

New Folder

Susan Prosser, Stuart Gripman

Office 2019 All-in-One For Dummies Peter Weverka,2018-10-30 One practical book that's ten books in one: Learn everything you need to know about Microsoft Office with one comprehensive guide on your bookshelf. To know your way around all the applications within Microsoft Office would require you to be part mathematician, part storyteller, and part graphic designer—with some scheduling wizard and database architect sprinkled in. If these talents don't come naturally to you in equal measure, don't panic—Office 2019 All-in-One For Dummies can help. This hefty but easily accessible tome opens with Book 1, an overview of the Office suite of applications and tips for handling text and becoming more efficient. From there, you'll find a book on each of the suite's major applications: Word: Learn the basics of word processing with Word, plus lay out text and pages; use Word's styles and proofing tools; construct tables, reports, and scholarly papers; and become familiar with manipulating documents. Excel: In addition to refining your worksheets so they're easier to understand, you can also master formulas, functions, and data analysis. PowerPoint: Find out how to make your presentations come alive with text, graphics, backgrounds, audio, and video. This book also contains a chapter with guidance and tips for delivering presentations—in person or virtually. Outlook: From helping you to manage your contacts, inbox, calendar, and tasks, Outlook can organize your days and keep you working productively. Access: Not everyone needs to build and maintain databases, but if that's part of your job, this book has all the hands-on information you need to get going: Build a database table, enter data, sort and query data, and filter data into report format. Publisher: The Publisher book is a quick-and-dirty introduction into desktop publishing, helping you to design a publication using built-in color schemes, templates, fonts, and finishing touches like borders and backgrounds. The last three books cover material that applies to all the applications. Book 8 shows you how to create charts, handle graphics and photos, and draw lines and shapes. Book 9 provides a quick primer on customizing the Ribbon, the Quick Access toolbar, and the Status bar, and guidance on distributing your work (via printing, emailing, converting to PDF, and more). Finally, Book 10 wraps up with how to use OneDrive, especially for file sharing and online collaboration. If you need to make sense of Office and don't have time to waste, Office 2019 All-in-One For Dummies is the reference you'll want to keep close by!

AppleScript in a Nutshell Bruce W. Perry,2001-06-06 AppleScript in a Nutshell is the first complete reference to AppleScript, the popular programming language that gives both power users and sophisticated enterprise customers the important ability to automate repetitive tasks and customize applications. As the Macintosh continues to expand and solidify its base in the multimedia and publishing industries, AppleScript is the tool of choice on this platform for creating sophisticated time- and money-saving workflow applications (applets). These applets automate the processing and management of digital video, imaging, print, and web-based material. AppleScript is also gaining a foothold in scientific programming, as technical organizations adopt G4 CPU-based systems for advanced computing and scientific analysis. Finally, power users and script novices will find that AppleScript is a great everyday Mac programming tool, similar to Perl on Windows NT or Unix. In this well-organized and concise reference, AppleScript programmers will find: Detailed coverage of AppleScript Version 1.4 and beyond on Mac OS 9 and Mac OS X. Complete descriptions of AppleScript language features, such as data types, flow-control statements, functions, object-oriented features (script objects and libraries), and other syntactical elements. Descriptions and hundreds of code samples on programming the various scriptable system components, such as the Finder, File Sharing, File Exchange, Network scripting, Web scripting, Apple System Profiler, the ColorSync program, and the numerous powerful language extensions called osax or scripting additions. Most other AppleScript books are hopelessly out of date. AppleScript in a Nutshell covers the latest updates and improvements with practical, easy to understand tips, including: Using AppleScript as a tool for distributed computing, an exciting development that Apple Computer calls program linking over IP. Programmers can now do distributed computing with Macs over TCP/IP networks, including controlling remote applications with AppleScript and calling AppleScript methods on code libraries that are located on other machines. Using the Sherlock find application to automate web and network searching. Insights on scripting new Apple technologies such as Apple Data Detectors, Folder Actions, Keychain Access, and Apple Verifier. AppleScript in a Nutshell is a high-end handbook at a low-end price—an essential desktop reference that puts the full power of this user-friendly programming language into every AppleScript user's hands.

