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Faithe Wempen

How Do I Do That In InDesign? Dave Clayton,2019-10-24 Adobe InDesign is the clear software of choice for designers in desktop publishing and typesetting. With it, designers create professional, eye-catching posters, flyers, brochures, magazines, newspapers, presentations, books, and ebooks. Because it has so much power and depth, sometimes the things you need are...well...kinda hidden or not really obvious. There will be a lot of times when you need to get something done in InDesign, but you have no idea where Adobe hid that feature, or what the “secret handshake” is to do that thing you need now so you can get back to working. That’s why this book was created: to get you to the technique, the shortcut, or exactly the right setting, right now. Here's how it works: When you need to know how to do a particular thing, you turn to the chapter where it would be found, find the thing you need to do (it’s easy—each page covers just one single topic), and designer and author Dave Clayton tells you exactly how to do it just like he was sitting there beside you, using the same casual style as if he were telling a friend. That way, you get back to working in InDesign fast.< This isn’t a book of theory, full of confusing jargon and detailed multi-step concepts. This is a book on which button to click, which setting to use, and exactly how and when to use it, so you’re never “stuck” in InDesign again. This will be your “go to” book that sits within reach any time you’re working in InDesign, and you are going to love having this type of help right at your fingertips.

Windows XP Annoyances David A. Karp,2003 In an ideal world, an operating system would do its work in the background while you did your work in the foreground. In our world, however, operating systems constantly get in the way, and Windows XP is no exception. There hasn't been such a dramatic change in Windows computing since the introduction of Windows 95. Windows XP contains dozens of important new features designed to make your work easier, including improved performance, but also introduces numerous quirks and unaccountable behaviors that are guaranteed to increase your level of perplexity and frustration. O'Reilly's popular series for troubleshooting Windows comes to the rescue with Windows XP Annoyances. This book is not designed to complain or criticize, but to acknowledge the problems and shortcomings of the operating system in order to overcome them. Complete with a collection of tools and techniques, this book allows users to improve their experience with Windows XP and establish control of the machine--rather than the other way around. Based on the author's popular Windows Annoyances web site (<http://www.annoyances.org>), Windows XP Annoyances offers solutions, tips, workarounds and warnings that enable you to both customize and troubleshoot Windows, including: Understanding the Windows Registry, including the use of the Registry Editor and advanced topics such as finding the right Registry Keys and restoring a corrupted registry Customizing the interface beyond Microsoft's intentions, including many undocumented tweaks Mastering Windows built-in networking capabilities, including advanced technologies such as Internet Connection Sharing, Remote Desktop sharing, and virtual private networking Repairing Windows XP now that the DOS safety net is gone As author David Karp says, The more you know about a tool you use--specifically, Microsoft Windows XP--the better your day-to-day experience with it will be. Windows XP Annoyances is the intermediate and advanced Windows user's best resource for turning Windows into the user-friendly, customizable interface it was meant to be.

Mac OS 9 David Pogue,2000 Provides clearer, more personable, and better written instructions than usual for making sense of Mac OS 9, from such basics as using menus and reducing window clutter to more advanced topics such as learning how to connect Macs together and the Mac OS 9's self-updating software feature. Annotation copyrighted by Book News, Inc., Portland, OR

Windows XP Hacks & Mods For Dummies Woody Leonhard,2005-09-19 Ever feel as though Windows XP was running YOU, instead of the other way around? Maybe it's time to show Windows who's boss. Make it run YOUR way. Get rid of the stuff that doesn't help you do what you want to do. Soup up security so you're better protected against spyware and other nasties. Find things faster with more efficient searches. Woody Leonhard shows you exactly how to do it in Windows XP Hacks & Mods For Dummies. Don't let the word hack intimidate you. Woody walks you through every suggested adjustment step by step. He even provides plenty of explanation about what's involved and what tools you need. Windows XP Hacks & Mods For Dummies even gives you a convenient list of common hacks you should avoid because they don't accomplish much. You'll discover how to: Eliminate the annoying features that came pre-installed on your PC Speed up your system performance Pin programs, folders, files, and Web pages so they appear on your Start menu Launch applications more quickly Boost the performance of your favorite games Get the most from your iPod and Windows Media Player Navigate peer-to-peer file sharing safely Find free virus protection In the fun and friendly Dummies style, Woody Leonhard gives you tons of helpful advice to make your relationship with Windows XP a lot more rewarding.

