

Microsoft Word 2007 Bible

Take control of your projects with this in-depth guide Whether you're managing a project for a small team or supervising a corporate assignment involving hundreds, the power of Microsoft Project 2007 and the detailed information in this comprehensive guide can keep you on track. From setting budgets to allocating resources to tracking results, each of the book's seven parts thoroughly focuses on key elements in a logical sequence so you can find what you need. Identify your goals and the scope of your projects Manage projects across organizations and multiple locations Get the most out of Gantt charts and views Assign tasks, check progress, and make adjustments Issue interim reports and look at the Big Picture Create a custom HTML page with VBA and VBScript Import and export Project information What's on the CD-ROM? You'll find a wealth of trial versions, demo software, sample projects, and bonus appendixes on the CD-ROM, including Milestones Professional(r) - Advanced formatting, calculation, Web publishing, and reporting features PERT Chart Expert - Create eye-opening PERT chart project plans PlanView(r) Project Portfolio Management - A comprehensive decision-making platform for enterprises WBS Chart Pro - Plan your projects with these graphing tools System Requirements: See the CD-ROM Appendix for details and complete system requirements. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

CD-ROM in pocket attached to inside back cover.

In-depth guidance on Word 2010 from a Microsoft MVP Microsoft Word 2010 arrives with many changes and improvements, and this comprehensive guide from Microsoft MVP Herb Tyson is your expert, one-stop resource for it all. Master Word's new features such as a new interface and customized Ribbon, major new productivity-boosting collaboration tools, how to publish directly to blogs, how to work with XML, and much more. Follow step-by-step instructions and best practices, avoid pitfalls, discover practical workarounds, and get the very most out of your new Word 2010 with this packed guide.

Formatting Briefs in Word explains how to create all the elements of a legal brief in Microsoft Word. Written by a lawyer for lawyers, paralegals and law students, readers will find this book invaluable for creating the best formatted briefs possible. While good formatting will not save a terrible brief, it will enhance a good one; and a good brief can be destroyed by poor formatting. Every page of this book is devoted towards solving the problems of formatting briefs. Topics include how to set up Word for legal writing; font selection; page layout; formatting using styles; creating tables of contents and authorities; and creating cover pages. Conformance with court rules is stressed throughout. This is an intermediate to advanced book on Word. The reader is expected to know already Word basics. This book takes the reader to a higher skill level.

Excel 2007 Bible

The Bible Recap

Microsoft Office Publisher 2007 Step by Step

American Book Publishing Record

The Subversive Copy Editor

Microsoft's Word 2007 rewrites the book on word processing and this book helps you soar over the hurdles and quickly brings you up to speed. No matter what level user you are, Microsoft Word MVP Herb Tyson's expert guidance puts you in charge, helping you choose the best way to get your work done, and to get the most out of Word 2007. You'll discover new ways to command legacy features, completely new features to accomplish old tasks, and brand new native capabilities.

Tuning of SQL code is generally cheaper than changing the data model. Physical and configuration tuning involves a search for bottlenecks that often points to SQL code or data model issues. Building an appropriate data model and writing properly performing SQL code can give 100%+ performance improvement. Physical and configuration tuning often gives at most a 25% performance increase. Gavin Powell shows that the central theme of Oracle10gR2 Performance Tuning is four-fold: denormalize data models to fit applications; tune SQL code according to both the data model and the application in relation to scalability; create a well-proportioned physical architecture at the time of initial Oracle installation; and most important, mix skill sets to obtain the best results. Fully updated for version 10gR2 and provides all necessary transition material from version 9i Includes all three aspects of Oracle database tuning: data model tuning, SQL & PL/SQL code tuning, physical plus configuration tuning Contains experienced guidance and real-world examples using large datasets Emphasizes development as opposed to operating system perspective

Packed with examples, techniques, and tips from Microsoft MVP John Walkenbach, this perennial bestseller has been updated for Excel 2007 and is equally valuable for beginners and power users. You'll learn how to master Excel's new "menuless" Ribbon interface, develop custom functions, create UserForms, analyze data with external database files and PivotTables, and much more. Here's valuable comprehensive coverage of the fundamentals as well as advanced 2007 features like the new user interface and wider use of XML and Web services.

