WordPress and its themes, plug-ins, and widgets to build just about any website you can imagine, from a classy blog to a basic e-commerce site. The important stuff you need to know: Create a blog. Get a free WordPress.com account, choose the right theme, and start publishing content. Build a website. Produce a professional-looking business site by customizing a WordPress theme. Add features. Choose from thousands of WordPress widgets and plug-ins to extend your site's features. Mix in multimedia. Include slideshows, video clips, webcasts, podcasts, and music players. Involve your readers. Let readers leave comments, contribute to your site, and carry on a dialog. Build an audience. Learn search-engine optimization, measure your reader's favorite pages, and publicize your site. Create a community. Use social media tools such as “Like” and sharing buttons, and provide RSS feeds of your posts.

With iOS 5, Apple added more than 200 new features to the iPad 2, but there's still no printed guide to using all its amazing capabilities. That's where this full-color Missing Manual comes in. You'll learn how to stuff your iPad with media, organize your personal life, wirelessly stream content to and from your tablet, stay connected to friends, and much more. The important stuff you need to know: Build your media library. Fill your iPad with music, movies, TV shows, eBooks, eMagazines, photos, and more. Go wireless. Sync content between your computer and iPad—no wires needed. Get online. Connect through WiFi or Wi-Fi + 3G, and surf the Web using the iPad's new tabbed browser. Consolidate email. Read and send messages from any of your email accounts. Get social. Use built-in apps like iMessage, Twitter, and Ping to stay in touch. Store stuff in iCloud. Stash your content online for free, and sync up all your devices automatically. Interact with your iPad. Learn new finger moves and undocumented tips, tricks, and shortcuts.

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.

Unlock the secrets of this powerful database program and discover how to use your data in creative ways. With this book's easy step-by-step process, you'll quickly learn how to build and maintain a complete Access database, using Access 2013's new, simpler user interface and templates. You also get practices and tips from the pros for good database design—ideal whether you're using Access for school, business, or at home. The important stuff you need to know: Build a database with ease. Store information to track numbers, products, documents, and more. Customize the interface. Build your own forms to make data entry a snap. Find what you need fast. Search, sort, and summarize huge amounts of information. Put your data to use. Turn raw info into printed reports with attractive formatting. Share your data. Collaborate online with SharePoint and the Access web database. Dive into Access programming. Get tricks and techniques to automate common tasks. Create rich data connections. Build dynamic links with SQL Server, SharePoint, and other systems.

Dreamweaver is the tool most widely used for designing and managing professional-looking websites, but it's a complex program. That's where Dreamweaver CS5.5: The Missing Manual comes in. With its jargon-free explanations, 13 hands-on tutorials, and savvy advice from Dreamweaver expert Dave McFarland, you'll master this versatile program with ease. Get A to Z guidance. Go from building your first web page to creating interactive, database-driven sites. Build skills as you learn. Apply your knowledge through tutorials and downloadable practice files. Create a state-of-the-art website. Use powerful, easy-to-use tools such as CSS3 and Spry effects to build visually rich, fast-loading pages. Add instant interactivity. Choose from pre-packaged JavaScript programs to add drop-down menus, tabbed panels, forms, and other features. Tap into databases. Connect your site to a database and build pages that dynamically sort and display stored information. Go mobile. Build and preview websites for smartphones and tablets. Discover hidden tips and tricks. Get undocumented workarounds and shortcuts.

Droid X2 has more power and better graphics than its predecessor, but it still doesn't offer a printed guide to its amazing features. This Missing Manual helps you dig deep into everything Droid X2 can do. Learn how to shop, keep in touch, play with photos, listen to music, and even do some work. Unleash the power of this popular device with expert advice. The important stuff you need to know: Get organized. Sync Droid X2 with Google Calendar, Exchange, and Outlook. Go online. Navigate the Web, use email, and tap into Facebook and Twitter. Listen to tunes. Play and manage music using Droid X2's Music app and Google's Music Cloud Player. Shoot photos and video. View and edit photos, slideshows, and video in the Gallery. Connect to Google Maps. Use geotagging and get turn-by-turn directions. Stay productive. Create, edit, and store documents with Google Docs and Microsoft Office.

