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Maximize Office Productivity and Minimize Cost "O'Reilly Media, Inc." Proprietors of home and small offices will learn how to streamline their electronics budget and boost computer productivity in this step-by-step guide to buying and managing low-cost, high-yield computer systems. The guide describes in plain English the kinds of hardware and software to buy, where to purchase them for less money, how to install and operate them, and how to integrate system components so that they work together as a seamless digital whole. With an enlightened understanding of their digital workspace, small business owners will boost business performance, save money, and free up time for more essential office tasks.

A Comprehensive Guide on Customizing, Increasing Performance, and Securing Microsoft Windows 7 Windows 7: The Missing Manual

The dominant spreadsheet program and one of the most widely used software applications in the world, Microsoft Excel is unbelievably powerful--and can be downright intimidating. If you're new to Excel or among the many existing Excel users who are dazed and confused by all that the program can do (and by how little it has actually done for you), Excel for Starter: The Missing Manual is your ideal resource. For everyone who wants to quickly get up to speed on Excel to create, organize, and present household and/or office data and information, this smart new guide delivers just the essentials: it concentrates on the must-have information and the best, most practical Excel features that people like you can use to maximize your productivity and minimize your spreadsheet confusion and frustration. Excel for Starters: The Missing Manual demystifies spreadsheets and explains how to use them most effectively and

efficiently. Clear explanations (with lots of examples), step-by-step instructions, helpful illustrations, and timesaving advice guide you through all the most common and useful features of Excel 2002 and 2003--including how to build spreadsheets, add and format information, print reports, create charts and graphics, and use basic formulas and functions. Sure, there are plenty more thorough, more massive Excel books on the bookstore shelves. But why wade your way through a swamp of details you'll never need--or want--to use? Let author Matthew MacDonald, an educator and software developer who also wrote the highly popular Excel: The Missing Manual, be your trusted guide as you learn which Excel features will serve you best and which are best ignored. Utterly practical and refreshingly funny, this down-to-earth guide gives you nothing more (and nothing less) than what you need to make Excel do exactly what you want it to do. It's a quick read you'll want to keep on hand for reference again and again.

Quicken 2006 for Starters: The Missing Manual "O'Reilly Media, Inc."

Apple gives macOS new features and improvements right on your desktop and under the hood with Catalina—aka OS X 10.15. With this updated guide, you'll learn how to use your iPad as a second screen, work with iPad apps on your Mac, and use Screen Time on your Mac. This new edition of the #1 bestselling Mac book shows you how to use the revamped apps for Music, Podcasts, and TV. Loaded with illustrations, step-by-step instructions, tips, and tricks, this book from David Pogue—Missing Manual series creator, New York Times columnist, and Emmy-winning tech correspondent for CNBC, CBS, and NPR—covers everything Catalina has to offer with lots of humor and technical insight.

The Missing Manual "O'Reilly Media, Inc."

Those who have made the switch from a Windows PC to a Mac have made Switching to the Mac: The Missing Manual a runaway bestseller. The latest edition of this guide delivers what Apple doesn't—everything you need to know to successfully and painlessly move your files and adapt to Mac's way of doing things. Written with wit and objectivity by Missing Manual series creator and bestselling author David Pogue, this book will have you up and running on your new Mac in no time.

QuickBooks 2006: The Missing Manual "O'Reilly Media, Inc."

If your company is ready to minimize paperwork and maximize productivity, control spending and boost sales, QuickBooks 2006 can help you make it happen--but only if you know how to use it. And it doesn't come with a manual. Lucky for you, there's QuickBooks 2006: The Missing Manual, the comprehensive, up-to-date guide to saving time and money while beefing