Each year writers and editors submit over three thousand grammar and style questions to the Q&A page at The Chicago Manual of Style Online. Some are arcane, some simply hilarious—and one editor, Carol Fisher Saller, reads every single one of them. All too often she notes a classic author-editor standoff, wherein both parties refuse to compromise on the "rights" and "wrongs" of prose styling: "This author is giving me a fit." "I wish that I could just DEMAND the use of the serial comma at all times." "My author wants his preface to come at the end of the book. This just seems ridiculous to me. I mean, it's not a post-face." In The Subversive Copy Editor, Saller casts aside this adversarial view and suggests new strategies for keeping the peace. Emphasizing habits of carefulness, transparency, and flexibility, she shows copy editors how to build an environment of trust and cooperation. One chapter takes on the difficult author; another speaks to writers themselves. Throughout, the focus is on serving the reader, even if it

means breaking "rules" along the way. Saller's own foibles and misadventures provide ample material: "I mess up all the time," she confesses. "It's how I know things." Writers, Saller acknowledges, are only half the challenge, as copy editors can also make trouble for themselves. (Does any other book have an index entry that says "terrorists. See copy editors"?) The book includes helpful sections on e-mail etiquette, work-flow management, prioritizing, and organizing computer files. One chapter even addresses the special concerns of freelance editors. Saller's emphasis on negotiation and flexibility will surprise many copy editors who have absorbed, along with the dos and don'ts of their stylebooks, an attitude that their way is the right way. In encouraging copy editors to banish their ignorance and disorganization, insecurities and compulsions, the Chicago Q&A presents itself as a kind of alter ego to the comparatively staid Manual of Style. In *The Subversive Copy Editor*, Saller continues her mission with audacity and good humor.

Office 2013 Bible

Word 2010 Bible

Access 2010 Bible

Microsoft Office Word 2007 Step by Step

A One-Year Guide to Reading and Understanding the Entire Bible

For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Get up to speed on the newest version of Word with visual instruction Microsoft Word is the standard for word processing programs, and the newest version offers additional functionality you'll want to use. Get up to speed quickly and easily with the step-by-step instructions and full-color screen shots in this popular guide! You'll see how to perform dozens of tasks, including how to set up and format documents and text; work with diagrams, charts, and pictures; use Mail Merge; post documents online; and much more. Easy-to-follow, two-page lessons make learning a snap. Full-color, step-by-step instructions show you how to perform all the essential tasks of Microsoft Word 2013 Explains how to set up and format documents, edit them, add images and charts, post documents online for sharing and reviewing, and take advantage of all the newest features of Word Previous editions have sold more than 220,000 copies The Visual learning system makes it easy to learn more while reading less Teach Yourself VISUALLY Word 2013 helps you master the most popular word processing program quickly, easily, and visually.

The expert guidance you need to get the most out of Access 2010 Get the Access 2010 information you need to succeed with this comprehensive reference. If this is your first encounter with Access, you'll appreciate the thorough attention to database fundamentals and terminology. If you're familiar with earlier versions, you can jump right into Access 2010 enhancements such as the new Access user interface and wider use of XML and Web services. Takes you under the hood of Microsoft Access 2010, the database application included with Microsoft Office 2010 Explores the latest enhancements, such as a new user interface and wider use of XML and Web services; also, how to exchange data with Word, Excel, PowerPoint, and other Office apps Covers how to create tables, manipulate datasheets, and work with multiple tables Explains the seven database objects and how to use a seven-step design method to build a database tailored to your needs Shows you how to build forms, use Visual Basic and the VBA Editor, automate query parameters, create functions and subroutines, use XML to create data access pages, and more Includes a CD with all source code from the book and working examples, plus bonus shareware, freeware, trial, demo and evaluation programs that work with or enhance Microsoft Office You'll want to keep this soup-to-nuts Access reference close at hand! Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Discover all the ways Outlook can make your life with this book. In the handy package that is Outlook, you get the tools you use constantly: e-mail, a calendar and appointment book, a contacts list, a to-do list, and more. Learn to use them together, and you have a sophisticated system for managing your day. This complete A-to-Z guide can teach you, whether you're just venturing into Outlook or are ready to customize and tweak it with VBA programming.

