

## Sams Teach Yourself Microsoft Office Powerpoint 2003 In 24 Hours

*Presents an introduction to the fundamental features of Microsoft Office 2007, covering Word, Excel, PowerPoint, Outlook, and OneNote.*

*An alternative for Microsoft Office and StarOffice users has arrived in the form of OpenOffice.org. If you are part of the growing number of people who are making the switch from Microsoft Office or StarOffice to the free OpenOffice.org 1.1 suite, "Sams Teach Yourself OpenOffice.org All In One" is a must-have tool. Make a smooth transition from Microsoft Office to OpenOffice.org 1.1 with this task tutorial, starter kit CD-ROM and step-by-step instruction guide. Learn how to productively use the Writer, Calc, Impress and Draw applications in the OpenOffice.org 1.1 suite and how you will be able to easily work with those still using Microsoft Office and StarOffice. Don't lose valuable time trying to learn OpenOffice.org 1.1 on your own -- let "Sams Teach Yourself" help!*

*In just one hour a day, master all the skills you need to crate effective queries, reports, and database applications with T-SQL and SQL Server! World-renowned Microsoft database expert Alison Balter guides you quickly through the basics, and then helps you master powerful T-SQL techniques for both application development and database administration. Just getting started with T-SQL? Balter teaches from the ground up, covering all you need to know to work successfully with it inside Microsoft's SQL Server Management Studio. Her step-by-step, down-to-earth approach helps you easily progress from basic database design all the way to advanced optimization techniques, using carefully-designed hands-on examples. Drawing on 20+ years of experience teaching Microsoft database technologies, Balter simplifies topics other books leave confusing... even complex topics such as stored procedures, triggers, functions, transactions, and security. 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.*

*Sams Teach Yourself Microsoft Office PowerPoint 2003 in 24 Hours*

*T-SQL in One Hour a Day, Sams Teach Yourself*

*Sams Teach Yourself Microsoft Windows XP in 24 Hours*

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

This title is designed precisely for the beginning-level user--somebody who doesn't want to become an Office expert but just wants to get productive as quickly and as smoothly as possible. Written by an expert in the field who is familiar with what actual users need to know about Office, the book details the best tools, shortcuts, and ways to accomplish the most common tasks in Office, and avoids the little-used features.

Sams Teach Yourself Microsoft Internet Explorer 5 in 10 Minutes is a quick, efficient reference to getting connected to the Internet, finding and browsing Web sites, sending and receiving e-mail, reading and posting to newsgroups, and generally applying Internet Explorer to your everyday office and home life. Only the most common problems and most frequently used Internet Explorer tasks are covered--from saving bookmarks of your favorite Web sites, to organizing your e-mail folders, to creating a simple page on the World Wide Web. Revised and updated, covering all the new features of Microsoft Internet Explorer 5 and its integration with Microsoft Office 2000.

With the aim of teaching how to produce well-designed Web pages with Microsoft Office 97, this book is targeted at people who know the Office suite, but are unfamiliar with Web publishing. A different topic is organized for each of the seven days.

*Sams Teach Yourself Adobe Acrobat 5 in 24 Hours*

*Sam's Teach Yourself Office 97 in 24 Hours*

*Sams Teach Yourself Microsoft Internet Explorer 5 in 10 Minutes*

*Sams Teach Yourself to Create Web Pages in 24 Hours*

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

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

Explains how to use the Microsoft Office suite to create letters, documents, spreadsheets, presentations, e-mail, and Web sites.

Provides instructions on how to use and create PDF files from electronic documents, review and edit PDF files, organize documents, devise multimedia presentations, and add security to PDF files and documents.

*Sams Teach Yourself Microsoft Visual C# .NET 2003 in 24 Hours*

*Sams Teach Yourself Microsoft Windows XP in 24 Hours with a Simple Guide to Office XP*

*Sams Teach Yourself Microsoft Office Word 2003 in 24 Hours*

*Sams Teach Yourself Microsoft Dynamics CRM 2011 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.**

**With this tutorial-based book, readers can learn to manage files and work areas easily, navigate applications using the Office Web Toolbar, work with Wizards and multiple documents, set up hyperlinks to and from files, share data between applications, and more.**