Windows XP Annoyances for Geeks David A. Karp,2004-11-16 Explains how to configure Windows XP for maximum control and flexibility, work effectively with the Registry, take advantage of the built-in firewall, and troubleshoot problems.

Essential SharePoint 2007 Jeff Webb,2007-09-11 If you're considering the vastly improved 2007 version of SharePoint, this concise, practical and friendly guide will teach you how to get the most from the latest version of Microsoft's information-sharing and collaboration platform. Essential SharePoint 2007 demonstrates how your business can use SharePoint to control documents, structure workflow, and share information over the Web using standard tools business users already know -- Microsoft Office and Internet Explorer. Written in a conversational tone by internationally recognized SharePoint consultant and trainer Jeff Webb, this book helps SharePoint administrators, site owners, and power users quickly gain the skills necessary to perform a wide variety of tasks for intranet and extranet web sites, and explains what's new in SharePoint 2007 for experienced SharePoint 2003 administrators. Essential SharePoint 2007 teaches you how to: Use SharePoint 2007 with Outlook, Word and Excel, and as a document management tool, replacing, for example, shared network drives with libraries Build and customize sites, lists, libraries and web parts for intranets and extranets Use SharePoint 2007 for team communication through blogs, wikis, surveys, and RSS and email alerts Build a SharePoint workflow application Create and program web parts in order to deliver custom services and data to a site Deploy and administer SharePoint 2007 Each chapter ends with a summary of best practices advocated by the author, and the first few chapters of the book are ideal as training materials for end users. Later chapters give developers and administrators tools not only to keep company sites running smoothly, but also to customize and extend them. The book also contains several appendices with a glossary of terms and hard-to-find information. Essential SharePoint 2007 is a one-stop task-oriented guide for learning what's necessary to make this tool a vital part of team productivity.

Power Excel 2019 with MrExcel Bill Jelen,2019-02-01 Updating the previous edition's tips to include features in Office 365 and Excel 2019, this new edition of MrExcel's popular software guide even incorporates suggestions sent in by readers. Each featured topic has a problem statement and description, followed by a broad strategy for solving the problem. MrExcel then walks readers through the specific steps to solve the issue. Alternate strategies are also provided, along with common scenarios that trip up users, leaving readers with not only answers to their specific dilemmas but also new and quicker ways to use formulas and spreadsheets.

Microsoft Word 2010 In Depth, Portable Documents Faithe Wempen,2010-08-12 Beyond the Basics...Beneath the Surface...In Depth Microsoft Word 2010 IN DEPTH Advice and techniques that you need to get the job done. Looking for ways to streamline your work so you can focus on maximizing your time? In Depth provides specific, tested, and proven solutions to the problems you run into every day—things other books ignore or oversimplify. This is the one book you can rely on to answer the questions you have now and will have in the future. In Depth offers Comprehensive coverage with detailed solutions

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John Walkenbach's Favorite Excel 2007 Tips and Tricks John Walkenbach,2011-06-24 John Walkenbach comments on the new Excel: I've been using Excel for over 15 years, and Excel 2007 is by far the most significant upgrade ever. For starters, we've got a new user interface, new open file formats, a larger worksheet grid, better use of memory and CPUs, new functions, and more templates. Dig a bit deeper and you'll find worksheet tables, 100 levels of undo, easier formula construction, better-looking charts, unlimited color choices, SmartArt, a handy page layout view, new conditional formatting options, new collaboration features, a very useful compatibility checker, workbook themes—and even 'skins' so you can change the look of the entire program. John Walkenbach's Favorite Excel 2007 Tips & Tricks consists of a series of non-trivial tips and tricks that cover all aspects of Excel. Tips are improved ways of maximizing the power of Excel to create robust applications. Tricks are shortcuts that will speed up application development with Excel. John's favorites include tips and tricks on dealing with function arguments, creating impossible charts, pivot tables, taming the new Ribbon, why use a UserForm, how to create add-ins in Excel 2007, absolute vs. relative references, changing data entry orientation, overcoming the 7-level nesting limit, dynamic chart data, sorting on more than three columns, entering fake data for testing purposes, custom functions, and much more.