Holy Bible

Microsoft Project 2007 Bible with CD for University of Maryland University College

The Authority of the Bible and the Formation of the New Testament Canon

Visio 2007 Bible

PowerPoint 2010 Bible

"I recommend this book for anyone who wants a strong foundation in Access." —Jeff Lenamon, CIBC World Markets Updated edition with exciting new Access 2007 features! Harness the power of Access 2007 with the expert guidance in this comprehensive reference. Beginners will appreciate the thorough attention to database fundamentals and terminology. Experienced users can jump right into Access 2007 enhancements like the all-new user interface and wider use of XML and Web services. Each of the book's six parts thoroughly focuses on key elements in a logical sequence, so you have what you need, when you need it. Designed as both a reference and a tutorial, Access 2007 Bible is a powerful tool for developers needing to make the most of the new features in Access 2007. Build Access tables using good relational database techniques Construct efficient databases using a five-step design method Design efficient data-entry and data display forms Utilize the improved Access report designer Use Visual Basic(r) for Applications and the VBA Editor to automate applications Build and customize Access 2007 ribbons Seamlessly exchange Access data with SharePoint(r) Employ advanced techniques such as the Windows(r) API and object-oriented programming Add security and use data replication in your Access

applications What's on the CD-ROM? Follow the examples in the book chapter by chapter using the bonus materials on the CD-ROM. You'll find separate Microsoft Access database files for each chapter and other working files, including All the examples and databases used in the book, including database files, images, data files in various formats, and icon files used in the book's examples A complete sample application file, including queries, reports, objects, and modules, that you can use as a reference See the CD-ROM appendix for details and complete system requirements. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file. Where did the Bible come from? Author Craig D. Allert encourages more evangelicals to ask that question. In A High View of Scripture? Allert introduces his audience to the diverse history of the canon's development and what impact it has today on how we view Scripture. Allert affirms divine inspiration of the Bible and, in fact, urges the very people who proclaim the ultimate authority of the Bible to be informed about how it came to be. This book, the latest in the Evangelical Ressourcement series, will be valuable as a college or seminary text and for readers interested in issues of canon development and biblical authority.

This comprehensive reference by a Microsoft expert covers all aspects of the new Windows release The much-anticipated release of Windows 7 will have numerous changes, and you'll need a complete guide to take full advantage of all it has to offer. Windows 7 Bible covers navigation changes such as pinning to the task bar, full screen preview with invisible windows, Jump Lists, Home Group, Sticky Notes, and many others. It shows you how to use Internet Explorer 8, including features like Web Slices and Network view changes, and guides you through all the new desktop features. This reference thoroughly examines all three parts of the new platform: Windows 7 Core OS, the Windows Live applications, and Windows Live Services. Windows 7 Bible shows you everything you need to know to make the most of Microsoft's new operating system. Covers Windows Live Essentials, including Windows Live Family Safety, Mail, Messenger, Movie Maker, Photo Gallery, Toolbar, Writer, and Microsoft Office Outlook Connector Shows how to use Windows Live Services, including Hotmail and Spaces Explores new features including Desktop Gadgets Gallery, Desktop Windows manager, updated Fax and DVD Maker, an updated "Devices and Printers" option, and Sticky Notes Explains new features in the Calculator, ribbon features in applets such as Paint and WordPad, the new Media Center, and searching updates Fully covers the first complete overhaul of applets in a decade With Windows 7 Bible at your side, you can learn as much or as little as you need to know for the way you use Windows.

