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Bill Jelen

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Lightning Guide to Databases with Microsoft Access and SQL Arturo Azcorra,2021-08-27 What is this Lightning Guide good for? The Lightning Guide to Databases with Microsoft Access and SQL is a fast and easy way to design your databases with Microsoft Access and using Structured Query Language (SQL). It is: · Very practical: based on learning-by-doing using clear database examples. · Very direct: goes straight to the point with a short and clear explanation of each topic. Each topic is later developed in deeper detail, for those interested in learning more about it. · Intended for all users: from MS-Access beginners to very experienced users. If you have some programing experience you will make the most out of this guide, and experience with spreadsheets is also useful – but neither are necessary. · Very broad: covers from the most basic questions about MS-Access, relational databases, and SQL (such as "what is a Table?"), to advanced features such as Forms, writing complex SQL Queries, Query testing, and debugging guidance. How do you use this Lightning Guide? This Lightning Guide is not designed to be read linearly like a book, and it is not intended to be read in full (although you can do both). Rather, it is written as a long list of Frequently Asked Questions, where each short section addresses a specific topic. You can just read the section or sections that are useful for you at any given moment. To easily find the solution to your specific doubt or question, this Lightning Guide is structured in short sections, each attempting to be reasonably self-contained and answering a specific question/problem that you may have. Sections include cross references to other sections, allowing you to follow up on the explanation of topics in other related sections in case you want to dig-in. There is also some redundancy between sections for the sake of self-containment, making it easier to find the desired answer as fast as possible. I therefore recommend using this Guide by searching for the specific question/problem that you have and going directly to the corresponding section. What version of Microsoft Access is this Guide for? Microsoft Access (MS-Access) is a computer program for building, maintaining and using relational databases. The explanation of the user interface and the exercises in this guide are for the 2021 English version of MS-Access 365, which is very similar to MS-Access 2019 and to MS-

Access 2016. Besides, many of the concepts explained in this book are version-independent and apply to database design and database concepts themselves, being equally applicable to past and future versions. What is not in this Guide? This Lightning Guide explains in a clear, concise, and detailed way almost all MS-Access features and commands, which will allow you to exploit MS-Access in great dept. However, be aware this Guide covers Reports very lightly and does not cover macros. I would also like to clarify that this guide does not cover how to program in VBA. It explains how to use VBA code in MS-Access, and how VBA data types interact with SQL ones, but it does not provide a course on how to program in VBA. In case that you know some other imperative programming language like C or Java you will find VBA straightforward and will be able to code with it very fast using a few tips from web pages.

Communications Systems Management Handbook, Sixth Edition Anura Guruge,Lisa Gaetta,1999-10-25 Just a decade ago, many industry luminaries predicted the collapse of the centralized data center and IT structure. In its place would be a more decentralized client/server model built upon the Open Systems Interconnect (OSI) networking architecture. However, client/server never fully realized all of its promises, and OSI floundered. Now, instead of client/server and OSI, we have the Web-based model and TCP/IP. Together, Web-oriented technologies (i.e., browsers, web servers, HTML, Java) and TCP/IP are completely changing how the enterprise views its network. Instead of serving as primarily an internal utility, the enterprise network is now a vital means of delivering products and services and of tying an enterprise more closely to its customers, partners and suppliers. The impact to the very structure of the enterprise network could not be more profound. Providing extensive coverage of planning, networking, LANs, systems management, communications issues and trends, Communications Systems Management Handbook, 6th Edition is your most reliable source for solid, dependable solutions to real-world data communications problems. The tips, strategies, and case-studies provided do more than just save you time and money. They also save your data communications network, and with it your professional life. This new edition of the Communications Systems Management Handbook provides you with detailed information on the different facets of change in the enterprise network: Enterprise network architectures LAN and campus networking Remote access WAN Data centers Client and servers Security Network Management What's more, the New Edition is dramatically restructured, providing a more logical grouping of articles into discrete sections that bring focus to a particular enterprise networking topic. In addition, the content of this edition has been substantially updated. Almost three-quarters of the articles are new to this edition. The common theme throughout the handbook is the change that the enterprise network is undergoing and how to manage it. The handbook's generous use of illustrations simplifies the technical workings of networks and communications systems. The comprehensive index makes it easy to find the topics you want and related topics. And because each chapter is written by an expert with first-hand experience in data communications, no other book gives you such a full range of perspectives and explanations of the technical, planning, administrative, personnel, and budget challenges of the communication manager's job. Covering everything from electronic commerce to multimedia, from system design and cost allocation to Ethernet switches and the impact of virtual private networks, this is your one-stop source for the best, most essential data communications expertise to be found anywhere. The Communications Systems Management Handbook serves as an information tool for proven advice and methods on managing network services and costs, creating networking solutions, and preparing for advanced communications network technologies.