up business with QuickBooks. Award-winning author and financial whiz Bonnie Biafore helps you select the best fit for your company from Intuit's QuickBooks line of financial management software, which includes five products ranging from basic accounting software for small businesses to sophisticated industry-specific enterprise solutions. She then 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. If you're new to QuickBooks or to the 2006 version, you'll get started with ease and become quickly proficient with Biafore's tutorials on making and managing a company file and creating accounts, customers, jobs, invoice items, and other lists. If you're a more advanced user, you'll find countless tips, tricks, and shortcuts for becoming a QuickBooks pro. And everyone at every level will benefit from Biafore's seasoned, sensible advice on business accounting and finance. Under Biafore's expert direction, you will be able to use QuickBooks for a lot more than everyday bookkeeping. Beyond billing and payroll servicing, generating business forms and easing end-of-year tax preparation, QuickBooks 2006: The Missing Manual shows you how to use QuickBooks to accomplish things like inventory control, budget building, and report creation for evaluating every aspect of an enterprise. With Biafore's clear and friendly explanations and step-by-step instructions for every QuickBooks feature (along with plenty of real-world examples), you'll learn how to take advantage of online banking options, data exchange with other programs, and sophisticated planning and tracking tools for achieving maximum business success. QuickBooks 2006: The Missing Manual makes QuickBooks more powerful than you thought possible.

Switching to the Mac: The Missing Manual, Mavericks Edition John Wiley & Sons

&> In This Book You'll Learn How To: Recognize the different types and forms of computer memory Identify different computer cables and connectors Troubleshoot IRQ conflicts and other computer resource problems Identify and troubleshoot common computer motherboard components Install core PC components, such as motherboards, processors, and memory Install and maintain multiple computer peripherals Identify network architectures and topologies Troubleshoot operating system problems Describe the core functions of Windows NT/2000/XP and Windows 9x operating systems Discover effective DOS commands excellent for troubleshooting Use the DOS operating system or command lines when your GUI is unavailable Recover from system startup failures Use and troubleshoot Windows Networking Effectively prepare yourself for exam day CD Features Practice Exams! Ready to test your skills? Want to find out if you're ready for test day? Use the practice tests supplied on this CD to help prepare you for the big day. Test yourself, and then check your answers. Coupled with the in-depth material in the book, this is the ultimate one-two A+ study preparation package! Charles J. Brooks is currently co-owner and vice president of Educational Technologies Group Inc., as well as co-owner of eITPrep LLP, an online training company. He is in charge of research and product development at both organizations. A former electronics instructor and technical writer with the National Education Corporation, Charles taught and wrote on post-secondary EET curriculum, including introductory electronics, transistor theory, linear integrated circuits, basic digital theory, industrial electronics, microprocessors, and computer peripherals. Charles has authored several books, including the first five editions of A+ Certification Training Guide, The Complete

Introductory Computer Course, and IBM PC Peripheral Troubleshooting and Repair. He also writes about networking, residential technology integration, and convergence.

Quicken 2009: The Missing Manual CPA911 Publishing

This complete reference covers the entire Windows XP Home operating system in an easy-to-read, all-in-one handbook.

The book that should have been in the box Joy Life Pub

With Yosemite, Apple has unleashed the most innovative version of OS X yet—and once again, David Pogue brings his expertise and humor to the #1 bestselling Mac book. Mac OS X 10.10 includes more innovations from the iPad and adds a variety of new features throughout the operating system. This updated edition covers it all with something new on practically every page. Get the scoop on Yosemite's big-ticket changes Learn enhancements to existing applications, such as Safari and Mail Take advantage of shortcuts and undocumented tricks Use power user tips for networking, file sharing, and building your own services

The Book That Should Have Been in the Box "O'Reilly Media, Inc."

The bestselling book on Windows, now updated for the new 8.1 features Microsoft has fine-tuned Windows 8 with some important new features, and veteran author Andy Rathbone explains every one in this all-new edition of a long-time bestseller. Whether you're using Windows for the first time, upgrading from an older version, or just moving from Windows 8 to 8.1, here's what you need to know. Learn about the dual interfaces, the new Start button, how to customize the interface and boot operations, and how to work with programs and files, use the web and social media, manage music and photos, and much more. You'll even find troubleshooting tips! This edition covers the upgrades in Windows 8.1, including the dual interfaces, basic mechanics, file storage, and how to get the free upgrade to Windows 8.1 Shows how to manipulate app tiles, give Windows the look you choose, set up boot-to-desktop capabilities, connect to a network, and create user accounts Covers working with programs, apps, and files; using the Internet and social media; new apps and capabilities for working with onboard and online media; and how to move files to a new PC Written by Andy Rathbone, author of every edition of the bestselling Windows For Dummies Windows 8.1 For Dummies is exactly what you need to get going and be productive with the newest Windows update.