Creo Parametric 4.0 for Designers, 4th Edition Prof. Sham Tickoo,2017-08-31 Creo Parametric 4.0 for Designers book is written to help the readers effectively use the modeling and assembly tools by utilizing the parametric approach of Creo Parametric 4.0 effectively. This book provides detailed description of the tools that are commonly used in modeling, assembly, sheetmetal as well as in mold. This book also covers the latest surfacing techniques like Freestyle and Style with the help of relevant examples and illustrations. The Creo Parametric 4.0 for Designers book further elaborates on the procedure of generating the drawings of a model or assembly, which are used for documentation of a model or assembly. The examples and tutorials used in this book will ensure that the users can relate the knowledge of this book with the actual mechanical industry designs. Every chapter begins with a tools section that provides a brief information of the Creo Parametric tools. This approach allows the user to use this book initially as a learning tool and then as a reference material. Salient Features: Consists of 16 chapters that are organized in a pedagogical sequence. Comprehensive coverage of concepts and techniques. Tutorial approach to explain the concepts. Detailed explanation of all commands and tools. Summarized content on the first page of the topics that are covered in the chapter. Hundreds of illustrations for easy understanding of concepts. Step-by-step instructions that guide the users through the learning process. More than 40 real-world mechanical engineering designs as tutorials, 40 as exercises, and projects with step-by-step explanation. Additional information throughout the book in the form of notes and tips. Self-Evaluation Tests and Review Questions at the end of each chapter so that the users can assess their knowledge. Technical support by contacting 'techsupport@cadcam.com'. Additional learning resources at 'http://allaboutcadcam.blogspot.com'. Table of Contents Chapter 1: Introduction to Creo Parametric 4.0 Chapter 2: Creating Sketches in the Sketch Mode-I Chapter 3: Creating Sketches in the Sketch Mode-II Chapter 4: Creating Base Features Chapter 5: Datums Chapter 6: Options Aiding Construction of Parts-I Chapter 7: Options Aiding Construction of Parts-II Chapter 8: Options Aiding Construction of Parts-III Chapter 9: Advanced Modeling Tools Chapter 10: Assembly Modeling Chapter 11: Generating, Editing, and Modifying the Drawing Views Chapter 12: Dimensioning the Drawing Views Chapter 13: Other Drawing Options Chapter 14: Working with Sheetmetal Components Chapter 15: Surface Modeling (For free download) Chapter 16: Introduction to Mold Design (For free download) Student Projects (For free download) Index

The DAM Book Peter Krogh,2009-04-27 One of the main concerns for digital photographers today is asset management: how to file, find, protect, and re-use their photos. The best solutions can be found in The DAM Book, our bestselling guide to managing digital images efficiently and effectively. Anyone who shoots, scans, or stores digital photographs is practicing digital asset management (DAM), but few people do it in a way that makes sense. In this second edition, photographer Peter Krogh -- the leading expert on DAM -- provides new tools and techniques to help professionals, amateurs, and students: Understand the image file lifecycle: from shooting to editing, output, and permanent storage Learn new ways to use metadata and key words to track photo files Create a digital archive and name files clearly Determine a strategy for backing up and validating image data Learn a catalog workflow strategy, using Adobe Bridge, Camera Raw, Adobe Lightroom, Microsoft Expression Media, and Photoshop CS4 together Migrate images from one file format to another, from one storage medium to another, and from film to digital Learn how to copyright images To identify and protect your images in the marketplace, having a solid asset management system is essential. The DAM Book offers the best approach.

MacBook For Dummies Mark L. Chambers,2015-11-23 Brush up on the next generation of MacBooks Learning how to use a new laptop can be as challenging as trying to decipher ancient hieroglyphics—but don't let that intimidate you! MacBook For Dummies, 6th Edition is your straightforward guide to all things MacBook, including setting up and configuring your laptop, navigating your way around the desktop, familiarizing yourself with the operating system, working with files and folders, using the Finder and Finder Tabs, working with Dashboard, Mission Control, and Spaces, searching your computer with Spotlight, surfing the Internet with Safari, syncing your data with iCloud, communicating with friends and family with email, Messages, and FaceTime, discovering new apps, and creating and printing documents. Additionally, this approachable, yet comprehensive text offers insight into working with Pages, Numbers, and Keynote, and more. MacBooks are incredibly popular for both their sleek, appealing hardware and easy to use, relevant software. Whether you're a PC convert or just want to brush up on the latest updates to the MacBook line, this helpful book gets you started in a snap. Get up and running on your new MacBook by starting with the basics Share and protect your data with insight

