Teach Yourself Microsoft Publisher 2000 Teach Yourself Idg

Explains how to use Visual Basic to build functions, arrays, subroutines, string operators, and variables in Microsoft Excel
Shows how to use Photoshop Elements to retouch, repair, publish, and add effects to digital photographs and graphics by altering such factors as lighting, composition, and texture, and through editing, cropping, and filtering.
Highlights tips and shortcuts while explaining how to use the time and information management program to organize e-mail, schedule appointments, store addresses, and send and receive faxes
Provides step-by-step instructions for utilizing Microsoft Publisher 2000 to create and publish professional-looking publications in print and on the Web, in black and white or in color. Original. 25,000 first printing. (Intermediate).
Sams Teach Yourself Microsoft Internet Explorer 5 in 10 Minutes is a quick, efficient reference to getting connected to the Internet, finding and browsing Web sites, sending and receiving e-mail, reading and posting to newsgroups, and generally applying Internet Explorer to your everyday office and home life. Only the most common problems and most frequently used Internet Explorer tasks are

covered--from saving bookmarks of your favorite Web sites, to organizing your e-mail folders, to creating a simple page on the World Wide Web. Revised and updated, covering all the new features of Microsoft Internet Explorer 5 and its integration with Microsoft Office 2000.

Through step-by-step instructions in several 10-minute sessions, this guide is a compact, task-oriented tutorial that shows beginning Web authors how to perform the most common tasks involved in designing, creating, publishing and administering Web pages and sites. Beginning Windows or Macintosh users will find this guide easy to use.

Demonstrates the SQL Server 2000 product environment and explains how to work with SQL Server databases, including database manipulation, security, system backup and restoration, and data modification.

A guide to Microsoft Access covers such topics as working with editing table data, creating a table, creating forms, finding data, creating queries, and printing information.

"Sams Teach Yourself Windows 2000 Server in 24 Hours" assists in the deployment and administration of a new Windows 2000 System. It uses a tutorial method for instructing users who have the tasks of installing Windows 2000 or upgrading to Windows 2000 with an emphasis on new features.

Teaching Access 2000 Has Never Been Easier! 6 Modules Packed with Curriculum-Based Instructional Aids for Teaching Access 2000 -- Visually PowerPoint presentations of all 6 modules included on CD-ROM, with: All the projects and

exercises included in the book Documents with sample student projects Scoring grids to help you track students and grades Assessment questions to gauge student progress More than a decade in the making, the Teach Yourself Visually(TM) method offers students the quickest, easiest way to learn new programs. Each task is clearly demonstrated with step-by-step screenshots and 3-D graphics -- which means that students can read less ... and learn more! Lesson Plans Manual includes suggested lesson plans for 14-week, 6-week, and 2-day courses along with skill charts, activity overviews, time requirements, and prerequisites Teaching Suggestions Quickly get your class involved with some good attention-grabbers and other proven classroom tips Visual Aids Slide presentations help you keep the course focused and students motivated Hands-on Projects & Exercises You'll find "Basic Concept" and "Going Further" projects, plus dozens of multiple-choice, fill-in-the-blanks, and special challenge questions in each module Glossary Key words and concepts in each lesson are summarized in a glossary Materials also available for these Teach Yourself Visually(TM) titles! Office 2000 Word 2000 Excel 2000 PowerPoint 2000 Windows 98 Computers and the Internet System Requirements: Windows PC running PowerPoint 2000, Access 2000, and Office 2000 www.idgbooks.com
The full-color, visual way to learn how to get up-to-speed and productive with the Office XP applications.
Showcases Office 10's updated features while demonstrating Office basics and explaining how to organize documents and data, create Web pages, send email, and add special effects to business presentations.
BASIC APPROACH PLEASE PROVIDE COURSE INFORMATION
Explains how to use the desktop publishing program to arrange text and pictures, create logos with WordArt, and

create special effects with fonts, styles, and typography techniques

Twenty-four lessons explain how to use the word processing program to manage documents, create outlines, automate repetitive tasks, add graphics, and work with data imported from other Microsoft Office applications

Read less and learn more. Teach Yourself Microsoft® Office 2000 VISUALLY™ makes understanding the basics of this powerful suite of programs easy and fun. The book features beautiful 3D drawings that fully illustrate each topic. You also find clear, concise, and jargon-free descriptions, time-saving advice, and two-page color spreads that provide complete coverage of key topics.

Provides an introduction to the Microsoft Access database, and offers information on understanding and using the various features of the program.

This step-by-step tutorial gives you the information and visuals you need to quickly master Microsoft's powerful scheduling software. You'll come down with a textbook case of learning when you cover everything from starting a project to creating macros that automate project management. Find your own solutions to your project planning problems with this proven self-teaching method.