Market_Desc: Any Office user who needs to do more than create a simple text document, spreadsheet, or brief presentation and needs to understand how to most effectively use several Office applications. Many Office users who haven't purchased books for several versions should need new books again this version Special Features: " All new for Office 2010" Combines content from best-selling books Excel Bible and Access Bible and authors John Walkenbach and Michael Alexander along with the content from the Word, Outlook, and PowerPoint Bibles to create an Office Bible that is the best of the Office suite" This version of Office features many changes to the user interfaces for all the applications. Even the most experienced users will be looking for a thorough book to help them through the changes About The Book: Continuing with the successful format of the Office 2007 Bible, the Office 2010 Bible is built around the expertise of the extremely successful Bible authors on the individual applications. This Bible takes a best of the Bible approach and combines expert content from:" John Walkenbach's Excel 2010 Bible" Michael Groh's Access 2010 Bible" The Word 2010 Bible from Word MVP Herb Tyson" Faith Wempen's PowerPoint 2010 Bible combining PowerPoint technical how-to with business presentation strategyThe book presents expert coverage focused on the topics within each application that the expert authors know readers need most.

Drupal 7 Bible

Excel 2010 Bible, Access 2010 Bible, PowerPoint 2010 Bible, Word 2010 Bible

Microsoft Word 2007 Bible

Office 2007 Bible

Word 2007 For Dummies

Master PowerPoint and improve your presentation skills-with one book! It's no longer enough to have slide after slide of text, bullets, and charts. It's not even enough to have good speaking skills if your PowerPoint slides bore your audience. Get the very most out of all that PowerPoint 2010 has to offer while also learning priceless tips and techniques for making good presentations in this new PowerPoint 2010 Bible. Well-known PowerPoint expert and author Faith Wempen provides formatting tips; shows you how to work with drawings, tables, and SmartArt; introduces new collaboration tools; walks you through five special presentation labs; and more. Coverage includes: A First Look at PowerPoint What Makes a Great Presentation? Creating and Saving Presentation Files Creating Slides and Text Boxes Working with Layouts, Themes, and Masters Formatting Paragraphs and Text Boxes Correcting and Improving Text Creating and Formatting Tables Drawing and Formatting Objects Creating SmartArt Diagrams Using and Organizing Clip Art Working with Photographic Images Working with Charts Incorporating Content from Other Programs Adding Sound Effects, Music, and Soundtracks Incorporating Motion Video Creating Animation Effects and Transitions Creating Support Materials Preparing for a Live Presentation Designing User-Interactive or Self-Running Presentations Preparing a Presentation for Mass Distribution Sharing and Collaborating Customizing PowerPoint Presenting Content Without Bulleted Lists Adding Sound and Movement to a Presentation Creating a Menu-Based Navigation System Creating a Classroom Game

It's the book you need to succeed with PowerPoint 2010 and your next live presentation!

This book is a single reference that's indispensable for Excel beginners, intermediate users, power users, and would-be power users everywhere Fully updated for the new release, this latest edition provides comprehensive, soup-to-nuts coverage, delivering over 900 pages of Excel tips, tricks, and techniques readers won't find anywhere else John Walkenbach, aka "Mr. Spreadsheet," is one of the liworld's leading authorities on Excel Thoroughly updated to cover the revamped Excel interface, new file formats, enhanced interactivity with other Office applications, and upgraded collaboration features Includes a valuable CD-ROM with templates and worksheets from the book Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Seniors who are new to computers can learn Office applications quickly and easily If you're over 50 and new to computers, everything about them can seem intimidating. The most common applications you'll want to use are part of the Microsoft Office suite - Word, Excel, PowerPoint, and Outlook. Microsoft Office 2007 For Seniors For Dummies shows you how to use each one in a straightforward, fun manner that takes all the apprehension away. This plain-English guide shows you just what you need to know to write letters with Word, keep a budget with an Excel spreadsheet, create fun slideshows with PowerPoint, and set up an e-mail account using Outlook. Microsoft Office 2007 For Seniors For Dummies doesn't assume you were born knowing how to use a computer; it starts at the beginning and makes learning easy and quick. Each chapter lists the tasks covered, with page references to help you locate what you need Shows how to start each application and navigate the elements on the screen Covers how to create documents in Word and provides templates for letters and faxes Explains how to create spreadsheets and includes a grid for budgeting Guides you through creating a PowerPoint presentation Demonstrates how to set up an e-mail account with Outlook and communicate with others Microsoft Office 2007 For Seniors For Dummies will have you using basic Office applications in no time, and boost your confidence too.

