

## Sams Teach Yourself Microsoft Publisher 98 In 24 Hours

Explains how to use the Web authoring program to create a Web page using themes and templates, and enhance a Web site with sound, graphics, and animation, while describing shortcuts for over one hundred different tasks

BASIC APPROACH PLEASE PROVIDE COURSE INFORMATION

A guide to the business presentation software explains how to combine text, animation, video, photographs, sound effects, and narration into a professional-looking presentation.

Sams Teach Yourself Microsoft Windows® 7 in 10 Minutes gives you straightforward, practical answers when you need fast results. By working through its 10-minute lessons, you'll learn how to get more done with Windows 7...get it done quicker with no hassle...and have more fun along the way! Tips point out shortcuts and solutions. Cautions help you avoid common pitfalls. Notes provide additional information. 10 minutes is all you need to learn how to... Quickly discover Windows 7's best new features Personalize Windows 7 just the way you like it Use the newest Internet Explorer to browse the web faster and more safely Set up and connect to wireless networks quickly Create and use network Homegroups Find files and programs in no time with Instant Desktop Search Accomplish tasks more quickly with Jump Lists and Libraries Create slideshows with Windows 7's media tools Enjoy videos and music with Windows 7's media tools Safeguard your files with Windows Backup Reliably set up printers and other devices Make the most of Windows 7 on netbooks and notebooks Maintain and troubleshoot any Windows 7 computer Recover lost account passwords with a password reset disk

Demonstrates FrontPage's updated features while reviewing basic Web publishing techniques.

A guide to the software package highlights tips and shortcuts while explaining how to create professional documents, Web pages, databases, and business presentations.

On SQL - beginners level

A beginner's guide to Outlook 2003 provides a self-paced tutorial that introduces a variety of Outlook tasks and functions, as well as a number of shortcuts, tools, and techniques to simplify the use of the latest version of Outlook.

Designed to be an all in one solution, this book helps users to get up and running on their computers and learn the pre-loaded software applications. This third edition has been revised and updated to include coverage of new PC hardware and software.

A guide to Microsoft Word covers such topics as formatting, using columns, adding images, and integration with other software.

Offers tutorials covering data-aware controls and Web pages, data organization, reusable code modules, reports, graphing, and contact and task management.

Shows how to use Photoshop Elements 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.

Explains how to browse the Web, e-mail, chat, play games, create a Web site and Web graphics, and ensure security against viruses and hackers.

Presents a series of lessons, exercises, and quizzes covering the features of Microsoft CRM 2011, including such topics as security, contacts, marketing campaigns, Outlook integration, scheduling, and query basics.

In just 24 sessions of one hour or less, you'll learn how to build state-of-the-art websites with Microsoft Expression Web 4 (Service Pack 2), HTML5, CSS3, and jQuery! Using this book's straightforward, step-by-step approach, you'll master the entire web development process, from concept through delivery. You'll learn how to plan, design, and construct sites that are easy to manage and update, work perfectly on every browser, and get noticed by every search engine! Each lesson builds on what you've already learned, giving you a strong real-world foundation for success, no matter what kind of site you're building! Step-by-step instructions carefully walk you through the most common Expression Web 4 SP2 tasks. Quizzes and Exercises at the end of each chapter help you test your knowledge. By the Way, Did You Know?, and Watch Out! boxes offer advice and solutions. Learn how to... Make the most of the new features, updated interface, and advanced standards support in Expression Web 4 SP2 Implement custom processes, toolbars, and workspaces for building sites faster Use the new SEO Checker to consistently optimize pages for search engines Write error-free code quickly with Code view and IntelliSense Rapidly format (or reformat) hundreds of pages with Dynamic Web Templates Use new jQuery UI widgets to create accordions, tabbed boxes, and interactive calendars Embed HTML5 video apps from YouTube or other sites Find and fix cross-browser inconsistencies with SP2's improved SuperPreview Test protected functionality or live sites that require login Use new publishing options to go live more quickly

Sams Teach Yourself Java in 21 Days continues to be one of the most popular, best-selling Java tutorials on the market. Written by two expert technical writers, it has been acclaimed for its clear and personable writing, for its extensive use of examples, and for its logical and complete organization. This new edition of the book maintains and improves upon all these qualities, while updating, revising, and reorganizing the material to cover the latest developments in Java and to expand the book's coverage of core Java programming topics. Sun's new version of Java 2 Standard Edition—SDK version 1.4—is expected to be released by the end of 2001. According to Sun, version 1.4 builds upon Java's cross-platform support and security model with new features and functionality, enhanced performance and scalability, and improved reliability and serviceability.