Administrative Assistant's and Secretary's Handbook James Stroman,Kevin Wilson,Jennifer Wauson,2011-09 A handbook for administrative assistants and secretarys covers such topics as telephone usage, keeping accurate records,

making travel arrangements, e-mail, office equpiment and computers, Microsoft Office, business documents, and language usage.

Windows 10 Bible Rob Tidrow,Jim Boyce,Jeffrey R. Shapiro,2015-09-14 A complete, detailed Windows 10 reference for beginners and power users alike Windows 10 Bible is one of the most thorough references on the market with complete coverage of Windows 10. Whether you're a beginner seeking guidance or a power-user looking for fresh tips and tricks, this book contains everything you could ever hope to know about the Windows operating system. You will get the insider guidance of a Microsoft support manager as you discover everything there is to know about Windows customization, content management, networking, hardware, performance, security, and more. Step-by-step instructions walk you through new and important procedures, and screen shots help you stay on track every step of the way. Whether you're starting from scratch or just looking to become more proficient, this guide is your ideal solution. You'll learn just what Windows can do, and how to take full advantage so you can get more done faster. Go beyond the desktop to personalize the system Manage your content, media, software, and security Eliminate issues related to printing, faxing, and scanning Fine-tune performance, connect to a network, work with the cloud, and more Whether you want a complete basic introduction or the nitty-gritty detail, Windows 10 Bible has you covered.

Planning and Control Using Microsoft Project 365 and 2021 Paul E Harris,2021-12-01 All scheduling software is difficult to learn for a number of reasons. None have the optimal settings when installed and templates, views and default options need to be adjusted to obtain the best possible performance. Usually the Help files do not connect the user to real life situations and do not explain the practical use of functions. Furthermore, there are many flicks and switches with obscure names that are difficult to understand or decide what they do or which are important. These issues make learning the software very difficult without a comprehensive guide written by an experienced user. Investing in a book written by Paul E Harris will address all these issues and allow you to setup the software properly and understand all the obscure functions letting you become productive more quickly and enhance your career opportunities and salary with a solid understanding of the software. Microsoft® Project 2021 is a minor update of Microsoft® Project 2019 and therefore this book covers versions 2013, 2016, 2019 2021 and 365. This book is aimed at showing project management professionals how to use the software in a project environment. This book is an update of the author's last book "Planning and Scheduling using Microsoft® Project 2013, 2016 and 21. It has revised workshops and incudes the new functions of Microsoft Project 2021. This publication was written so it may be used as: · A training manual, or · A self teach book, or · A user guide. The book stays focused on the information required to create and update a schedule with or without resources using Microsoft® Project by: · Concentrating on the core functions required to plan and control a project. · Keeping the information relevant to each topic in the appropriate chapter. · Providing a quick reference at the start of each chapter listing the chapter topics. · Providing a comprehensive index of all topics. The book is aimed at: · Project managers and schedulers who wish learn the software, however are unable to attend a training course, or require a reference book. · Project management companies in industries such as building, construction, oil & gas, software development, government and defence who wish to run their own software training courses or provide their employees a good practical guide to using the software. · Training organizations who require a training manual to run their own courses. This book is written by an experienced scheduler, who has used the software at the sharp end of projects and is not a techo. It draws on the author's practical experience in using the software in a wide variety of industries. It presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how

to set up the software and import data.