Tricks of the Microsoft Office 2007 Gurus Paul McFedries,2007-05-16 &>Paul McFedries, an Office insider, that will help you learn the Office applications inside and out. Designed to bridge the gap between your expectation and reality, you will go beyond the basics and learn newly discovered techniques, shortcuts, and best practices. Through real-world examples that showcase how the tips and tricks can be used in everyday business tasks, Tricks of the Microsoft Office 2007 Gurus will help you get the most out of Office 2007. Part I MICROSOFT WORD TRICKS Chapter 1 Text Tricks Chapter 2 Formatting Tricks Chapter 3 Document Tricks Chapter 4 Page Layout Tricks Part II MICROSOFT EXCEL TRICKS Chapter 5 Formula and Function Tricks Chapter 6 Workbook and Worksheet Tricks Chapter 7 Data Analysis Tricks Chapter 8 Chart Tricks III MICROSOFT POWERPOINT TRICKS Chapter 9 Slide and Presentation Tricks Chapter 10 Animation Tricks Chapter 11 Slide Show Tricks IV MICROSOFT OUTLOOK TRICKS Chapter 12 Email Tricks Chapter 13 Calendar and Contacts Tricks V MICROSOFT ACCESS TRICKS 14 Table and Query Tricks Chapter 15 Form and Report Tricks APPENDIXES Author Bio Paul McFedries is well-known as a teacher of Office, Windows, and programming, particularly VBA. He is the president of Logophilia Limited, a technical writing company. Paul has been writing programs for PCs for more than 25 years and has been developing VBA applications since Microsoft first added VBA to the Office suite in 1994. Now primarily a writer, Paul has written more than 50 books that have sold more than three million copies worldwide. These books include Access 2007 Forms, Reports, and Queries (Que, 2007), Formulas and Functions with Excel 2007 (Que, 2007), VBA for the 2007 Microsoft Office System (Que, 2007), and Windows Vista Unleashed (Sams, 2006).

Computer and Information Security Handbook John R. Vacca,2009-05-04 Presents information on how to analyze risks to your networks and the steps needed to select and deploy the appropriate countermeasures to reduce your exposure to physical and network threats. Also imparts the skills and knowledge needed to identify and counter some fundamental security risks and requirements, including Internet security threats and measures (audit trails IP sniffing/spoofing etc.) and how to implement security policies and procedures. In addition, this book covers security and network design with respect to particular vulnerabilities and threats. It also covers risk assessment and mitigation and auditing and testing of security systems as well as application standards and technologies required to build secure VPNs, configure client software and server operating systems, IPsec-enabled routers, firewalls and SSL clients. This comprehensive book will provide essential knowledge and skills needed to select, design and deploy a public key infrastructure (PKI) to secure existing and future applications. * Chapters contributed by leaders in the field cover theory and practice of computer security technology, allowing the reader to develop a new level of technical expertise * Comprehensive and up-to-date coverage of security issues facilitates learning and allows the reader to remain current and fully informed from multiple viewpoints * Presents methods of analysis and problem-solving techniques, enhancing the reader's grasp of the material and ability to implement practical solutions

Excel 2010 For Dummies Greg Harvey,2010-04-01 The bestselling Excel book on the market, updated for Excel 2010 As the world's leading spreadsheet application, Excel has a huge user base. The release of Office 2010 brings major changes to Excel, so Excel For Dummies comes to the rescue once more! In the friendly and non-threatening For Dummies style, this popular guide shows beginners how to get up and running with Excel and helps more experienced users get comfortable with new features. Excel is the number one spreadsheet application worldwide, and Excel For Dummies is the number one guide to using it With the major changes in Microsoft Office 2010, Excel has new features and a new interface design; users need help to get up to speed The book includes everything you need to know to perform basic Excel 2010 tasks Covers creating and editing worksheets and charts, formatting cells, entering formulas, inserting graphs, designing database forms, and adding database records Also covers printing, adding hyperlinks to worksheets, saving worksheets as Web pages, adding existing worksheet data to an existing Web page, and much more Whether you're new to Excel or just need to understand the 2010 version, Excel 2010 For Dummies provides what you need to know.

EnCase Computer Forensics: The Official EnCE Steve Bunting,William Wei,2006-03-06 This guide prepares readers for both the CBT and practical phases of the exam that validates mastery of EnCase. The accompanying CD-ROM includes tools to help readers prepare for Phase II of the certification.

