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Access 2010 The Missing Manual Free

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

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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

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scientific formulas, and perform statistical analyses.

In early reviews, geeks raved about Windows 7. But if you're an ordinary mortal, learning what this new system is all about will be challenging. Fear not: David Pogue's Windows 7: The Missing Manual comes to the rescue. Like its predecessors, this book illuminates its subject with reader-friendly insight, plenty of wit, and hardnosed objectivity for beginners as well as veteran PC users. Windows 7 fixes many of Vista's most painful shortcomings. It's speedier, has fewer intrusive and nagging screens, and is more compatible with peripherals. Plus, Windows 7 introduces a slew of new features, including better

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organization tools, easier WiFi connections and home networking setup, and even touchscreen computing for those lucky enough to own the latest hardware. With this book, you'll learn how to: Navigate the desktop, including the fast and powerful search function Take advantage of Window's apps and gadgets, and tap into 40 free programs Breeze the Web with Internet Explorer 8, and learn the email, chat, and videoconferencing programs Record TV and radio, display photos, play music, and record any of these to DVD using the Media Center Use your printer, fax, laptop, tablet PC, or smartphone with Windows 7 Beef up your system and back up your

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files Collaborate and share documents and other files by setting up a workgroup network 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.

Whether you're a photographer, scrapbooker, or aspiring graphic artist, Photoshop Elements is an ideal image-editing tool—once you know your way around. This bestselling book removes the guesswork. With candid, jargon-free advice and step-by-step guidance, you'll get the most out of Elements for everything from sharing and touching-up photos to fun print and online projects.

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The important stuff you need to know: Get to work right away. Import, organize, and make quick fixes with ease. Retouch any image. Repair and restore old and damaged photos. Add pizzazz. Use dozens of filters, layer styles, and special effects. Share photos. Create online albums, email-ready slideshows, and web-ready files. Find your artistic flair. Use tools to draw, paint, work with blend modes, and more. Use your words. Make text flow along a curved path or around an object or shape. Unleash your creativity. Design photo books, greeting cards, calendars, and collages. Make yourself comfortable. Customize Elements to fit your working style.

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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

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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.

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

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

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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.

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Subscribe to a variety of magazines and newspapers. Motorola Xoom is the first tablet to rival the iPad, and no wonder with all of the great features packed into this device. But learning how to use everything can be tricky—and Xoom doesn't come with a printed guide. That's where this Missing Manual comes in. Gadget expert Preston Gralla helps you master your Xoom with step-by-step instructions and clear explanations. As with all Missing Manuals, this book offers refreshing, jargon-free prose and informative illustrations. Use your Xoom as an e-book reader, music player, camcorder, and phone. Keep in touch with email, video and text chat, and social

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networking apps Get the hottest Android apps and games on the market Do some work with Google Docs, Microsoft Office, or by connecting to a corporate network Tackle power-user tricks, such as barcode scanning, voice commands, and creating a Wi-Fi hotspot Sync your Xoom with a PC or a Mac

[*Creating a Website: The Missing Manual*](#)

[*Windows 7: The Missing Manual Business Analytics*](#)

[*OS X Mountain Lion: The Missing Manual*](#)

[*Motorola Xoom: The Missing Manual*](#)

[*Droid 2*](#)

[*JavaScript & jQuery: The Missing Manual*](#)

[*The Official Intuit Guide to*](#)

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[QuickBooks 2013](#)

[Mac OS X Lion](#)

Looks at the latest 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, and storing data content in iCloud.

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

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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

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changes Use Project's power tools. Customize Project's features and views, and transfer info directly between Project and other programs

A guide to Flash CS5 covers the basics of animation, ways to create movement between images, adding audio and video, creating reusable elements, and testing and publishing Web sites.

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,

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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

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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.