99 Tricks and Traps for Microsoft Project 365 and 2021 Paul E Harris,2022-06-27 The book is aimed at Project Management Professionals who are casual or new users and understand the software basics but require a short and snappy guide. It is the sort of book that may be read without a computer on the bus, train or plane. This book quickly gets down to the issues that many people grapple with when trying to use some of the more advanced features of the software and enlightens readers on the traps that some users fall into and how to avoid them. It demonstrates how the software ticks and explains some tricks that may be used to become more productive with the software and generate better schedules. Suitable for people who understand the basics of Microsoft Project but want a short guide to give them insight into the less intuitive features of the software. It is packed with screen shots, constructive tips and is written in plain English. The book is based on the Microsoft Project 365 and 2021 but may be used with earlier versions of Microsoft Project as this book points out the differences where appropriate. The book picks out many of the key aspects from the author's exiting books and adds a substantial amount of new and original text to produce a pocket guide that omits describing the intuitive and obvious functions and concentrates on the issues that many users get stuck on or find hard to understand.

99 Tricks and Traps for Microsoft Office Project 2013, 2016 and 2019 Paul E Harris,2019-01-31 This book quickly gets down to the issues that many people grapple with when trying to use some of the more advanced features of the software and enlightens readers on the traps that some users fall into and how to avoid them. It demonstrates how the software ticks and explains some tricks that may be used to become more productive with the software and generate better schedules. Suitable for people who understand the basics of Microsoft Project but want a short guide to give them insight into the less intuitive features of the software. It is packed with screen shots, constructive tips and is written in plain English. The book is based on the Microsoft Project 2013, 2016 and 2019 but may be used with earlier versions of Microsoft Project as this book points out the differences where appropriate. The book picks out many of the key aspects from the author's exiting books and adds a substantial amount of new and original text to produce a pocket guide that omits describing the intuitive and obvious functions and concentrates on the issues that many users get stuck on or find hard to understand.

101 Excel 2013 Tips, Tricks and Timesavers John Walkenbach,2013-07-01 Get the most out of Excel 2013 with this exceptional advice from Mr. Spreadsheet himself! Excel 2013 is excellent, but there's lots to learn to truly excel at Excel! In this latest addition to his popular Mr. Spreadsheet's Bookshelf series, John Walkenbach, aka Mr. Spreadsheet, shares new and exciting ways to accomplish and master all of your spreadsheet tasks. From taming the Ribbon bar to testing and tables, creating custom functions, and overcoming impossible charts, mixing nesting limits, and more, 101 Excel 2013 Tips, Tricks, & Timesavers will save you time and help you avoid common spreadsheet stumbling blocks. Reveals ways to maximize the power of Excel to create robust applications Draws on John Walkenbach's years of experience using Excel and writing more than 50 books Shares tips and tricks for dealing with function arguments, creating add-ins, using UserForms, working with dynamic chart data, and changing data entry orientation Provides shortcuts and helpful techniques for sorting more than three columns, entering fake data for testing purposes, and setting up powerful pivot tables 101 Excel 2013 Tips, Tricks, & Timesavers is packed with information that you need to know in order to confidently and seamlessly master the challenges that come with using Excel!

