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# Microsoft® Office 2010 Inside Out

*Conquer  
Microsoft  
Excel formulas  
and  
functions—from  
the inside  
out! You're*

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*beyond the  
basics, so  
dive right in  
and really put  
Excel formulas  
and functions  
to work! This  
supremely  
organized  
reference  
packs hundreds  
of timesaving*

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*solutions, troubleshooting tips, and workarounds.*

*It's all muscle and no fluff.*

*Discover how the experts increase their data analysis capabilities*

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*using Excel*

*2003, 2007, or  
2010—and*

*challenge*

*yourself to*

*new levels of  
mastery.*

*Customize*

*Excel formulas*

*using 350+*

*built-in*

*functions*

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**Create**

**reusable**

**formulas for**

**common**

**calculations**

**Learn smarter**

**ways to**

**calculate date**

**and time**

**values**

**Systematically**

**search**

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**worksheets  
with lookup  
and reference  
functions  
Perform  
advanced  
calculations  
using  
mathematical,  
statistical,  
and financial  
functions**

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*Build complex  
formulas by  
nesting one  
function  
inside of  
another  
Analyze profit  
margins and  
more with new  
functions in  
Excel 2010  
Develop your*

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Office 2010 Inside

*own functions*

*with Visual*

*Basic for*

*Applications*

*(VBA) NOTE:*

*The sample*

*Excel files*

*that accompany*

*the book were*

*updated on*

*12/4/2012.*

*Click the*



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Office 2010 Inside  
**Companion**  
Out

*Content link  
to download  
the files.*

*You're beyond  
the basics, so  
dive right in  
and customize,  
automate, and  
extend*

*Access—using  
Visual Basic*

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*for*

*Out  
Applications*

*(VBA). This*

*supremely*

*organized*

*reference is*

*packed with*

*hundreds of*

*time-saving*

*solutions, tro*

*ubleshooting*

*tips, and*

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*workarounds.*

*It's all  
muscle and no  
fluff.*

*Discover how  
the experts  
use VBA to  
exploit the  
power of  
Access—and  
challenge  
yourself to*

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Out  
*new levels of  
mastery!*

*Enhance your  
application  
with VBA built-  
in functions  
and SQL code  
Use the Access  
Object Model  
to work with  
data in forms  
and reports*

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*Manipulate  
data using  
SQL, queries,  
and recordsets  
with Data  
Access Objects  
(DAO) Create  
classes for  
handling form  
and control  
events Connect  
your Access*

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*database to  
different  
sources of  
data*

*Effectively  
plan how to  
upsized an  
existing*

*Access*

*database to  
Microsoft SQL  
Server*

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*Dynamically*

*update*

*Microsoft*

*Excel*

*spreadsheets*

*from the*

*database*

*Migrate your*

*Access*

*database*

*directly to*

*the cloud*

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*using SQL*  
Out  
*Azure*

*Conquer*  
*Microsoft*  
*Excel -- from*  
*the inside*  
*out! Dive into*  
*Microsoft*  
*Excel -- and*  
*really put*  
*your*  
*spreadsheet*



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*expertise to  
work. This  
supremely  
organized  
reference  
packs hundreds  
of timesaving  
solutions,  
tips, and  
workarounds --  
all you need  
to make the*

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*most of*

*Excel's most  
powerful tools  
for analyzing  
data and  
making better  
decisions.*

*Renowned Excel  
experts Bill  
Jelen and Paul  
McFedries  
offer a*

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Out

*complete tour  
of Excel in  
Office 365,  
from efficient  
interface  
customizations  
to advanced  
analysis, visu  
alizations,  
and  
dashboards.  
Discover how*

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*experts tackle  
today's key  
tasks -- and  
challenge  
yourself to  
new levels of  
mastery.*

*Topics  
include:*

*Customizing  
the Excel*

*workspace Best*

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*practices for  
designing and  
managing  
worksheets*

*Creating  
formulas and  
functions*

*Performing  
statistical,  
what-if, and  
other data*

*analysis Core*

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*to advanced  
charting  
techniques  
Using graphics  
and sparklines  
Managing  
databases and  
tables  
Automating  
Excel with  
macros and  
custom*