Are you a visual learner? Do you prefer instructions that show you how to do something—and skip the long-winded explanations? If so, then this book is for

you. Open it up and you'll find clear, step-by-step screen shots that show you how to navigate PowerPoint® 2000, from getting up and running to integrating sound and video and preparing presentations for the Web. Full-color screen shots demonstrate each task Succinct explanations walk you through step-by-step Two-page lessons break big topics into bite-sized modules Sidebars offer practical tips and tricks Teach Yourself Visually™ "I commend your efforts and your success. I teach in an outreach program for the Dr. Eugene Clark Library in Lockhart, TX. Your Teach Yourself Visually™ books are incredible and I use them in my computer classes. All my students love them!" —Michele Schalin (Lockhart, TX)
Experienced Word users will learn to create their own time-saving productivity-enhancing macros based on VBA and begin writing their own code. Basics are addressed with other topics covering sentences object, paragraph object, document objects, templates and more.
A guide to the word processing program highlights tips and shortcuts while explaining how to organize documents, track revisions, create Web pages, and create professional looking documents
Lessons for beginners cover entering and exiting applications, controlling hardware settings, file management, resource sharing, printing, working with graphics, and using Windows 2000 Professional's

accessories.

"Web Publishing Step By Step Learning Kit" provides two effective learning tools in one package to teach users how to harness the Web publishing tools and features of Microsoft Office applications, including Microsoft FrontPage 2000, PhotoDraw 2000, Publisher 2000, NetMeeting, and NetShow. It also covers the Web publishing features of Microsoft Excel 2000, Word 2000, and PowerPoint 2000. By providing both a print component, Web Publishing Step by Step, and multimedia training software, Web Publishing Step by Step Interactive, this powerful kit lets users match the most appropriate method to their learning style. The time-tested step by step training -- task-oriented, procedural, and self-paced -- is the perfect method for learning the powerful web publishing tools that Microsoft offers.

Sams Teach Yourself Microsoft Publisher 2000 in 24 Hours steps the reader through everything he or she needs to know in order to quickly create a desired publication, while building skills that can be applied in the future to other types of projects. Since Microsoft Publisher comes with hundreds of built-in templates, the focus of this book is not on specific types of projects, but on basic product features and general desktop publishing and design techniques that help the reader use and customize templates for a variety of different types of publications.

Explains how to use the Web authoring program to create a Web page using themes and templates, and enhance a Web site with sound, graphics, and animation, while describing shortcuts for over one

hundred different tasks

A guide to the small business edition of the integrated software package explains how to organize documents and data, create Web pages, send email, and add special effects to business presentations

Demonstrates Outlook 2000's VBA capabilities, covering customization, debugging, building routines, and creating custom reports

Demonstrates the computer graphics program's capabilities and explains how to edit and retouch photographs and scanned images

Explains how to create automatic procedures, access data with MS Query, pivot tables, and add record navigation to Microsoft Excel forms

Teach Yourself(r) Microsoft(r) Publisher 2000 When you need on-the-spot answers - Teach Yourself! Learn quickly with short, clear steps Find the answers you need easily Explore the Web for related topics * Use Publisher wizards to produce professional-quality business publications in a snap * Create consistent and polished designs with the Design Checker and Design Sets features * Convert any publication into an effective Web page * Share information between Publisher 2000 and other Office programs * Use the new Pack and Go Wizard to print publications exactly the way you want them

A guide to the latest version of the integrated software package explains how to organize documents and data, create Web pages, send email, and add special effects to business presentations

Many excellent hardware and software products exist to protect our data communications sytems, but security threats dictate that they must be further enhanced. Many laws implemented during the past 15 years have provided law enforcement with more teeth to take a bite out of cyber crime,

but there is still a need for individuals who know how to investigate computer network security incidents. Organizations demand experts with both investigative talents and a technical knowledge of how cyberspace really works. Cyber Crime Investigator's Field Guide, Second Edition provides the investigative framework that needs to be followed, along with information about how cyberspace works and the tools that reveal the who, what, when, where, why, and how in the investigation of cyber crime. This volume offers a valuable Q&A by subject area, an extensive overview of recommended reference materials, and a detailed case study. Appendices highlight attack signatures, UNIX/Linux commands, Cisco PIX commands, port numbers targeted by trojan horses, and more.

When you need answers fast, turn to Teach Yourself Microsoft Word 2000. The book's short, clear steps and detailed illustrations make understanding the Word 2000 essentials easy -- and fun. You learn how to create professional looking documents in minutes, use templates and macros to save time and effort, liven up your documents with images from the Clip Gallery, handle long projects and mail merge efficiently, and convert Word documents to HTML and publish them on the Web.

A guide to the database management program highlights tips and shortcuts while explaining how to build databases with wizards, modify data, integrate databases with Web sites, and create tables, forms, and queries

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