Get the most out of Samsung's Galaxy S5 smartphone right from the start. With clear instructions from technology

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expert Preston Gralla, this Missing Manual gives you a guided tour of Samsung's new flagship phone, including great new features such as the fingerprint scanner, heart rate sensor, and Download Booster. You'll get expert tips and tricks for playing music, calling and texting, shooting photos and videos, and even getting some work done. The important stuff you need to know: Get connected. Browse the Web, manage email, and download apps from Google Play through WiFi or 3G/4G network. Keep in touch. Call, text, chat, videochat, conduct conference calls, and reach out with Facebook

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and Twitter. Capture and display images. Shoot, edit, show, and share photos, slideshows, and high-definition videos. Play and manage your music. Buy music from Google Play or Amazon and listen to it with Galaxy S5's Music app. Work anywhere. Access your files, company network, calendar, and contacts—and work with Google Docs. Connect to Google Maps. Use geolocation and turn-by-turn drive directions to find your way. Stay fit with S Health. Use this built-in app to keep track of fitness goals, walking, heart rate, blood pressure, and more. JavaScript lets you

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supercharge your HTML with animation, interactivity, and visual effects—but many web designers find the language hard to learn. This easy-to-read guide not only covers JavaScript basics, but also shows you how to save time and effort with the jQuery and jQuery UI libraries of prewritten JavaScript code. You'll build web pages that feel and act like desktop programs—with little or no programming. The important stuff you need to know: Pull back the curtain on JavaScript. Learn how to build a basic program with this language. Get up to speed on jQuery. Quickly

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assemble JavaScript programs that work well on multiple web browsers. Transform your user interface. Learn jQuery UI, the JavaScript library for interface features like design themes and controls. Make your pages interactive. Create JavaScript events that react to visitor actions. Use animations and effects. Build drop-down navigation menus, pop-ups, automated slideshows, and more. Collect data with web forms. Create easy-to-use forms that ensure more accurate visitor responses. Practice with living examples. Get step-by-step tutorials for web projects you can build yourself.

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

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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,

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and Office Web Apps.

[Galaxy S II: The Missing Manual](#)

[FileMaker Pro 12: The Missing Manual](#)

[The Missing Manual, Lion Edition](#)

[PHP & MySQL: The Missing Manual](#)

[JavaScript & JQuery
Flash CS5.5](#)

[iPod: The Missing Manual](#)

[Excel 2010: The Missing Manual](#)

[Adobe Edge Animate: The Missing Manual](#)

Amazon's Kindle Fire HD combines the most popular e-reader and tablet features in one sleek package, and with this entertaining guide, you'll master everything the Fire

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has to offer. With loads of illustrations, step-by-step instructions, and savvy tips, you'll learn how to manage your media library in the cloud, find the coolest apps, and make the most of your Kindle Fire experience—no matter which model you choose. The important stuff you need to know: Read all about it. Find ebooks and newspapers in the Kindle Store, and add your own books and magazines. Use great new features. Discover Amazon's X-Ray service, and parental controls for individual users. Take in a show. Watch movies and TV series, and display your photos and videos. Go online.

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Browse the Web and manage email with Wi-Fi and 4D LTE. Fill up your jukebox. Listen to your favorite music from Amazon and iTunes. Load up on apps. Get popular games, guides, and references with Amazon's Apps for Android. Get to work. Read PDFs, Word files, Excel spreadsheets, and other docs. 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

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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

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

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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

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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.

The Official Intuit Guide to QuickBooks 2013 for Windows Your bookkeeping workflow will be smoother and faster with QuickBooks 2013 for Windows, and as the program's Official Guide, this Missing Manual puts you firmly in control. You get step-by-step instructions on how and when to use specific features, along with basic accounting advice to guide you through the learning

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process. The important stuff you need to know: Get started. Set up your accounts, customers, jobs, and invoice items quickly. Follow the money. Track everything from billable time and expenses to income and profit. Keep your company financially fit. Examine budgets and actual spending, income, inventory, assets, and liabilities. Spend less time on bookkeeping. Use QuickBooks to create and reuse bills, invoices, sales receipts, and timesheets. Find key info fast. Rely on QuickBooks' Search and Find features, as well as the Vendor, Customer, Inventory, and Employee Centers. Exchange data with other

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programs. Move data between QuickBooks, Microsoft Office, and other programs.

