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with detailed coverage on the new features this is a comprehensive inclusive guide to achieving maximum productivity when using this messaging and groupware application

microsoft office access 2003 provides powerful new tools with which to manage data find and retrieve information faster than ever share information and integrate solutions with server side products access 2003 incorporates some of the latest technologies such as xml and microsoft sharepoint to extend data exchange over an intranet or the internet this

book covers these changes as well as more subtle enhancements such as the addition of smart tags a new back up database and an error checking function to flag common mistakes all the most important tasks are covered and the visual format makes it easy for upgrading users to quickly get working with the latest version or for new users to start from the beginning and build their knowledge from the ground up other features include a troubleshooting guide to help solve common problems a project guide with a listing of real world projects by feature and a mos exam guide with a complete listing of mos objectives and page numbers to locate the objectives which gives this series a clear advantage over other visual titles

actionscript 3 0 is a huge upgrade to flash s programming language the enhancements to actionscript s performance feature set ease of use cleanliness and sophistication are considerable essential actionscript 3 0 focuses on the core language and object oriented programming along with the flash player api essential actionscript has become the 1 resource for the flash and actionscript development community and the reason is the author colin moock many people even refer to it simply as the colin moock book and for good reason no one is better at turning actionscript inside out learning its nuances and capabilities and then explaining everything in such an accessible way colin moock is not just a talented programmer and technologist he s also a gifted teacher essential actionscript 3 0 is a radically overhauled update to essential actionscript 2 0 true to its roots the book once again focuses on the core language and object oriented programming but also adds a deep look at the centerpiece of flash player s new api display programming enjoy hundreds of brand new pages covering exciting new language features such as the dom based event architecture e4x and namespaces all brimming with real world sample code the actionscript 3 0 revolution is here and essential actionscript 3 0 s steady hand is waiting to guide you through it adobe developer library is a co publishing partnership between o reilly media and adobe systems inc and is designed to produce the number one information resources for developers who use adobe technologies created in 2006 the adobe developer library is the official source for comprehensive learning solutions to help developers create expressive and interactive web applications that can reach virtually anyone on any platform with top notch books and innovative online resources covering the latest in rich internet application development the adobe developer library offers expert training and in depth resources straight from the source

presents a guide to the applications found in microsoft office including excel access word powerpoint and outlook

get down to business maximize your efficiency with office 2003 written for business minded and experienced office users this task oriented guide goes directly to the bottom line revealing optimal ways to perform critical challenging tasks

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presents step by step screen shots and instructions on the features and functions of excel 2007 covering such topics as formatting cells designing worksheets calculating data creating charts analyzing data and working with macros

whether you are an excel neophyte a sophisticate who knows the program inside out or an intermediate level plodder eager to hone your skills excel the missing manual is sure to become your go to resource for all things excel covering all the features of excel 2002 and 2003 the most recent versions for windows excel the missing manual is an easy to read thorough and downright enjoyable guide to one of the world s most popular and annoyingly complicated computer programs never a candidate for the most user friendly of microsoft programs excel demands study practice and dedication to gain even a working knowledge of the basics excel 2003 is probably even tougher to use than any previous version of excel however despite its fairly steep learning curve this marvelously rich program enables users of every stripe to turn data into information using tools to analyze communicate and share knowledge excel can help you to collaborate effectively and protect and control access to your work power users can take advantage of industry standard extensible markup language xml data to connect to business processes to unleash the power of the program and mine the full potential of their database talents users need an authorative and friendly resource none is more authoritative or friendlier than excel the missing manual not only does the book provide exhaustive coverage of the basics it provides numerous tips and tricks as well as advanced data analysis programming and interface knowledge that pros can adopt for their latest project neophytes will find everything they need to create professional spreadsheets and become confident users excel the missing manual covers worksheet basics formulas and functions organizing worksheets charts and graphics advanced data analysis sharing data with the rest of the world and programming if you buy just one book

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