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macOS Mojave: The Missing Manual David Pogue,2018-12-20 Answers found here! Apple's latest Mac software, macOS Mojave, is a glorious boxcar full of new features and refinements. What's still not included, though, is a single page of printed instructions. Fortunately, David Pogue is back, delivering the expertise and humor that have made this the #1 bestselling Mac book for 18 years straight. The important stuff you need to know Big-ticket changes. The stunning new Dark Mode. Self-tidying desktop stacks. FaceTime video calls with up to 32 people. New screen-recording tools. If Apple has it, this book covers it. Apps. This book also demystifies the 50 programs that come with the Mac, including the four new ones in Mojave: News, Stocks, Home, and Voice Memos. Shortcuts. This must be the tippiest, trickiest Mac book ever written. Undocumented surprises await on every page. Power users. Security, networking, remote access, file sharing with Windows—this one witty, expert guide makes it all crystal clear. macOS Mojave gives the Mac more polish, power, and pep— and in your hands, you hold the ultimate guide to unlocking its potential.

Chemical & Metallurgical Engineering Eugene Franz Roeber,Howard Coon Parmelee,1928

Rails Crash Course Anthony Lewis,2014-10-08 Rails is a robust, flexible development platform that lets you build complex websites quickly. Major websites like GitHub, Hulu, and Twitter have run Rails under the hood, and if you know just enough HTML and CSS to be dangerous, Rails Crash Course will teach you to harness Rails for your own projects and create web applications that are fast, stable, and secure. In Part I, you'll learn Ruby and Rails fundamentals and then dive straight into models, controllers, views, and deployment. As you work through the basics, you'll learn how to: -Craft persistent models with Active Record -Build view templates with Embedded Ruby -Use Git to roll back to previous versions of your code base -Deploy applications to Heroku In Part II, you'll take your skills to the next level as you build a social networking app with more advanced Ruby tools, such as modules and metaprogramming, and advanced data modeling techniques within Rails's Active Record. You'll learn how to: -Implement an authentication system to identify authorized users -Write your own automated tests and refactor your code with confidence -Maximize performance with the asset pipeline and turbolinks -Secure your app against SQL injection and cross-site scripting -Set up a server and deploy applications with Capistrano Each chapter is packed with hands-on examples and exercises to reinforce what you've learned. Whether you're completely new to Ruby or you've been mucking around for a bit, Rails Crash Course will take you from the basics to shipping your first Rails application, fast.

Java in 24 Hours Rogers Cadenhead,2014 Offers an updated tutorial for beginners explaining how to use Java to create desktop and Web programs, applications, and web services, including setting up the programming environment, building user interfaces, and writing Android apps.

AutoCAD 2015 Tutorial - Second Level: 3D Modeling Randy Shih,2014-07-07 The primary goal of AutoCAD 2015 Tutorial - Second Level: 3D Modeling is to introduce the aspects of computer based three dimensional modeling. This text is intended to be used as a training guide for both students and professionals. The chapters in this book cover AutoCAD 2015 and proceed in a pedagogical fashion to guide you from constructing 3D wire frame models, 3D surface models, and 3D solid models to making multiview drawings and rendering images. The text takes a hands-on, exercise-intensive approach to all the important 3D modeling techniques and concepts. This book contains a series of twelve tutorial style chapters designed to introduce CAD users to 3D modeling with AutoCAD 2015. Users upgrading from a previous release of the AutoCAD software will also find this text helpful. The basic premise of this book is that the more 3D designs you create using AutoCAD 2015 the better you learn the software. With this in mind each tutorial introduces a new set of commands and concepts, building on previous chapters. By going through this book readers will establish a good basis for exploring and growing in the exciting field of Computer Aided Engineering.