Unlock the potential of Samsung's Galaxy S II with this jargon-free guide from technology guru Preston Gralla. You'll quickly learn how to shoot high-res photos and HD video, keep your schedule, stay in touch, and enjoy your favorite media. Every page is packed with illustrations and valuable advice to help you get the most from the smartest phone in town. (Note: This book does not cover the Galaxy S3, Galaxy S4, and later models.) The important stuff you need to know: Get dialed in. Learn your way around the Galaxy S

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II's calling and texting features. Go online. Browse the Web, manage email, and download apps with Galaxy S II's 3G/4G network (or create your own hotspot). Master your media. Shoot and share pictures and video, organize and play your music library—and send it wirelessly to your TV or stereo. Be entertained now. Start watching movies and TV shows while they're still loading. Explore the world. Get news and weather, find a location, and navigate by GPS. Check your schedule. Use the convenient calendar app, and sync it with your Google and Outlook calendars. Preston Gralla is the author of more

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than 40 books, including Missing Manuals on Droid X2, Xoom, and Galaxy Tab. He's the editor of

WindowsDevCenter.com and OnDotNet, and a contributing editor to Computerworld.

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

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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

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display, tablet, or smartphone. Demonstrates the operating system's basic features, including Internet access, iCloud, file management, configuring the desktop, networking, installing peripherals, and working with applications.

[Access 2013: The Missing Manual](#)

[Dreamweaver CS6: The Missing Manual](#)

[Office 2011 for Macintosh: The Missing Manual](#)

[Office 2013: The Missing Manual](#)

[Droid X: The Missing Manual](#)

[Photoshop Elements 10](#)

[Kindle Fire: The Missing Manual](#)

[iPhone](#)

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Kindle Fire HD: The Missing Manual

Develop the analytical skills that are in high demand in businesses today with Camm /Cochran/Fry/Ohlmann's best-selling BUSINESS ANALYTICS, 4E. You master the full range of analytics as you strengthen your descriptive, predictive and prescriptive analytic skills. Real examples and memorable visuals illustrate data and results for each topic. Step-by-step instructions guide you through using Microsoft Excel, Tableau, R and JMP Pro software to perform

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more advanced analytics concepts. Practical, relevant problems at all levels of difficulty help you further apply what you've learned. With this edition you become proficient in topics beyond the traditional quantitative concepts, such as data visualization and data mining, which are increasingly important in today's analytical problem-solving. Trust BUSINESS ANALYTICS, 4E to strengthen your understanding of today's analytic concepts. Important Notice: Media content referenced within

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the product description or the product text may not be available in the ebook version.

With the iOS 6 software and the new iPhone 5, Apple has two world-class hits 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 this expanded edition of his witty, full-color guide: the world's most popular iPhone book. The important stuff you need to

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know: The iPhone 5. This book unearths all the secrets of the newest iPhone. Taller screen, faster chip, 4G LTE Internet, thinner than ever. The iOS 6 software. Older iPhones gain Do Not Disturb, the new Maps app, shared Photo Streams, camera panoramas, smarter Siri, and about 197 more new features. It's all here. The apps. That catalog of 750,000 add-on programs makes the iPhone's phone features almost secondary. Now you'll know how to find, manage, and exploit those apps. The iPhone may be the

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world's coolest computer, but it's still a computer, with all of a computer's complexities. iPhone: The Missing Manual is a funny, gorgeously illustrated guide to the tips, shortcuts, and workarounds that will turn you, too, into an iPhone addict.

Think you need an army of skilled programmers to build a website? Think again. With nothing more than an ordinary PC, some raw ambition, and this book, you'll learn how to create and maintain a professional-looking, visitor-friendly site.

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This Missing Manual gives you all the tools, techniques, and expert advice you need. Plan your site. Create web pages by learning the basics of HTML and HTML5. Control page design with CSS. Format text, images, links, tables, and other elements. Attract visitors. Ensure that people can find your site through popular search engines. Build a community. Add forums, fresh content, and a feedback form to encourage repeat visits. Get smart. Use free tools to identify your site's strengths and weaknesses. Create

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your own blog. Post your musings with a free blog-hosting service. Bring in cash. Host Google ads, sell Amazon's wares, or push your own products. Add pizzazz. Include audio, video, interactive menus, and more.