JavaScript lets you supercharge your web pages with animation, interactivity, and visual effects, but learning the language isn't easy. This fully updated and expanded guide takes you step-by-step through JavaScript basics, then shows you how to save time and effort with jQuery--the library of prewritten JavaScript code--and the newest innovations from the jQuery UI plug-in.

If you want to gain more control over your social networking activities with Google+, this jargon-free guide helps you quickly master the ins and outs of the site. Learn how to organize your contacts, hold video chats with as many as ten people, and determine exactly who may learn what about you. With this book, you'll navigate Google+ with ease. The important stuff you need to know: Message your profile. Control what the public, specific groups, or certain individuals can see about you. Move in the right circles. Assign folks to different groups and share the right stuff with the right people. Jump into streams. Get all the updates, pictures, and links from people you know. Host hangouts. Organize and attend group video chats. View and share photos. Make them available to whomever you like—whether or not they're Google+ members. Get notifications. Monitor what others do (and share about you) on Google+. Go mobile. Use Google+ on your Android, iPhone, or mobile web browser.

This hands-on, friendly guide shows you how to harness FileMaker's power to make your information work for you. With a few mouse clicks, the FileMaker Pro 11 database helps you create and print corporate reports, manage a mailing list, or run your entire business. FileMaker Pro 11: The Missing Manual helps you get started, build your database, and produce results, whether you're running a business, pursuing a hobby, or planning your retirement. It's a thorough, accessible guide for new, non-technical users, as well as those with more experience. Start up: Get your first database up and running in minutes Catalog your data: Organize contacts, to-do items, and product information with speedy data-entry and sorting tools Create professional documents: Publish reports, invoices, and more, with ease Add visual power and clarity: Create colorful charts to illustrate and summarize your data Harness processing power: Crunch numbers and search text with dozens of built-in formulas Learn advanced topics: Explore the high-level features of FileMaker Pro Advanced and FileMaker Server

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.

You can build everything from simple animations to full-fledged iOS and Android apps with Flash CS5.5, but learning this complex program can be difficult—unless you have this fully updated, bestselling guide. Learn how to create gorgeous Flash effects even if you have no programming experience. With *Flash CS5.5: The Missing Manual*, you'll move from the basics to power-user tools with ease. Learn animation basics. Discover how to turn simple ideas into stunning animations. Master Flash's tools. Learn the animation and effects tools with clear explanations and hands-on examples. Use 3D effects. Rotate objects and make them move in three dimensions. Create lifelike motion. Use the IK Bones tool to simulate realistic body movements and other linked motions. Build apps for tablets and smartphones. Create the next generation of iPhone, iPad, and Android apps. Add multimedia. Incorporate your own audio and video files into Flash. Create rich interactive animations. Dive into advanced interactivity with easy-to-learn ActionScript examples. Microsoft Office is the most widely used software suite in the world. The half-dozen programs in Office 2010 are packed with amazing features, but most people just know the basics. This entertaining guide not only gets you started with Office, it reveals all kinds of useful things you didn't know the software could do -- with plenty of power-user tips and tricks when you're ready for more. Create professional-looking documents. Learn everything you need to know to craft beautiful Word documents. Stay organized. Keep track of your email, calendar, and contacts with Outlook. Crunch numbers with ease. Assemble data, make calculations, and summarize the results with Excel. Make eye-catching presentations. Build PowerPoint slideshows with video and audio clips, animations, and more. Build Access databases quickly. Make your data easy to find, sort, and manage. Manage your files more efficiently. Use the new Backstage view to quickly work with your Office files. Get to know the whole suite. Learn to use other handy Office tools: Publisher, OneNote, and Office Web Apps.

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