Salesforce Lightning Reporting and Dashboards Johan Yu,2017-08-03 Learn how to build advanced reports and dashboards in Salesforce Lightning experience About This Book Visualize and create advanced reports and dashboards using Lightning Experience Improve overall business efficiency with advanced and effective reports and dashboards Understand and create custom reports and dashboards Who This Book Is For This book is targeted at Salesforce.com administrators, business analysts, and managers who use Salesforce.com for their daily job and want to learn in depth about Salesforce Reporting and Dashboard in Lightning Experience. Readers should have a basic knowledge of Salesforce, such as: Accounts, Contacts, Leads, Opportunities and custom objects. What You Will Learn Navigate in Salesforce.com within the Lightning Experience user interface Secure and share your reports and dashboards with other users Create, manage, and maintain reports using Report Builder Learn how the report type can affect the report generated Explore the report and dashboard folder and the sharing model Create reports with multiple formats and custom report types Explore various dashboard features in Lightning Experience Use Salesforce1, including accessing reports and dashboards In Detail Built on the Salesforce App Cloud, the new Lightning Experience combines the new Lightning Design System, Lightning App Builder, and Lightning Components to enable anyone to quickly and easily create modern enterprise apps. The book will start with a gentle introduction to the basics of Salesforce reports and dashboards. It will also explain how to access reports in depth. Then you will learn how to create and manage reports, to use Schedule Report, and create advanced report configurations. The next section talks about dashboards and will enable you to understand and compare various types of dashboard component and how you can benefit the most from each of them. Then we move on to advanced topics and explain tips and tricks related to reports and dashboards, including reporting snapshots, report parameters, and collaboration. Finally, we will discuss how to access dashboards and reports from the Salesforce1 mobile app. Style and approach This comprehensive guide covers the advanced features of the all new Salesforce Lightning concepts and communicates them through a practical approach to explore the underlying concepts of how, when, and why to use them.

Office User Guide for MicroStrategy 9.5 MicroStrategy Product Manuals,MicroStrategy,2015-02-01 The MicroStrategy Office User Guide covers the instructions for using MicroStrategy Office to work with MicroStrategy reports and documents in Microsoft? Excel, PowerPoint, Word, and Outlook, to analyze, format, and distribute business data.

United States Attorneys Bulletin ,2008

Microsoft Exchange Server 2010 Administrator's Pocket Consultant William Stanek,2009-11-04 Portable and precise, this pocket-sized guide delivers immediate answers for the day-to-day administration of Exchange Server 2010. Zero in on core support and maintenance tasks using quick-reference tables, instructions, and lists. You'll get the focused information you need to solve problems and get the job done—whether you're at your desk or in the field! Get fast facts to: Configure and manage Exchange clients Set up users, contacts, distribution lists, and address books Administer permissions, rules, policies, and security settings Manage databases and storage groups Optimize message processing, logging, and anti-spam filtering Administer at the command line using Exchange Management Shell Configure SMTP, connectors, links, and Edge subscriptions Manage mobile device features and client access Back up and restore systems

Photoshop Elements 12 in easy steps Nick Vandome,2014-01-16 Adobe's best-selling Photoshop Elements for editing images is updated with even more features to enhance pictures. And Photoshop Elements 12 in easy steps reveals all the key features on offer for you to perfect your photos. It'll help you to quickly master Elements' interface then show you how to: Transfer your images from your camera and keep them organized on your computer by people, events or placesEnhance colours, eliminate undesired blemishes and unwanted objects to perfect your photosMerge your photos to create a new image and add clever effects to highlight selected aspects of your snap. Add a personal note or create your own pop art. Then share your unique photo through Facebook, Flickr or Adobe's Private Web Album app. Or simply print and frame your work of art! Photoshop Elements 12 in easy steps covers versions for both PC and Mac users and demonstrates both the fun and the functionality of image editing which makes Photoshop Elements 12 the perfect image editing

program for any photography enthusiast.