Covers the much-anticipated new features of Word 2007, including collaboration tools, XML tags in Word, and the Word 2007 facelift-the first redesigned UI since Office 97 Ideal for users migrating from older versions of Word and who want to get up to speed on the changes in the application Filled with clear, step-by-step screen shots that show readers how to tackle dozens of Word tasks, including new features like the Research Pane, side-by-side comparisons, smart tags, and maximizing the benefits of the Task Pane Revised interior design offers readers a more sophisticated look with easier navigation

Microsoft Outlook 2007 Bible

PowerPoint 2007 Bible

Access 2007 VBA Bible

Microsoft Office Project 2007 Step by Step

Misquoting Jesus

When world-class biblical scholar Bart Ehrman first began to study the texts of the Bible in their original languages he was startled to discover the multitude of mistakes and intentional alterations that had been made by earlier translators. In Misquoting Jesus, Ehrman tells the story behind the mistakes and changes that ancient scribes made to the New Testament and shows the great impact they had upon the Bible we use today. He frames his account with personal reflections on how his study of the Greek manuscripts made him abandon his once ultraconservative views of the Bible. Since the advent of the printing press and the accurate reproduction of texts, most people have assumed that when they read the New Testament they are reading an exact copy of Jesus's words or Saint Paul's writings. And yet, for almost fifteen hundred years these manuscripts were hand copied by scribes who were deeply influenced by the cultural, theological, and political disputes of their day. Both mistakes and intentional changes abound in the surviving manuscripts, making the original words difficult to reconstruct. For the first time, Ehrman reveals where and why these changes were made and how scholars go about reconstructing the original words of the New Testament as closely as possible. Ehrman makes the provocative case that many of our cherished biblical stories and widely held beliefs concerning the divinity of Jesus, the Trinity, and the divine origins of the Bible itself stem from both intentional and accidental alterations by scribes -- alterations that dramatically affected all subsequent versions of the Bible.

Experience learning made easy—and quickly teach yourself how to manage your projects with Project 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Build a project plan and fine-tune the details Schedule tasks, assign resources, and manage dependencies Monitor progress and costs—and keep your project on track Format Gantt charts and other views to communicate project data Begin exploring enterprise project management systems Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus guide to the Ribbon, the new Microsoft Office interface Quick course on project management in the Appendix Windows Vista Product Guide eReference—plus other resources on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Experience learning made easy—and quickly teach yourself how to create impressive documents with Word 2007. With Step By Step, you set the pace—building and

practicing the skills you need, just when you need them! Apply styles and themes to your document for a polished look Add graphics and text effects—and see a live preview Organize information with new SmartArt diagrams and charts Insert references, footnotes, indexes, a table of contents Send documents for review and manage revisions Turn your ideas into blogs, Web pages, and more Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eBook—plus more resources and extras on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

This book is to give us the basic understanding from the Scriptures as to what the Salvation Experience really looks like. Most Christians shy away from the fact that after salvation there are many serious changes in our attitudes and actions that should become evident in our daily lives.