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*functions*

*Collaborating  
in Excel*

*online, in the  
cloud, and  
more Extending  
Excel*

*Conquer Office  
apps in  
Microsoft 365*

*-- from the  
inside out!*

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*Dive into*

*Microsoft*

*Office and*

*really put its*

*productivity*

*tools and*

*services to*

*work! This*

*supremely*

*organized*

*reference*

*packs hundreds*



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*of timesaving  
solutions,  
tips, and  
workarounds --  
all you need  
to make the  
most of  
Office's most  
powerful tools  
for  
productivity  
and decision-*

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*making.*

*Renowned*

*Office expert*

*Joe Habraken*

*offers a*

*complete tour,*

*with cutting-*

*edge*

*techniques and*

*shortcuts for*

*Word, Excel,*

*PowerPoint,*

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*Outlook,  
Out  
OneNote, and  
Teams.*

*Discover how  
experts tackle  
today's key  
tasks -- and  
challenge  
yourself to  
new levels of  
mastery.*

*Create amazing*

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Out  
*content faster  
with Office's  
new features,  
tools, and  
shortcuts  
Share,  
collaborate  
with, and  
secure Office  
files in the  
cloud  
Organize,*

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Out

*edit, and  
format complex  
documents with  
Microsoft Word  
Build tables  
of contents,  
captions,  
indexes, and  
footnotes that  
automatically  
update  
Efficiently*

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*enter and  
manage data in  
Excel*

*workbooks, and  
format it for  
easy*

*understanding  
Build*

*flexible,  
reliable Excel  
workbooks with  
formulas and*

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Office 2010 Inside  
*functions*

*Integrate data  
from external  
sources,  
including web  
tables, text  
files, and  
more Transform  
data into  
insight with  
Excel charts,  
Sparklines,*

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Office 2010 Inside  
and

*PivotTables*

*Quickly create  
presentations  
with*

*PowerPoint*

*themes, Reuse  
Slides, and  
Libraries*

*Build more  
impactful  
slides with*



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*advanced  
Out  
formatting,  
SmartArt,  
animation,  
transitions,  
and multimedia  
Use PowerPoint  
tools to  
present more  
effectively,  
both in person  
and online*

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*Systematically*

*improve email*

*productivity*

*and security*

*with Outlook*

*Manage*

*appointments*

*and tasks, and*

*quickly plan*

*meetings*

*Microsoft*

*Office Visio*

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makes learning  
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*more ways than  
ever before. Here's  
WHAT You'll Learn  
Manage your data  
quickly and  
efficiently Filter,  
sort, summarize,  
and crunch your  
numbers Use  
formulas and  
functions to do the  
heavy lifting Bring  
data to life with  
charts and graphics*

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*Share data  
between Microsoft  
Office documents  
Work as a team,  
online and in the  
cloud Here's HOW  
You'll Learn It Jump  
in wherever you  
need answers  
Follow easy STEPS  
and SCREENSHOTS  
to see exactly what  
to do Get handy  
TIPS for new*

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*Out*  
techniques and  
shortcuts Use TRY  
THIS! exercises to  
apply what you  
learn right away  
Everything you  
need to get  
productive in the  
Cloud with Office  
365 With 70 million  
users worldwide,  
Microsoft Office  
365 combines the  
familiar Office

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*desktop suite with  
cloud-based  
versions of  
Microsoft's next-  
generation  
communications  
and collaboration  
services. It offers  
many benefits  
including security,  
reliability,  
compatibility with  
other products,  
over-the-air*



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*updates in the cloud that don't require anything from the user, single sign on for access to everything right away, and so much more. Office 365 For Dummies offers a basic overview of cloud computing and goes on to cover Microsoft*

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Out  
*cloud solutions and  
the Office 365*

*product in a*

*language you can*

*understand. This*

*includes an*

*introduction to*

*each component*

*which leads into*

*topics around using*

*each feature in*

*each application.*

*Get up to speed on*

*instant messaging*

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*Use audio, video,  
and web  
conferencing Get  
seamless access to  
the Office suite  
with Office Web  
apps Access  
information  
anywhere, anytime  
Office 365 is the  
key to office  
productivity — and  
now you can put it  
to use for you!*