An introduction to the features and use of Adobe Photoshop Elements 10. Office 2011 for Mac is easy to use, but to unleash its full power, you need to go beyond the basics. This entertaining guide not only gets you started with Word, Excel, PowerPoint, and the

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new Outlook for Mac, it also reveals useful lots of things you didn't know the software could do. Get crystal-clear explanations on the features you use most -- and plenty of power-user tips when you're ready for more. Take advantage of new tools. Navigate with the Ribbon, use SmartArt graphics, and work online with Office Web Apps. Create professional-looking documents. Use Word to craft beautiful reports, newsletters, brochures, and posters. Crunch numbers with ease. Assemble data, make

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calculations, and summarize the results with Excel. Stay organized. Set up Outlook to track your email, contacts, appointments, and tasks. Make eye-catching presentations. Build PowerPoint slideshows with video and audio clips, animations, and other features. Use the programs together. Discover how to be more productive and creative by drawing directly in Word documents, adding spreadsheets to your slides, and more.

Ready to move to the Mac?
This incomparable guide

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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

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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

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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.

Explains how to use the iPhone and learn all the options of its additional capabilities which include iCloud, Siri, FaceTime, the App Store, iTunes, and settings.

Dreamweaver CS6 is the

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most capable website design and management program yet, but there's no printed guide to its amazing features. That's where Dreamweaver CS6: The Missing Manual comes in. You'll learn to use every facet of this versatile program, through jargon-free explanations and 13 hands-on tutorials. The important stuff you need to know: Get A to Z guidance. Go from building simple web pages to creating rich, interactive websites. Learn state-of-the-art design. Create dynamic, visually appealing sites using

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JavaScript and CSS, and see how HTML5 and CSS3 fit in. Add instant interactivity. Use Dreamweaver's unique Spry technology to easily add complex layout options, like drop-down menus. Use timesaving features. Take advantage of Dreamweaver's libraries, templates, and hundreds of extensions. Go mobile. Design sites for smartphones, tablets, and desktop PCs, using the same HTML. Simplify site management. Check for broken links, streamline site-wide changes, and

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reorganize your site in a snap.

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[Einführung in XML](#)

[Access 2010: The Missing Manual](#)

[Excel 2013: The Missing Manual](#)

[The Missing Manual](#)

[Galaxy S5: The Missing Manual](#)

[Microsoft Project 2010: The Missing Manual](#)

An introduction to the Droid 2 explains how to

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get the most out of the device, with a hands-on approach to learning its functions and applications, a review of its features, customization tips and tricks, and instructions to help users master the Droid 2.

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,

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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

Massage 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

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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.

Apple continues to set the bar for portable

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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

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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;

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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.

Microsoft Office is the most widely used productivity software in the world, but most people just know the basics. This helpful guide gets you started with the programs in Office 2013, and provides lots of power-

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user tips and tricks when you're ready for more. You'll learn about Office's new templates and themes, touchscreen features, and other advances, including Excel's Quick Analysis tool. The important stuff you need to know: Create professional-looking documents. Use Word to craft reports, newsletters, and brochures for the Web and desktop. Stay organized. Set up Outlook to track your email, contacts,

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appointments, and tasks. Work faster with Excel. Determine the best way to present your data with the new Quick Analysis tool. Make inspiring presentations. Build PowerPoint slideshows with video and audio clips, charts and graphs, and animations. Share your Access database. Design a custom database and let other people view it in their web browsers. Get to know the whole suite. Use other handy Office tools: Publisher,

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OneNote, and a full range of Office Web Apps. Create and share documents in the cloud. Upload and work with your Office files in Microsoft's SkyDrive. 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

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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

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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 This hands-on, friendly guide shows you how to harness FileMaker's power to make your

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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-

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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

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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

[Google+: The Missing Manual](#)

[Switching to the Mac: The Missing Manual, Lion Edition](#)

[IPad 2](#)

[Photoshop Elements 11: The Missing Manual](#)

[FileMaker Pro 11: The Missing Manual](#)

[NOOK Tablet: The Missing](#)

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[Manual](#)