**Thoroughly Updated and Expanded! Includes New Coverage on Cloud Computing for SAP! In just 24 sessions of one hour or less, you'll master the latest updates on SAP, and discover how to succeed with it in real business and technical environments! Using this book's straightforward, step-by-step approach, you'll learn through practical hands-on examples and case studies based on SAP's free demonstration software. Each lesson builds on what you've already learned, giving you a strong real-world foundation with both the business and technical sides of SAP. Leading SAP architect and consultant George Anderson starts with the absolute basics...thoroughly covers core business, reporting, and administration tasks...and takes you all the way to the cutting edge, including how the cloud might be used to support SAP environments. Step-by-Step instructions carefully walk you through the most common SAP 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... Integrate various cloud resources into your current-day SAP environments Understand SAP applications, components, and architecture Obtain and install the trial version of SAP, step by step Use NetWeaver, SAP ERP, the SAP Business Suite, and other SAP applications Select an access method and create user roles and authorizations Customize your user interface for maximum convenience and productivity Transact day-to-day business, including sample sales order transactions, personnel updates, and more Work through complex processes, such as "Order to Cash" Query from SAP and third-party business productivity tools, such as SharePoint Professionally tune, maintain, and monitor SAP systems Plan and build new SAP applications Prepare for SAP projects, including technical upgrades and enhancements Develop your career as a SAP business or technology professional Dr. George W. Anderson, senior architect and SAP Basis Consultant for Microsoft Services, specializes in designing and optimizing mission-critical platforms for SAP and other enterprise applications. He's passionate about developing architectural patterns and tools capable of enabling the kind of business agility that IT has been promising for years and businesses today need more than ever. A certified SAP technical consultant, PMI PMP, and long-time MCSE, his books include SAP Implementation Unleashed and the popular SAP Planning: Best Practices in Implementation. Category: SAP Covers: SAP User Level: Beginning-Intermediate**

**One Book...All the Answers In just a short time you will be up and running with Microsoft Office 2007, including Word, Excel, PowerPoint, Outlook, and OneNote. Using a straightforward, step-by-step approach, each lesson builds upon a real-world foundation, allowing you to learn the essentials of Office 2007 from the ground up. Thorough instructions walk you through the most common tasks and show you extra features that make your Office 2007 documents stand apart from the crowd. Notes present interesting pieces of information, extra features you can use, and warnings to protect your data. Tips offer extra advice or teach an easier way to do something. Learn how to... Leverage New Features to Do More Work in Less Time Master Office 2007's New Ribbon Use Live Preview to See How Changes Will Affect Your Documents Create Online Web Pages from Your Office Documents, Worksheets, and Presentations Apply a Consistent Theme to All Your Documents, Worksheets, and Presentations Format Word Documents to Grab Attention Without Taking Away from the Message You Want to Convey Perform Mail Merging with Ease Set Up Powerful Worksheet Page Formats Drop Audio and Video into Your PowerPoint Presentations Organize Your Email to Work Smarter Locate Outlook Contacts on a Global Map Maximize Note Taking with OneNote Part I: Introducing Microsoft Office 2007 1 Chapter 1: Start Here 3 PART II: Writing with Word 29 Chapter 2: Learning Word's Basics 31 Chapter 3: Making Your Words Look Good 69 Chapter 4: Adding Lists, Tables, and Graphics 107 Chapter 5: Using Word's Advanced Features 147 PART III: Working with Excel Worksheets 201 Chapter 6: Getting to Know Excel 203 Chapter 7: Working with Excel Data 243 Chapter 8: Formatting Worksheets with Excel 273 Chapter 9: Creating Advanced Worksheets 303 Chapter 10: Using Excel as a Simple Database 329 PART IV: Impressing Audiences with PowerPoint 347 Chapter 11: Learning About PowerPoint 349 Chapter 12: Adding Flair to Your Presentations 371 Chapter 13: Making More Impressive Presentations 393 PART V: Organizing with Outlook 429 Chapter 14: Introducing Outlook 431 Chapter 15: Making Contact 475 Chapter 16: Living with Outlook 497 PART VI: Enhancing Your Work with Other Office Features 517 Chapter 17: Making Notes with OneNote 519 Chapter 18: Automatic Office 541 Chapter 19: Sharing Data Among Office Applications 563 Chapter 20: Combining Office and the Internet 581**

*Sams Teach Yourself Microsoft Office Outlook 2003 in 24 Hours*

*Sams Teach Yourself Microsoft Excel 2000 Programming in 21 Days*

*Sams Teach Yourself Microsoft Office FrontPage 2003 in 24 Hours*

*Sams Teach Yourself Microsoft Office 2003 in 24 Hours*

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

*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.*

*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.*

*Sams Teach Yourself Microsoft Office 2007 All in One* Pearson Education

*Sams Teach Yourself Microsoft Office 2003*

*Sams Teach Yourself Office Productivity*

*All in One*

*Sams Teach Yourself MS Access 2002 in 21 Days*

*Visual Basic programming techniques are presented in a logical and easy-to-follow sequence that helps you really understand the principles involved in developing programs. The reader begins with learning the basics to write a first program and then moves on to adding voice, music, sound, and graphics. After reading this book, the reader will be able to write their own DLLs, create ActiveX controls, use object linking and embedding (OLE) and write Visual Basic programs that support multiple document interface, and much more. Various topics covered are: - Properties, Controls, and Objects - Graphics, Controls & Methods - Interfacing with Windows - Arrays, OLE, and other topics - Data Control and SQL - Multiple Document Interface - ActiveX- Sound Programming and DirectSound - Building ActiveX Controls and all the latest features of Visual Basic.*