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*Microsoft® Office  
2010 Inside  
Out*  
Microsoft Press  
Conquer Microsoft  
Office—from the  
inside out! You're  
beyond the basics,  
so dive right into  
Microsoft  
Office—and really  
put these  
productivity tools  
and services to  
work! This

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fluff. Discover how  
the experts tackle  
Office—and  
challenge yourself*

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mastery. Take  
advantage of Office  
in the cloud with  
Office 365 Get  
insider tweaks and  
tips to become  
more productive  
Sync your email,  
calendar, and  
contacts on  
multiple devices  
Organize and edit  
complex*

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*documents with  
Microsoft Word  
Enhance Microsoft  
PowerPoint  
presentations with  
rich media Handle  
data with the  
Microsoft Excel  
Quick Analysis tool  
Get organized with  
Microsoft OneNote  
using expert  
techniques Save,  
share, and sync*

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*documents and  
settings with  
SkyDrive Use  
Microsoft Access,  
Publisher, and Lync  
in smarter ways  
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workarounds. It's all  
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Outlook 2010 -- and  
challenge yourself  
to new levels of  
mastery. Customize  
and configure  
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advanced setup  
options Organize

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and share your  
calendar, tasks, and  
notes to optimize  
efficiency Learn  
expert ways to  
manage your  
contacts and other  
critical data Extend  
the power of  
Outlook by using it  
with Microsoft  
Word, Access, and  
Excel Collaborate

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through Microsoft  
SharePoint 2010  
libraries and files  
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encryption, spam  
filters, and other  
security features  
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tasks through a  
Web browser or  
with a mobile  
device Configure

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Microsoft Exchange  
Server 2010 client  
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searchable online  
edition of this book,  
with unlimited  
access on the Web.  
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essential features in  
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2010, Excel 2010,

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Outlook 2010, and  
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hundreds of  
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tips, and  
workarounds. It's all  
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for complex  
calculations and  
data analysis. Save

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powered  
presentations.  
Expertly manage  
your inbox and  
business  
information.  
Protect your  
security and



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safeguard private  
information.

Collaborate with  
Windows Live  
SkyDrive and  
SharePoint.

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2017 administratio  
n—from the inside  
out Dive into SQL  
Server 2017 admini  
stration—and really  
put your SQL Server

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Out  
DBA expertise to  
work. This  
supremely  
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solutions, tips, and  
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you need to plan,  
implement,  
manage, and secure  
SQL Server 2017 in  
any production

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environment: on-premises, cloud, or hybrid. Four SQL Server experts offer a complete tour of DBA capabilities available in SQL Server 2017 Database Engine, SQL Server Data Tools, SQL Server Management Studio, and via

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memory, storage,  
clustering,  
virtualization, and  
other components

- Architect and implement database infrastructure, including IaaS, Azure SQL, and hybrid cloud configurations •

Provision SQL

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Out  
Server and Azure  
SQL databases •  
Secure SQL Server  
via encryption, row-  
level security, and  
data masking •  
Safeguard Azure  
SQL databases  
using platform  
threat protection,  
firewalling, and  
auditing •  
Establish SQL Server

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IaaS network

security groups and  
user-defined routes

- Administer SQL  
Server user security  
and permissions •

Efficiently design  
tables using keys,  
data types,

columns,  
partitioning, and  
views • Utilize

BLOBs and external,

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temporal, and  
memory-optimized  
tables • Master  
powerful  
optimization  
techniques  
involving  
concurrency,  
indexing,  
parallelism, and  
execution plans •  
Plan, deploy, and  
perform disaster



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recovery in  
traditional, cloud,  
and hybrid  
environments For  
Experienced SQL  
Server  
Administrators and  
Other Database  
Professionals •  
Your role: Intermedi-  
ate-to-advanced  
level SQL Server  
database

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Out  
administrator,  
architect,  
developer, or  
performance tuning  
expert •