Using Microsoft Word 2010, Enhanced Edition Tim Huddleston,2011

Microsoft Word 2010 On Demand Steve Johnson,Perspection Inc.,2010-07-14 What you need, when you need it! Need answers quickly? Microsoft Word 2010 on Demand provides those answers in a visual step-by-step format. We will show you exactly what to do through lots of full color illustrations and easy-to-follow instructions. Includes Workshops MCAS Exam Prep More than 500 Essential Word Tasks Inside the Book • Create documents more efficiently using the improved Ribbon interface • Use formatting, editing, reviewing, and publishing tools to create documents in print and online • Create great-looking documents faster using more themes, styles, and templates • Organize information and add impact with clip art, SmartArt diagrams, tables, and charts • Create customized letters, labels, and envelopes • Use Full Reading view to comfortably read documents on screen • Use SharePoint to collaborate and share documents • Use the Word Web App to view and edit documents in a browser • Prepare for the Microsoft Certified Applications Specialist (MCAS) exam Bonus Online Content Register your book at queondemand.com to gain access to: • Workshops and related files • Keyboard shortcuts

Crossing Platforms A Macintosh/Windows Phrasebook Adam Engst,David Pogue,1999-11-23 Like travelers in a foreign land, Mac users working in Windows or Windows users working on a Mac often find themselves in unfamiliar territory with no guidebook. Crossing Platforms: A Macintosh/Windows Phrasebook, with information presented in a translation dictionary-like format, offers users a handy way of translating skills and knowledge from one platform to the other. Whether it's explaining the difference between Macintoshaliases and Windows shortcuts or explaining how a Windows user would go about setting up Internet access on a Mac, this book provides readers a simple means to look up familiar interface elements and system features and learn how that element or feature works on the other platform.Crossing Platforms: A Macintosh/Windows Phrasebook includes: A general introduction to the key differences between the Mac and Windows A to Z sections for each platform: one section where Mac users look up familiar Macintosh terms to find the equivalent

function in Windows along with an explanation of the differences; and another section where Windows users find familiar Windows terms with pointers to the Macintosh equivalent along with full descriptions of how the function works on the Mac and important differences between the two platforms The complete translation dictionary-like reference book,Crossing Platforms: A Macintosh/Windows Phrasebook provides a simple solution for everyone who has been confused and frustrated by the arbitrary and sometimes capricious differences between the Macintosh and Windows operating systems. This book bridges the Mac-PC knowledge gap many users are faced with when work or preference demands the use of both a PC and Mac. Whether you already know the Macintosh or Windows, this book helps you navigate in the other operating system using your existing skills and knowledge.

Windows XP Home Edition David Pogue,2002 This complete reference covers the entire Windows XP Home operating system inan easy-to-read, all-in-one handbook.

Excel 2010: The Missing Manual Matthew MacDonald,2010-06-18 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 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 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

EnCase Computer Forensics Steve Bunting,2008-02-26 EnCE certification tells the world that you've not only mastered the use of EnCase Forensic Software, but also that you have acquired the in-depth forensics knowledge and techniques you need to conduct complex computer examinations. This official study guide, written by a law enforcement professional who is an expert in EnCE and computer forensics, provides the complete instruction, advanced testing software, and solid techniques you need to prepare for the exam. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Geeks On Call Windows XP Geeks On Call,2006-03-14 Preventing the dreaded Windows Fever If you've used Windows XP for any length of time, you've probably had at least a mild attack. Symptoms include rising blood pressure, verbal outbursts, and an overpowering urge to pitch your PC off the roof. Geeks On Call has the remedy, and this book is the prescription. In it you'll find the simplest, most direct solutions to the problems that produce Windows Fever-slow processing, unresponsive programs, botched software installations, Internet headaches, and dozens more. * Eliminate the things that drive you crazy * Unclutter your desktop * Use System Restore when Windows won't start * Organize your digital life * Delete those files that won't go away * Diagnose and fix misbehaving programs * Enjoy Windows Media Player 10 * Unlock XP's hidden power Geeks On Call(r) is the premier provider of on-site computer services. The certified, trained and tested technicians from Geeks On Call provide expert computer installation and networking services, on-site repairs, security solutions and system upgrades for residential and commercial customers numbering in the hundreds of thousands each year. Founded in 1999, Geeks On Call began franchising in 2001. For more information, call 1-800-905-GEEK or visit www.geeksoncall.com. Geeks On Call franchises are independently owned and operated. (c)2005 Geeks On Call America, Inc.

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