SIEMENS NX 12 Nastran Jaecheol Koh,2022-08-31 This textbook explains how to perform computer aided analysis by using NX 12 Pre/Post with NX Nastran

solver. It starts with analyzing a cantilevered beam and builds up the reader's understanding of the concepts and process of structural analysis. Each chapter contains a typical example of analysis and is followed by a quiz to summarize the topics. In addition to the tutorial in each chapter, more commands and concepts are explained at the end of the chapter to help improve the reader's understanding. The method for concluding an analysis is presented at the end of the tutorial for typical cases. It is assumed that the readers of this textbook have no experience with Siemens NX 12 interfaces and modeling process. The first chapter explains how to use the basic utilities and concepts in NX 12 regarding menus, part navigator, roles, customer defaults, manipulation of 3D model, etc. In the second chapter, the process of 3D modeling in NX 12 is explained via a tutorial. In the third chapter, more commands and tools for constructing and modifying 3D models are explained. It includes topics such as constructing a sketch, extruding and revolving the sketch, boolean operations, datums, copying objects, synchronous modeling, etc. Readers who are familiar with creating a 3D model in NX 12 may choose to skip the first three chapters. In Chapter 4, the cantilevered beam is analyzed in a tutorial. Terms and concepts regarding the structural analysis are explained at the end of the chapter. In NX Pre/Post, we use up to four files during the process: FEM file, SIM file and two part files. The contents of each file and how to manage the files are explained at the end of Chapter 4. The chapters have been structured to learn commands and tools in NX Pre/Post and understand which commands are required for the simulation of engineering concepts. The final four chapters, Chapter 21 through 24, cover advanced solution processes such as buckling, normal mode, heat transfer and fatigue.

Office 2010 Library John Walkenbach,Michael R. Groh,Herb Tyson,Faithe Wempen,2010-11-17 A must-have collection of Office 2010 application Bibles, written by the world?s leading experts Talk about a bargain! Office 2010 Library offers enormous savings on four invaluable resources that boast nearly 5,000 pages and cover the core Office programs: Excel, Access, PowerPoint, and Word. The world?s leading experts of these applications provide you with an arsenal of information on the latest version of each program. Three CDs are also included that feature bonus material, including helpful templates, worksheets, examples, and more to enhance your Microsoft Office 2010 experiences. Features four essential books on the most popular applications included in the Office 2010 suite: Excel, Access, PowerPoint, and Word Excel 2010 Bible?serves as an indispensable reference for Excel users, no matter your level of expertise, and updates you on the latest Excel tips, tricks, and techniques Access 2010 Bible?offers a thorough introduction to database fundamentals and terminology PowerPoint 2010 Bible?shows you how to use the new features of PowerPoint 2010 and make successful presentations Word 2010 Bible?begins with a detailed look at all the new features in Word 2010 and then expends to cover more advanced, intricate topics Office 2010 Library presents you with all-encompassing coverage that you won?t find anywhere else!

Siemens NX 2020 Design Fundamentals Jaecheol Koh,2021-04-05 It is assumed that readers of this textbook have no prior experience in using Siemens NX for modeling 3D parts. This textbook is suitable for anyone interested in learning 3D modeling using Siemens NX.Each chapter deals with the major functions of creating 3D features using simple examples and step by step, self-paced exercises. Additional drawings of 3D parts are provided at the end of each chapter for further self exercises. The final exercises are expected to be completed by readers who have fully understood the content and completed the exercises in each chapter.Topics covered in this textbook- Chapter 1: Basic components of Siemens NX, options and mouse operations. Basic modeling process.- Chapter 2 and 3: Creating sketches and sketch based features.- Chapter 4: Usage of datums to create complex 3D geometry.- Chapter 5: Additional modeling commands such as fillet, chamfer, draft and shell.-

Chapter 6: Modification of 3D parts to take advantage of parametric modeling concepts.– Chapter 7: Copying features, modeling objects and bodies.– Chapter 8: Additional modeling commands such as trim body, tube, sweep along guide, emboss and various commands in synchronous modeling.– Chapter 9: Advanced sketch commands.– Chapter 10: Measuring and verifying 3D geometries.– Chapter 11 and 12: Constructing assembly structures and creating or modifying 3D parts in the context of assembly.– Chapter 13 and 14: Creating drawings for parts or assemblies.– Appendix A: Selecting Objects

  Mr. Spreadsheet's Favorite Excel 2010 Tips and Tricks John Walkenbach,2013-06-18 Presents a collection of shortcuts and workarounds for Microsoft Excel 2010, covering such topics as creating charts, using formulas, running macros, and creating custom add-ins.