A High View of Scripture? (Evangelical Ressourcement)

Office 2007 Library: Excel 2007 Bible, Access 2007 Bible, PowerPoint 2007 Bible, Word 2007 Bible

For Data-Centric Microsoft Office Applications

Teach Yourself VISUALLY Word 2013

Access 2007 Bible

Top-to-bottom coverage of the top-selling Microsoft Office application If you want to use Microsoft Word to create more than just simple documents, start with this ultimate Word guide. Packed with the in-depth content that is the hallmark of all Wiley Bibles, this book covers it all. You'll first find out what's new in Word 2013 on the features level - formatting, styles, tables, and more - before you dive into the big stuff that can help you become more efficient. From document design to creating master documents to applying security to collaborating in the Cloud, you'll learn not just how to do tasks, but the best ways to do them, and why. Details everything you need to know to get the most out of Word 2013 Walks you through new or refreshed basics, such as formatting, styles, charts, and tables Shows you how to use data sources, create envelopes and labels, and make forms Takes your Word skills up a notch with coverage of keyboard customization, security, collaborating on the Cloud, comparing documents, and much more Start creating documents at a new level and wow your colleagues, with Word 2013 Bible.

Have you ever closed your Bible and thought, What did I just read? Or maybe you have tried to read through the Bible in a year, but quit when it felt confusing or impersonal. The Bible Recap is here to help. Tara-Leigh Cobble, host of the popular Bible Recap podcast, walks readers through a one-year chronological Bible reading plan and explains each day's passage in an easy-to-understand way. Emphasizing how God's character can be seen throughout Scripture, the recaps are simple and short yet deep enough to help you understand the hard parts and press into knowing God better. As Cobble says, The primary role of Scripture is to show me who God is, and if I behold God, my life will naturally conform around what I learn about him. The Bible Recap will not only help you understand the entire narrative of the Bible, it will fortify your faith.

Learn how to tap the full potential of Access 2007 Transfer Access data seamlessly between Microsoft Office applications—and that's just for starters. In this all-new, comprehensive guide by well-known Access expert Helen Feddema, you'll learn to write Visual Basic code that automates Access database tasks, creates standalone scripts, extracts and merges data, and allows you to put together powerful solutions. Whether you're a beginner or a power user, this is the book you need to succeed with Access 2007.

Dan Gookin's For Dummies guides to Word have consistently led the pack, selling more than 1.7 million copies in previous editions The author's irreverent sense of humor and crystal-clear prose make getting up to speed on Word a snap Thoroughly updated to cover Word's new interface, new file format options, and new collaboration and connectivity features An essential resource for everyone who wants to hit the ground running with Word 2007 and make the most of all the new features

The Story Behind Who Changed the Bible and Why

Word 2013 Bible

The Comprehensive Tutorial Resource

Teach Yourself VISUALLY Word 2007

Mastering Microsoft Exchange Server 2007

The best of the best from our Excel, Word, Access, and PowerPoint Bibles! Learn the sought-after features of the core applications from the Office 2013 suite. This Office 2013 Bible features the best-of-the-best content from the Excel 2013 Bible, by "Mr. Spreadsheet" John Walkenbach; the Word 2013 Bible, by Office expert Lisa A. Bucki; the PowerPoint 2013 Bible, by MOS Master Instructor and PowerPoint expert Faithe Wempen; and the Access 2013 Bible from Microsoft Certified Application Developer Michael Alexander and Office and Access expert Dick Kusleika. This major resource also covers Outlook, Publisher, OneNote, SkyDrive, and other important features in the Office 2013 suite. If you want to quickly and effectively use Office 2013, start in the experts' corner with this must-have book. Gives you the best-of-the-best content on Office 2013 from the leading experts, authors, and contributors to our Excel, Word, PowerPoint, and Access Bibles Includes content from John Walkenbach, aka "Mr. Spreadsheet"; Word and Office expert Lisa A. Bucki; MOS Master Instructor and PowerPoint expert Faithe Wempen; Microsoft Certified Application Developer Michael Alexander; and Office and Access expert Dick Kusleika Takes you beyond creating simple text documents, spreadsheets, and presentations to help you use multiple Office applications at once to accomplish critical business tasks Also covers Publisher, OneNote, SkyDrive, the Cloud, and other key features and topics for Office 2013 Get the best of four Office 2013 books in one with this power-packed reference!