Windows 8.1 All-in-One For Dummies Woody Leonhard,2013-11-06 Ten minibooks in one get you thoroughly caught up on Windows 8.1! With new improvements and changes, Windows 8.1 offers a refreshed user interface, better integration between the new and traditional Windows interfaces, and more. This updated top-selling guide is what you need to get up to speed on everything Windows 8.1. Nine minibooks in one cover such essential topics as navigating the new Start Screen, understanding Windows 8.1 apps, securing Windows 8.1, and much more. Take the guesswork out of Windows 8.1 from day one with this complete, all-in-one resource. Helps you get up to speed on the Windows 8.1 operating system, including its Start Screen, which is a feature sure to please traditional Windows users Provides top-notch guidance from trusted and well-known Windows expert and author Woody Leonhard Covers Windows 8.1 inside and out, including how to customize the Start screen, manage apps, and control privacy Delves into core Windows 8.1 apps such as e-mail, people, and SkyDrive Shows you how to connect online, add hardware, back up and update, and secure Windows 8.1 Discover new improvements, old favorites, and everything in between with Windows 8.1 All-in-One For Dummies.

FileMaker Pro 13: The Missing Manual Susan Prosser,Stuart Gripman,2014-06-27 You don't need a technical background to build powerful databases with FileMaker Pro 13. This crystal-clear guide covers all new FileMaker Pro 13 features, such as its improved layout tools and enhanced mobile support. Whether you're running a business, printing a catalog, or planning a wedding, you'll learn how to customize your database to run on a PC, Mac, Web browser, or iOS device. The important stuff you need to know: Get started. Tour FileMaker Pro's features and create your first database in minutes. Access data anywhere. Use FileMaker Go on your iPad or iPhone—or share data on the Web. Dive into relational data. Solve problems quickly by connecting and combining data tables. Create professional documents. Publish reports, invoices, catalogs, and other documents with ease. Harness processing power. Use calculations and scripts to crunch numbers, search text, and automate tasks. Add visual power and clarity. Create colorful charts to illustrate and summarize your data. Share your database on a secure server. Add the high-level features of FileMaker Pro Advanced and FileMaker Pro Server.

Using Your Digital Camera Dave Johnson,2003 Join the digital revolution and take better pictures than you've ever dreamed possible. Intimidating technical terms become easy to understand, and forbidding bells and whistles become easy to manipulate. With detailed illustrations, see how the camera works. Learn to use memory cards. Then master the art of editing pictures on your PC, including special editing effects to enhance a photo's mood, transform its background, or delete clutter. Quickly, you're ready to print pictures on your printer and e-mail them to your friends. Later sections show you how easy it is to add accessories such as close-up, telephoto, and wide-angle lenses, remote controls, and software for editing and storage. Along the way: first-person accounts of disasters and how I fully recovered.

The Log ,1953-07

Beyond the Basic Stuff with Python Al Sweigart,2020-12-22 BRIDGE THE GAP BETWEEN NOVICE AND PROFESSIONAL You've completed a basic Python programming tutorial or finished Al Sweigart's bestseller, Automate the Boring Stuff with Python. What's the next step toward becoming a capable, confident software developer? Welcome to Beyond the Basic Stuff with Python. More than a mere collection of advanced syntax and masterful tips for writing clean code, you'll learn how to advance your Python programming skills by using the command line and other professional tools like code formatters, type checkers, linters, and version control. Sweigart takes you through best practices for setting up your development environment, naming variables, and improving readability, then tackles documentation, organization and performance measurement, as well as object-oriented design and the Big-O algorithm analysis commonly used in coding interviews. The skills you learn will boost your ability to program--not just in Python but in any language. You'll learn: Coding style, and how to use Python's Black auto-formatting tool for cleaner code Common sources of bugs, and how to detect them with static analyzers How to structure the files in your code projects with the Cookiecutter template tool Functional programming techniques like lambda and higher-order functions How to profile the speed of your code with Python's built-in timeit and cProfile modules The computer science behind Big-O algorithm analysis How to make your comments and docstrings informative, and how often to write them How to create classes in object-oriented programming, and why they're used to organize code Toward the end of the book you'll read a detailed source-code breakdown of two classic command-line games, the Tower of Hanoi (a logic puzzle) and Four-in-a-Row (a two-player tile-dropping game), and a breakdown of how their code follows the book's best practices. You'll test your skills by implementing the program yourself. Of course, no single book can make you a professional software developer. But Beyond the Basic Stuff with Python will get you further down that path and make you a better programmer, as you learn to write readable code that's easy to debug and perfectly Pythonic Requirements: Covers Python 3.6 and higher

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