NOOK Tablet: The Missing Manual O'Reilly Media

Windows 8.1 continues the evolution of the most radical redesign in Microsoft's history. It combines the familiar Windows desktop with a new, touchscreen-friendly world of tiles and full-screen apps. Luckily, David Pogue is back to help you make sense of it—with humor, authority, and 500 illustrations. The important stuff you need to know: What's new in 8.1. The update to 8.1 offers new apps, a universal Search, the return of the Start menu, and several zillion other nips and tucks. New features. Storage Spaces, Windows To Go, File Histories—if Microsoft wrote it, this book covers it. Security. Protect your PC from viruses, spyware, spam, sick hard drives, and out-of-control kids. The network. HomeGroups, connecting from the road, mail, Web, music streaming among PCs—this book has your network covered. The software. Media Center, Photo Gallery, Internet Explorer, speech recognition—this one authoritative, witty guide makes it all crystal clear. It's the book that should have been in the box.

Switching to the Mac: The Missing Manual, Leopard Edition "O'Reilly Media, Inc."

Quicken is a convenient way to keep track of personal finances, but many people are unaware of Quicken's power and end up using only the basic features. Sometimes Quicken raises more questions than it answers: Return of capital from stock? Net worth? What are they and why do you need to know about them? Luckily, Quicken 2009: The Missing Manual picks up where Quicken's help resources leave off. You'll find step-by-step instructions for using Quicken on your Windows PC, including useful features such as budgeting, recording investment

transactions, and archiving Quicken data files. You also learn why and when to use specific features, and which ones would be most useful in a given situation. This book helps you: Set up Quicken to take care of your specific needs Follow your money from the moment you earn it Make deposits, pay for expenses, and track the things you own and how much you owe Take care of financial tasks online, and quickly reconcile your accounts Create and use budgets and track your investments Generate reports to prepare your tax returns and evaluate your financial fitness And a lot more. Quicken 2009: The Missing Manual accommodates readers at every technical level, whether you're a first-time or advanced Quicken user. For a topic as important as your personal finances, why trust anything else?

Word 2007 "O'Reilly Media, Inc."

Ready to move to the Mac? This incomparable guide from New York Times columnist and Missing Manuals creator David Pogue helps you make a smooth transition to OS X Mavericks, a beautiful machine with a thoroughly reliable system. Whether you're using Windows XP, Windows 7, or Windows 8, we've got you covered. Syncing with iOS. If you already have an iPhone or iPad, now's the perfect time to switch to OS X with iCloud, which allows you to sync Mail, Contacts, Calendar, Messages, FaceTime, Game Center, Safari, Reminders, iTunes, the Mac App Store, and Notes across all of your devices. Transferring your stuff. Moving files from a PC to a Mac by cable, network, or disk is the easy part. But how do you extract things like your email, address book, calendar, Web bookmarks, buddy list, desktop pictures, and MP3 files? Now you'll know. Re-creating your software suite. The big-name programs (from Microsoft, Adobe, and others) are available in both Mac and Windows versions, and their documents require no conversion on the Mac. But hundreds of other programs are available only for Windows. This book describes the Macintosh equivalents and explains how to move data to them. Learning OS X Mavericks. Once you've moved into the Macintosh mansion, a final task awaits: Learning your way around. Fortunately, you're in good hands with the author of the #1 bestselling guide to OS X.

Windows XP Home Edition "O'Reilly Media, Inc."