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

*This book is designed for readers who are new to Microsoft Office 2003 and want to get up and running quickly.*

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

*Sams Teach Yourself Windows XP All in One*

*Sams Teach Yourself Microsoft Access 2002 Programming in 24 Hours*

*Sams Teach Yourself Office 97 in 10 Minutes*

*Sams Teach Yourself Microsoft Office Excel 2003 in 24 Hours*

***This book offers straightforward, practical answers for fast results. By working through the 10-minute lessons, you learn everything you need to know to take advantage of the new features of Outlook 98.***

***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.***

***Explains how to use Visual Basic to build functions, arrays, subroutines, string operators, and variables in Microsoft Excel***

***Lowery shows how to use the new Active Desktop, navigate and search the Web, download files and pages from your favorite Web sites, tune into channels and customize parental controls, and explore your computer with Web View.***

***This crash course is especially helpful for those who have little time to learn the technology.***

*Sams Teach Yourself Microsoft Office Access 2003 in 24 Hours*

*Openoffice.org All in One*

*Sams Teach Yourself Microsoft Outlook 98 in 10 Minutes*

*Sams Teach Yourself Internet Explorer 4.0 in 10 Minutes*

The second edition of this title includes refocused coverage of Excel and Outlook. It has been designed for the new Office user and the tasks they will want to accomplish.

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

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

In just 24 sessions of one hour or less, you'll learn how to drive powerful business results with Microsoft Dynamics CRM 2011! Using this book's straightforward, step-by-step approach, you'll learn how to orchestrate successful CRM projects, automate processes, create more efficient workflows, optimize sales and marketing campaigns, and integrate with your other systems to do even more. One step at a time, you'll master new features ranging from the new Ribbon interface to SharePoint integration. Each lesson builds on what you've already learned, helping you get the job done fast--and get it done right! Step-by-step instructions walk you through common tasks. Quizzes and exercises at the end of each chapter test your knowledge. By the Way notes present 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... Get a deep jump start on Dynamics CRM Grasp what is new in Dynamics CRM 2011 Bring together all the elements of a successful CRM project Understand Microsoft's roadmap for Dynamics CRM and prepare for the future Establish a strong foundation by making the right infrastructure and security choices Use Dynamics CRM to manage sales, leads, customer accounts, and marketing Efficiently manage your individual contacts and activities Take full advantage of email, Word mail merge, Excel and Outlook integration Integrate and automate the way you manage contracts, cases, tickets, schedules, and time Gain actionable business insights with Dynamics CRM Dashboards and Charts Add solutions from the MarketPlace that make Dynamics CRM even more valuable Extend Dynamics CRM with programming customizations and unique features

*Sams Teach Yourself Facebook in 10 Minutes*

*Sams Teach Yourself Windows XP Computer Basics All in One*

*Sams Teach Yourself Visual Basic 6 in 21 Days*

*Sams Teach Yourself Microsoft Windows 2000 Professional in 24 Hours*

***Sams Teach Yourself Facebook® in 10 Minutes Third Edition Sherry Kinkoph Gunter Sams Teach Yourself Facebook® in 10 Minutes, Third Edition offers straightforward, practical answers when you need fast results. By working through 10-minute lessons, you'll learn everything you need to know to quickly and easily get up to speed with Facebook. 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... Start a new account, build a profile, and start using the new timeline Connect with friends, coworkers, and family members Post status updates and comments, and view news feeds Communicate through posts, messages, and live chat Create a blog with Facebook notes Share photos, videos, and favorite links Add applications to enhance your Facebook experience Share a hobby or interest using Facebook groups Keep track of upcoming events and happenings Create an official Page for a band, business, or other organization Keep connected with Facebook through your mobile device Control your privacy settings and keep your information safe***

***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.***

***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.***

***If you're new to the world of Windows XP and are daunted by the thought of having to figure it all out on your own, Sams Teach Yourself Windows XP All in One can help. This all-inclusive reference book will teach you how to not only use your Windows XP system, but also how to utilize digital media and Internet features. Learn how to set up a home network, as well as how to upgrade, repair and protect your PC from viruses, spam and spyware. Updated to include information relating to the Windows XP Server Pack 2, Sams Teach Yourself Windows XP All in One will help you get the most you can out of your Windows XP-based computer.***

*Sams Teach Yourself Microsoft Office XP in 24 Hours*

*Sams Teach Yourself Microsoft Office 2007 All in One*

*Sams Teach Yourself Computer Basics in 24 Hours*

*Sams Teach Yourself SAP in 24 Hours*