

Java In Easy Steps 4th Edition

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excel 2007 in easy steps introduces the ribbon interface provided by office 2007 it shows you how to create and manipulate worksheets starting with the basic concepts and then introducing functions and features that allow you to organize and manage vast amounts of information it covers the excel table data list structures advanced functions and excel add ins and shows you how to present your worksheet data in chart formats the book will help you to create macros recorded or via visual basic you'll learn how to use templates tools and other resources to help you apply excel to various tasks you'll link your worksheets to other workbooks and to data sources on the internet to get automatic updates written concisely yet comprehensively this is an ideal book to help you grasp the essentials of excel 2007 quickly and easily even if you are new to the spreadsheet concept

since its introduction in 2010 the ipad has quickly become an iconic device a compact versatile tablet computer that packs a real punch in terms of its functionality it is now widely used and in many ways it is ideal for children it is user friendly compact powerful and stylish into the bargain but for a parent the idea of your child using an ipad can be a daunting one how do you know what they are using it for what are they looking at on the web and how are they communicating with their friends a parent's guide to the ipad in easy steps is the guide that aims to put parents minds at ease and lets them understand the ipad while helping their child explore this exciting machine the book looks at the

functionality of the ipad so that you can understand how your child is using it and also make the most of yourself it then covers a range of topics for which the ipad can be used education games photos music creativity and social networking this third edition covers the latest operating system ios 7 a parent s guide to the ipad in easy steps will inspire parents to use their ipad to encourage more learning

windows 7 for seniors in easy steps introduces the features of this windows operating system presented with the senior reader in mind it uses larger type for easy reading and discusses the topics in a clear and concise manner it concentrates on the activities you ll want to carry out whether you re completely new to computers or you re upgrading from a previous version of windows windows 7 for seniors in easy steps starts with identifying the right edition of windows 7 for your purpose it focuses on the new user interface features to save you time and become more efficient using your computer and also helps you customize your system to suit your way of working it looks at windows aero themes and functions and covers software gadgets and new features such as multi touch screens windows 7 for seniors in easy steps covers home networking and homegroups email internet digital photography music and video it reviews the applications and games that are supplied with windows 7 and the supplementary applications provided through windows live essentials it also covers issues of security protection from computer viruses maintaining your system and keeping it up to date

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