  Special Edition Using Microsoft Office Excel 2007 Bill Jelen,2002-12-05 THE ONLY EXCEL BOOK YOU NEED We crafted this book to grow with you, providing the reference material you need as you move toward Excel proficiency and use of more advanced features. If you buy only one book on Excel, Special Edition Using Microsoft® Office Excel® 2007 is the book you need. Does your life play out in a spreadsheet? Do numbers in columns and rows make or break you in the work world? Tired of having numbers kicked in your face by other Excel power users who make your modest spreadsheets look paltry compared to their fancy charts and pivot tables? If you answered yes to any of these questions, Special Edition Using Microsoft® Office Excel® 2007 is the bookthat will make it all better. Learn quickly and efficientlyfrom a true Excel master using the tried and true SpecialEdition Using formula for success. Here, you'll findinformation that's undocumented elsewhere—even inMicrosoft's own Help systems. You'll learn from finelycrafted, real-life examples built by an author who livesand dies by the integrity of his spreadsheets. Excel's backbone is its formulas and functions. Master those and you will master your spreadsheets. Special Edition Using Microsoft Office® Excel® 2007 provides more down and dirty help with your formulas and functions than you'll find in any other book! See how it's done in real life! Don't settle for lame pivot table and chart examples found in other books… This book provides beautifully detailed examples that not only show you how it should be done, but how to be the local worksheet hero!

  Microsoft Word and Excel 2013/365 Theodor Richardson,2014-10-20 As part of the new Pocket Primer series, this book provides an overview of the major concepts and tutorial videos to use Word and Excel. The book serves as a starting point for deeper exploration of Word and Excel. The focus of this book is on using these two software packages and includes instruction for Word 365, which includes both Word 2013 for Windows and Word 2011 for Macintosh. Features: Includes tutorial videos on the companion DVD Provides an overview of the most important Word and Excel techniques Contains Word and Excel graphics and animation effects

  Excel 2010 Bible John Walkenbach,2010-05-10 A comprehensive reference to the newest version of the world's most popular spreadsheet application: Excel 2010 John Walkenbach's name is synonymous with excellence in computer books that decipher complex technical topics. Known as Mr. Spreadsheet, Walkenbach shows you how to maximize the power of all the new features of Excel 2010. An authoritative reference, this perennial bestseller proves itself indispensable no matter your level of skill, from Excel beginners and intermediate users to power users and potential power users everywhere. Fully updated for the new release, this latest edition provides comprehensive, soup-to-nuts coverage, delivering over 900 pages of Excel tips, tricks, and techniques you won't find anywhere else. Excel guru and bestselling author John Walkenbach (Mr. Spreadsheet) guides you through every aspect of Excel Delivers essential coverage of all the newest features of Excel 2010 Presents material in a clear, concise, logical format that is ideal for all levels of Excel experience Includes a CD that contains all the templates and worksheets used in the book plus John Walkenbach's award-winning Power Utility Pak Excel

