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Office XP For Dummies Wallace Wang, 2001-05-29 Microsoft Office XP consists of several programs a word processor Word 2002 a spreadsheet program Excel 2002 a presentation graphics program PowerPoint 2002 a personal information organizer and e mail client Outlook 2002 and a database program Access 2002 And depending on the version of Office XP that you get you may have bonus programs that include a Web page design and management application FrontPage 2002 Having so many programs at your disposal can be very intimidating especially for the beginning user Which program do you use for which task How can you get information from one program into another Which programs do you really need and which ones can you safely ignore Your questions will abound and confound Office XP For Dummies answers all these questions and more in easy to understand terms and without all that computer geek gibberish It gently explains the basics for each program so that you can start using them right way Here are a few of the topics covered in Office XP For Dummies Getting acquainted with the Office XP interface Using Word to create reports and other fancy documents Setting up spreadsheets in Excel to help you in your business Creating slideshow presentations in PowerPoint Managing your e mail calendar and contact information in Outlook Developing easy to use databases Designing awesome Web pages quickly and hassle free For beginners Office XP For Dummies is the perfect overview of the entire Office XP suite for more advanced users it contains many tips and tricks to make using all these different programs a breeze *Microsoft Office XP for Dummies* Wally Wang, 2001 Office 2003 Timesaving Techniques For Dummies Woody Leonhard, 2004-05-21 Wouldn't it be a waste to go on a spectacular exotic vacation abroad and just hang out at the hotel pool Wouldn't it be a waste to buy a new iPod download four favorite songs and play them over and over Most people with Office 2003 are wasting a lot of software power and a lot of time They do the same routine things in the same routine ways and haven't begun to explore the capabilities of Office 2003 If you're one of them Office 2003 Timesaving Techniques For Dummies gets you out of your rut and into action It provides over 70 timesaving techniques for Word Excel Access Outlook and PowerPoint Most of the tips work with Office 2000 and Office XP too You'll customize Office to meet your needs and start working like a pro in no time with easy to use tricks tips and techniques for Streamlining your toolbars Word alone has dozens to choose from Setting up Outlook searching with folders organizing with flags and dealing with spam Taking proper security measures including using and updating an antivirus package and avoiding potentially dangerous file extensions Editing and laying out impressive Word documents Using keyboard shortcuts Diving into more advanced Office skills such as writing macros setting up templates and using multimedia with PowerPoint Using Excel to build self verifying spreadsheets Running totals and subtotals in Access Combining applications to print holiday greetings and run an electronic newsletter Written by Woody Leonhard author of Windows XP Timesaving Techniques For Dummies and the bestseller Windows XP All in One Desk Reference For Dummies this guide helps you eliminate extra steps and little annoyances and do things you probably didn't know you could

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Middlebrook, 2004-07-08 Shows first time AutoCAD LT users how to use this popular 2D technical drawing software an easier to use less feature rich version of the industry standard AutoCAD Updated to reflect the newest features and enhancements in the latest program release such as text tables streamlined plot and page setup dialogue boxes and improvements to AutoCAD s support for placing editing and plotting OLE objects Includes an explanation of the differences between the AutoCAD and AutoCAD LT and helps users decide which version is right for them Includes a new chapter with a hands on overview of the typical CAD workflow drawing objects zooming and panning to see more detail editing objects adding annotations and plotting Addresses topics such as creating a basic layout drawing and editing writing text in drawings plotting creating and editing an external reference file applying CAD standards and drawing on the Internet **BEA**

WebLogic Server 8 For Dummies Jeff Heaton, 2003-09-03 Provides an introduction to J2EE using the WebLogic platform which claims the largest market share about forty percent of the Java application server market Features the most comprehensive coverage of the component types of WebLogic in the friendly For Dummies style Covers static resources JSPs taglibs and servlets EJBs and WebLogic s Web service development and deployment capabilities and tools Teaches readers the basic administration and monitoring capabilities built into WebLogic using a conversational and example driven approach Uses real world analogies all programmers will recognize to introduce the major topics of J2EE Examples will include not only coding but also step by step deployment and troubleshooting tips

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