Introduces the latest version of the database program and provides lessons on how to create, update, and modify databases

Experienced Word users will learn to create their own time-saving productivity-enhancing macros based on VBA and begin writing their own code. Basics are addressed with other topics covering sentences object, paragraph object, document objects, templates and more.

In just 24 sessions of one hour or less, you'll learn how to build flexible, easy-to-maintain, standards-based websites with Microsoft Expression Web 3. Using this book's straightforward, step-by-step approach, you'll master the entire process, from concept through delivery. You'll learn powerful ways to plan, design, construct, and even redesign websites that are simple to manage and easy to repurpose. Each lesson builds on what you've already learned, giving you a strong real-world foundation for success, no matter what kind of site you're building! Step-by-step instructions carefully walk you through the most common Expression Web 3 tasks. Quizzes and Exercises at the end of each chapter help you test your knowledge. By the Way notes present interesting information related to the discussion. Did You Know? tips offer advice or show you easier ways to perform tasks. Watch Out! cautions alert you to possible problems and give you advice on how to avoid them Learn how to... Build your first Expression Web 3 website in just five minutes Establish work processes for building standards-based sites faster, with far less work Write error-free code quickly and easily with Code view and IntelliSense Create hyperlinks that simplify navigation, perform actions, and send commands Understand, create, and modify CSS style sheets with unprecedented speed and accuracy Use Dynamic Web Templates to consistently format (or reformat) hundreds of pages Implement state-of-the-art interactivity with buttons, behaviors, and Cascading Style Sheets (CSS) Publish simple Silverlight applications and add multimedia content from Flash and other sources Build advanced drop-down and other CSS-based menus from scratch Learn how and when to use each of Expression Web's six publishing options Integrate web application code written in ASP.NET or PHP

Explains how to use Visual Basic to build functions, arrays, subroutines, string operators, and variables in Microsoft Excel  
Written with clarity and a down-to-earth approach, Sams Teach Yourself SQL Server 2005 Express in 24 Hours covers the basics of Microsoft's latest version of SQL Server. Expert author Alison Balter takes you from basic concepts to an intermediate level in 24 one-hour lessons. You will learn all of the basic tasks necessary for the administration of SQL Server 2005. You will also learn how to write and fully utilize: SQL Server stored procedures Functions Triggers using T-SQL, VB.NET, and C# You will also learn how to output SQL Server data to reports and the Internet. Sams Teach Yourself SQL Server 2005 Express in 24 Hours is a well-organized, authoritative introduction that will quickly have you up and running with SQL Server 2005.

Sams Teach Yourself Microsoft Publisher 2000 in 24 Hours steps the reader through everything he or she needs to know in order to quickly create a desired publication, while building skills that can be applied in the future to other types of projects. Since Microsoft Publisher comes with hundreds of built-in templates, the focus of this book is not on specific types of projects, but on basic product features and general desktop publishing and design techniques that help the reader use and customize templates for a variety of different types of publications.

Titles, text, and tables. Linking to stuff. Adding Pizzazz with multimedia. Fine-tuning your page. Getting it online.

Provides step-by-step lessons on creating schedules, Gantt charts, and budgets, and creating customized reports with graphics, audio, and video

"Sams Teach Yourself Windows 2000 Server in 24 Hours" assists in the deployment and administration of a new Windows 2000 System. It uses a tutorial method for instructing users who have the tasks of installing Windows 2000 or upgrading to Windows 2000 with an emphasis on new features.