2010 Bible serves as an excellent resource on all things Excel! Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

SIEMENS NX 12 Surface Design Jaecheol Koh,2018-11-09 This textbook explains how to create freeform surface and modify them to create freeform face of a solid body using Siemens NX 12. NX is a three dimensional CAD/CAM/CAE software developed by Siemens PLM Software Inc., Germany. Users of NX 9, 10 and 11 can use this book with minor modifications. We provide files for exercises via our web- site. Most of all files are in NX 6.0 so readers can open the files using NX 6.0 and later releases. It is assumed that readers of this textbook understand basic modeling process with NX. He/She has to be able to create sketch and fully constrain it, create the extruded and re-volved features, apply boolean operation between solid bodies and understand how to use part navigator and selection toolbar. This textbook is suitable for anyone interested in creating mechanical surface and applying for solid body using Siemens NX. Topics covered in this textbook – Chapter 1: Basic components of Siemens NX 12, options and mouse operations. – Chapter 2: Introduction to surface modeling process of NX 12. – Chapter 3 and 4: Creating Ruled and Through Curves surface. – Chapter 5: Face analysis. – Chapter 6, 7, 8 and 9: Creating Through Curve Mesh, Swept, Studio Surface and Varia- tional Sweep surface. – Chapter 10: Commands for creating curves. – Chapter 11: Other helpful commands for creating surface model. – Chapter 12: Modeling projects. – Chapter 13: Modeling bumper surface of Audi Q5.

Siemens NX 10 Nastran Jaecheol Koh,2017-02-09 This textbook explains how to perform computer aided analysis by using NX 10 Advanced Simulation with NX Nastran solver. It starts with analyzing a cantilevered beam and builds up the reader's understanding of the concepts and process of structural analysis. Each chapter contains a typical example of analysis and is followed by a quiz to summarize the topics. In addition to the tutorial in each chapter, more commands and concepts are explained at the end of the chapter to help improve the reader's understanding. The method for concluding an analysis is presented at the end of the tutorial for typical cases.Topics covered in this textbook – Chapter 1 through 3: Introducing NX 10 and Basic Modeling Techniques. – Chapter 4: Cantilevered Beam – Chapter 5: Effect of Fillet – Chapter 6: Effect of Stiffener – Chapter 7: Subcase and Symmetry – Chapter 8: Static Equilibrium and Singularity – Chapter 9: Using Coordinate System in Constraining – Chapter 10: Using 2D Elements – Chapter 11: Using 1D Elements – Chapter 12: Analysis of Truss Structure – Chapter 13: Connecting 2D Meshes – Chapter 14: Using 1D and 2D Meshes – Chapter 15: Using 1D and 3D Meshes – Chapter 16: Analyzing Alternator Bracket – Chapter 17: Contact Analysis – Chapter 18: Analyzing Bearing and Housing – Chapter 19: Spot Welding and Bolt Connection – Chapter 20: Analysis of Press Fit – Chapter 21: Quality of Elements – Chapter 22: Buckling Analysis – Chapter 23: Modal Analysis – Chapter 24: Thermal Analysis – Chapter 25: Fatigue Analysis

Windows 8 Bible Jim Boyce,Rob Tidrow,2012-10-10 The first and last word on the feature-packed new Windows 8 Windows 8 is an exciting new version of Microsoft's flagship operating system and it's packed with exciting new features. From the new Windows 82032s lock screen and the new Internet Explorer to a built-in PDF reader and new user interface, Windows 8 is not only a replacement for Windows 7 but a serious OS for today's tablet and touchscreen device users. And what better way to get the very most out of it than with this equally impressive new book from Microsoft experts? Over 900 pages packed with tips, instruction, and techniques help you hit the ground running with Windows 8. Provides complete how-to coverage of Windows 8 in a thoroughly redesigned and revised new Bible from an expert author team Covers all the exciting new Windows 8 features, including the Windows 82032s lock screen, Internet Explorer Immersive, Modern Reader, a new interface, and more Helps new and inexperienced users, as well as those upgrading from Windows 7, Windows Vista, or Windows XP Also explores new connections to cloud

applications and data, distributed file system replication, and improvements to branch cache Get the very most out of Windows 8, no matter what device you run it on, with Windows 8 Bible.

QuickBooks 2016: The Missing Manual Bonnie Biafore,2015-10-19 Annotation Helping you select the best fit for your company from Intuit's QuickBooks line of financial management software, this work also shows you how to tweak and tailor it to your company's needs so you can manage your finances more effectively and efficiently than ever before.

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