Whether you're designing a network, a business plan, or an office building, Visio 2007 can transform your vision into sophisticated diagrams and drawings and this comprehensive

reference shows you how. You'll discover how to use Visio for IT, architecture, engineering, and business projects; explore the new features of Visio 2007; learn to publish Visio diagrams to the Web; and much more. If you want to develop your skills in Visio, this is the book you need to succeed.

A reasonably priced, quality black hardcover pew and ministry Bible featuring a large 12-point font.

Offers real-world examples and practical advice to walk users through all Microsoft Office programs, including Word, Excel, Access, OneNote, PowerPoint, SkyDrive, and SharePoint.

Microsoft Office 2007 For Seniors For Dummies

What Does The Salvation Experience Look Like

Microsoft Office Access 2007 Bible (W/Cd)

Oracle Performance Tuning for 10gR2

Office 2010 Library

Covers the features and functions of Microsoft Exchange Server 2007, with information on such topics as utilizing the admin console, managing email recipients, configuring wireless access, and securing Exchange Server.

Guide for administrators and Webmaster on using Drupal for content management Start building and managing Web sites with the open-source content management system Drupal 7and this in-depth guide. Whether you're new to Drupal or migrating from another system, you'll find the tips and techniques you need to understand Drupal, create a new Web site, or manage an existing one. Learn how to create, modify, and delete items-and much more-with the detailed tutorials in this step-by-step guide. Teaches you how to use a Drupal site, as well as how to set up, configure, and customize a new site, including obtaining code and deploying it to a server Covers Drupal's Forum, Blog, Aggregator, Poll, and User Profile modules and offers tips for getting the most out of each Shows you Drupal's extensive selection of online extensions and walks you through the most useful ones, including Galleries, Newsletters, the Content Construction Kit, Views, and the popular e-commerce shopping cart plug-in, UberCart Drupal's scalability has helped it to cross over from primarily personal users into the enterprise market; Drupal downloads averaged over 100,000 a month during 2008 Get on the Drupal bandwagon with this complete guide.

A must-have collection of Office 2010 application Bibles, written by the world's leading experts Talk about a bargain! Office 2010 Library offers enormous savings on four invaluable resources that boast nearly 5,000 pages and cover the core Office programs: Excel, Access, PowerPoint, and Word. The world's leading experts of these applications provide you with an arsenal of information on the latest version of each program. Three CDs are also included that feature bonus material, including helpful templates, worksheets, examples, and more to enhance your Microsoft Office 2010 experiences. Features four essential books on the most popular applications included in the Office 2010 suite: Excel, Access, PowerPoint, and Word Excel 2010 Bible?serves as an indispensable reference for Excel users, no matter your level of expertise, and updates you on the latest Excel tips, tricks, and techniques Access 2010 Bible?offers a thorough introduction to database fundamentals and terminology PowerPoint 2010 Bible?shows you how to use the new features of PowerPoint 2010 and make successful presentations Word 2010 Bible?begins with a detailed look at all the new features in Word 2010 and then expends to cover more advanced, intricate topics Office 2010 Library presents you with all-encompassing coverage that you won't find anywhere else!

Examines the new features and enhancements of the presentation software, describing the new user interface and explaining how to combine text, animation, video, photographs, sound effects, narration, and other features into a professional-looking presentation.

Windows 7 Bible

MICROSOFT OFFICE 2010 BIBLE

Microsoft Project 2007 Bible

Advice from Chicago (or, How to Negotiate Good Relationships with Your Writers, Your Colleagues, and Yourself)

Formatting Briefs in Word