Prerequisites: Basic  
understanding of  
database

administration  
procedures

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2013—from the  
inside out! You ' re

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Out  
beyond the basics,  
so dive right into  
SharePoint  
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manage documents

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throughout the  
enterprise Build  
team sites and  
collaborate with  
Microsoft OneNote  
and SkyDrive  
Design workflows  
with SharePoint  
Designer and  
Microsoft Visio  
Produce e-forms  
using Microsoft  
InfoPath and Access

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Manage community  
sites using business  
social features

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to external data and  
business systems

Create business  
intelligence

dashboards and key  
performance  
indicators

Customize and  
control Sharepoint

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System

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Service)

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solutions,  
troubleshooting  
tips, and  
workarounds,  
covering the new  
features of



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Server DBA

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solutions, tips, and  
workarounds—all  
you need to plan,  
implement,  
manage, and  
secure SQL Server  
2019 in any  
production

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environment: on-premises, cloud, or hybrid. Six experts thoroughly tour DBA capabilities available in SQL Server 2019 Database Engine, SQL Server Data Tools, SQL Server Management Studio, PowerShell, and Azure Portal.

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2019's toolset,  
including the  
improved SQL  
Server  
Management  
Studio, Azure Data  
Studio, and  
Configuration  
Manager Design,  
implement,  
manage, and  
govern on-  
premises, hybrid, or

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Azure database  
infrastructures  
Install and  
configure SQL  
Server on Windows  
and Linux Master  
modern  
maintenance and  
monitoring with  
extended events,  
Resource Governor,  
and the SQL  
Assessment API

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Automate tasks  
with maintenance  
plans, PowerShell,  
Policy-Based  
Management, and  
more Plan and  
manage data  
recovery, including  
hybrid  
backup/restore,  
Azure SQL  
Database recovery,  
and geo-replication

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Use availability  
groups for high  
availability and  
disaster recovery  
Protect data with  
Transparent Data  
Encryption, Always  
Encrypted, new  
Certificate  
Management  
capabilities, and  
other advances  
Optimize databases



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with SQL Server

2019's advanced  
performance and  
indexing features  
Provision and  
operate Azure SQL  
Database and its  
managed instances  
Move SQL Server  
workloads to Azure:  
planning, testing,  
migration, and post-  
migration

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You're beyond the basics with Word, so dive right in and really put your documents to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all

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Out  
Themes, Quick  
Style Sets, and  
Building Blocks Add  
visual impact with  
SmartArt diagrams,  
charts, pictures,  
and drawings  
Organize and clarify  
content with  
effective tables and  
charts Use cross-  
references, tables  
of contents, and

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indexes in your  
complex documents  
Produce Web sites  
and publish blogs  
directly from Word  
Coauthor and  
collaborate on  
documents in real  
time -- and help  
keep them secure  
Customize  
documents with  
macros, content

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quickest ways to  
solve a problem or  
learn new skills,  
using easy-to-follow  
steps and concise,  
straightforward  
language. You'll  
create professional-  
quality documents  
in no time. Here's  
**WHAT** you'll learn:

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Out

simultaneously --  
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you'll learn it: Jump  
in whenever you  
need answers Easy-  
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35 language specific versions are distributed worldwide." Who we are targeting: New users, intermediate users, and experienced users who need to learn how to harness the power of Microsoft Office, and its newest features, quickly and easily so that they can spend more time working on their

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complicated suite of applications." Fully updated. This new edition has approximately 30-40% new content covering the latest updates and enhancements made to Microsoft Office."

Published in conjunction with the release of the next version of Microsoft Office, which Microsoft

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is projected to launch in Q2 2010." Covers the five main Office applications: (1) Working with Word (2) Playing the numbers with Excel (3) Making presentations with PowerPoint (4) Getting organized with Outlook and (5) Storing data in Access." Written by veteran technology author Wallace Wang



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who has written more than 20 For Dummies titles, which account for more than 2.5 million books in print. About The Book: " What the book covers: Microsoft Office basics, typing and formatting text in Word, spicing up your documents, navigating an Excel spreadsheet, editing a spreadsheet, creating formulas,

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