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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-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, 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, 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.

A guide to the project management tool covers such topics as estimating work time, setting up a project schedule, building a team, setting up a budget, tracking progress, evaluating performance, and reporting on projects.

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 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.

Get up to speed on Microsoft Project 2013 and learn how to manage projects large and small. This crystal-clear book not only guides you step-by-step through Project 2013's new features, it also gives you real-world guidance: how to prep a project before touching your PC, and which Project tools will keep you on target. With this Missing Manual, you'll go from project manager to Project master. The important stuff you need to know Learn Project 2013 inside out. Get hands-on instructions for the Standard and Professional editions. Start with a project management primer. Discover what it takes to handle a project successfully. Build and refine your plan. Put together your team, schedule, and budget. Achieve the results you want. Build realistic schedules with Project, and learn how to keep costs under control. Track your progress. Measure your performance, make course corrections, and manage changes. Create attractive reports. Communicate clearly to stakeholders and team members using charts, tables, and dashboards. Use Project's power tools. Customize Project's features and views, and transfer info via the cloud, using Microsoft SkyDrive.

Get more out of Microsoft Excel® 2013: more productivity and better answers for greater success! Drawing on his unsurpassed Excel experience, Bill Jelen ("Mr Excel") brings together all the intensely useful knowledge you need: insights, techniques, tips, and shortcuts you just won't find anywhere else. Excel 2013 In Depth is the fastest, best way to master Excel 2013's full power; get comfortable with its updated interface; and leverage its new tools for everything from formulas, charts, and functions to dashboards, data visualization, and social media integration. Start by taking a quick "tour" of Excel 2013's most valuable new features. Then, learn how to Build more trustworthy, error-resistant, flexible, extensible, intelligent, and understandable spreadsheets Get more productive with Excel 2013's new Start Screen and Timelines Create formulas, charts, subtotals, and pivot tables faster with new Flash Fill and Analysis Lens Quickly apply attractive, consistent formats Master every function you'll ever need, - including powerful new web services functions Solve real-world business intelligence analysis problems Create amazing PowerPivot data mashups that integrate information from anywhere Use Power View to generate stunningly intuitive maps, dashboards, and data visualizations Share workbooks on the Web and social networks Leverage the improved Excel Web App to create highly interactive web pages and online surveys Automate repetitive functions using Excel macros Supercharge your workbooks with new apps from the Excel App Store Like all In Depth books, Excel 2013 In Depth delivers complete coverage with detailed solutions, and troubleshooting help for tough problems you can't fix on your own. Whatever you intend to do with Excel 2013, this is the only book you'll need!

You're beyond the basics, so dive in and really put your spreadsheet skills to work! This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Excel 2010-and challenge yourself to new levels of mastery! Learn expert techniques for designing powerful spreadsheets Apply built-in functions-or write your own-and carry out complex calculations Use rich charting and graphic capabilities to visualize data Perform sophisticated data analysis: financial, statistical, and "what-if" Design PivotTable reports to dynamically analyze data Share and collaborate with others-while managing sensitive data Link and embed Excel data into other documents Create macros with Microsoft Visual Basic for Applications Sample spreadsheets from inside the book Add-ins and other resources to help you extend Microsoft Office programs Links to demos, user communities, and product support

Showcases the word processing, graphics, database, Web design, spreadsheet, and slide-show capabilities of AppleWorks 6, including the new interface, macros, templates, document exchange, and troubleshooting.

PivotTables may be Excel's most powerful feature, but Microsoft has estimated that only 15% of Excel users take advantage of them. That's because PivotTables (and their companion feature, PivotCharts) have a reputation for being difficult to learn. Not any more! In this expert tutorial, Excel legends Bill Jelen ("MrExcel") and Michael Alexander teach PivotTables and PivotCharts step-by-step, using realistic business scenarios that any Excel user can intuitively understand. Jelen and Alexander go far beyond merely explaining PivotTables and PivotCharts: they present practical "recipes" for solving a wide range of business problems. Drawing on more than 35 combined years of Excel experience, they provide tips and tricks readers won't find anywhere else, and show exactly how to sidestep common mistakes. Coverage includes: * Creating PivotTables, customizing them, and changing the way you view them * Performing calculations within PivotTables * Using PivotCharts and other visualizations * Analyzing multiple data sources with PivotTables * Sharing PivotTables with others * Working with and analyzing OLAP data * Making the most of Excel 2013's powerful new PowerPivot feature * Using Excel 2013's Slicer to dynamically filter PivotTables * Enhancing PivotTables with macros and VBA code This book is part of the popular MrExcel's Library series, edited by Bill Jelen, world-renowned Excel expert and host of the world-renowned Excel help site, MrExcel.com.

Annotation With the iOS 8.1 software and the new iPhone 6 and 6 Plus, Apple has taken its flagship products into new realms of power and beauty. The modern iPhone comes with everythingcamera, music player, Internet, flashlightexcept 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 iPhone 6 and 6 Plus. This book unearths all the secrets of the newest iPhones. Bigger screens, faster chips, astonishing cameras, WiFi calling, Apple Pay, crazy thin. The iOS 8.1 software. Older iPhone models gain predictive typing, iCloud Drive, Family Sharing, "Hey Siri," the Health app, and about 195 more new features. It's all here, in these pages. The apps. That catalog of 1.3 million add-on programs makes the iPhones phone features almost secondary. Now you'll know how to find, exploit, and troubleshoot those apps. The iPhone may be the world's coolest computer, but it's still a computer, with all of a computers 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 master.

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