Explains how to install Microsoft Exchange server 5.5, configure server functions, connect to other systems, synchronize directories, and troubleshoot problems

John guides the reader through the new and unfamiliar Windows interface, while introducing the new features. The book provides information in several formats, all integrated with theory, tutorials, procedures, tips and comprehensive. Topics range from: \* Installation of Windows XP \* Whether to upgrade and if so, how to do it \* Configuring services and setting up users \* Navigation of the new menus \* Explanation of the new internet options, such as third party cookie alert, firewalls, and web publishing wizard \* Registry configurations \* Integration ideas for home networks and explanations about using the networking wizards \* Accessory overview \* Using XP on laptops \* Working with Linux Maintaining the system & productivity tips

Vista is the brave new world of Microsoft Windows computing, and with it, what once was old, is new again. In just a short time, Sams Teach Yourself Windows Vista All in One will have you up and running with this new, must-have Windows operating system. Using a straightforward, step-by-step approach, each lesson builds upon a real-world foundation forged in both technology and everyday user scenarios, allowing you to learn the essentials of Windows Vista from the ground up. If you're a pro or a newcomer to Windows, you have in your hands the book you need to make the most of Vista with the least effort possible. Step-by-step instructions carefully walk you through the most common questions, issues, and tasks, and you'll learn the extra under-the-hood features that enable you to leverage Windows even more. Learn how to... • Do more with Windows Vista in less time • Quickly start using Vista's new user interface like a pro • Leverage the power of Vista's new Aero graphics • Keep often-used tools and utilities handy by adding Gadgets to your new Windows Sidebar • Manage your digital picture library with Windows Photo Gallery • Utilize Vista's Explorer windows to quickly get to data you need • Master Vista's new Instant Search feature, so your files no longer get lost in the shuffle • Use the new Windows Media Player 11 to manage both your music and video collections • Automate routine Windows tasks so your computer works while you sleep • Improve security with Vista's state-of-the-art Windows Defender • Easily optimize your disk's files and folders and configure your home network • Protect your valuable data with Vista's Backup and Restore Center • Surf the 'Net with tabbed browsing, manage RSS feeds, and more, using the new Internet Explorer 7

Lessons cover installing and configuring Windows 2000 Professional, working with applications, security, file management, and adding hardware

Examines the new features of the operating system, covering such topics as Windows XP upgrading and installation, configuring services, menu navigation, Internet options, and networking.

Demonstrates Outlook 2000's VBA capabilities, covering customization, debugging, building routines, and creating custom reports

Demonstrates the features of the Microsoft Publisher desktop publishing program, suggests sample projects, and discusses layout, text, graphics, and formats

Sams Teach Yourself Microsoft Publisher 2000 in 24 Hours

Visual C# .NET is available as part of Microsoft's Visual Studio .NET suite of developer tools (\$1,079 to \$2,499) or as a standalone product (\$109 before MS rebates). With the initial release of Visual Studio.NET in 2001, the focus was on the new language C# and not the developer tool Visual C#. Now that Visual Studio is moving out of the "early adopter" stage and into general acceptance by the bulk of the developer audience, the trend is toward Visual C# as a developer tool with less interest in the basis language. Teach Yourself Visual C# .NET in 24 Hours provides readers with 24 structured lessons with step-by-step guidance to real-world programming tasks including Windows and Web applications. James Foxall moves beyond the pure syntax covered in most C# books to guide readers through the basics of Visual C# .NET. Each chapter includes practice exercises, tips, notes, and cautions providing easy-to-understand advice on how to start programming quickly. Sidebars provide more experienced readers with tips that will ease their migration from Visual Basic 6 and Visual C++ to Visual C# .NET.

Provides instructions for building a relational database using Access 2002, discussing such topics as designing, building, and maintaining database applications; implementing Data Access Pages; and publishing on the Internet or an intranet.

Explains how to use the desktop publishing program to arrange text and pictures, create logos with WordArt, and create special effects with fonts, styles, and typography techniques

A tutorial demonstration of the updated operating system covers installation, configuration, desktop activation, Internet connectivity, system maintenance, peripherals, e-mail, software, and remote computing.

Introduces the latest version of the database program and provides lessons on how to create, update, and modify databases.

Explains how to use the newest version of Excel to store and manipulate data, create and use formulas, customize spreadsheets, integrate Excel with other applications, and share data over an intranet.

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