Millions of computers around the world today are connected by the Internet, so why is it still so hard to hook up a few PCs in your own home? Whether you want to share an Internet connection, install WiFi, or maybe just cut down on the number of printers you own, home networks are supposed to help make your life easier. Instead, most aspiring home networkers get lost in a confusing maze of terms and technologies: 802.11g, Fast Ethernet, Cat 5 cable (or was it Cat 5e?), Powerline, and on and confusingly on. That's where Home Networking: The Missing Manual comes in. Using clear language, straightforward explanations, and a dash of humor, this book shows you how to do everything you need to set up a home network. Coverage includes: WiFi, Ethernet, or Powerline? There are several kinds of digital pipes that you can use to create your network, and none of them have friendly names. This book tells you what they are, explains the pros and cons of each, and helps you figure out what you need to buy, and how to install it. Windows and Mac info included. Half the battle in home networking takes place after you've bought your gear and plugged it in. That's because the routers, network adapters, and cables that you need get you only part way towards networking

nirvana. Whether you've got PCs or Macs or both, you'll need help tweaking your computers' settings if you want to get all your machines talking to each other. This book covers most known operating system flavors, including Windows XP, 2000, Me, and 98, and Mac OS X and OS 9. Fun things to do with your network. The real fun starts once your network is up and running. This book shows you how to do much more than simply share an Internet connection and a printer. You'll learn how to stream music from your PCs to your stereo, how to display pictures on your TV, how to hook up game consoles to your network, and more! Most important, this book helps you understand the difference between what you need to know to create and use your home network and what's best left to those looking for a career as a system administrator. In Home Networking: The Missing Manual you'll find everything you need to get your network running-and nothing more.

Leopard Edition "O'Reilly Media, Inc."

Updated to include information on the QuickBooks 2010 Premier Editions, this reference is filled with information for accounting professionals who want to provide extra services to clients. Business owners and bookkeepers will learn how to use the advanced accounting features unique to the software's Premier Editions to create professional business plans as well as analyze and project company performance. Easy-to-follow instructions, coverage of undocumented features, and dozens of tips, tricks, and shortcuts are provided, along with file specifications for importing data into QuickBooks.

The Missing Manual "O'Reilly Media, Inc."

In early reviews, geeks raved about Windows 7. But if you're an ordinary mortal, learning what this new system is all about will be challenging. Fear not: David Pogue's Windows 7: The Missing Manual comes to the rescue. Like its predecessors, this book illuminates its subject with reader-friendly insight, plenty of wit, and hardnosed objectivity for beginners as well as veteran PC users. Windows 7 fixes many of Vista's most painful shortcomings. It's speedier, has fewer intrusive and nagging screens, and is more compatible with peripherals. Plus, Windows 7 introduces a slew of new features, including better organization tools, easier WiFi connections and home networking setup, and even touchscreen computing for those lucky enough to own the latest hardware. With this book, you'll learn how to: Navigate the desktop, including the fast and powerful search function Take advantage of Window's apps and gadgets, and tap into 40 free programs Breeze the Web with Internet Explorer 8, and learn the email, chat, and videoconferencing programs Record TV and radio, display photos, play music, and record any of these to DVD using the Media Center Use your printer, fax, laptop, tablet PC, or smartphone with Windows 7 Beef up your system and back up your files Collaborate and share documents and other files by setting up a workgroup network

PCs: The Missing Manual Pearson Education

For a company that promised to "put a pause on new features," Apple sure has been busy-there's barely a feature left untouched in Mac OS X 10.6 "Snow Leopard." There's more speed, more polish, more refinement-but still no manual. Fortunately, David Pogue is back, with the humor and expertise that have made this the #1 bestselling Mac book for eight years straight. You get all the answers with jargon-free introductions to: Big-ticket changes. A 64-bit overhaul. Faster everything. A rewritten Finder. Microsoft Exchange compatibility. All-new QuickTime Player. If Apple wrote it, this book covers it. Snow Leopard Spots. This book demystifies the hundreds of smaller enhancements, too, in all 50 programs that come with the Mac: Safari, Mail, iChat, Preview, Time

Machine. Shortcuts. This must be the tippiest, trickiest Mac book ever written.

Undocumented surprises await on every page. Power usage. Security, networking, build-your-own Services, file sharing with Windows, even Mac OS X's Unix chassis-this one witty, expert guide makes it all crystal clear.

OS X Yosemite: The Missing Manual "O'Reilly Media, Inc."

Netbooks are the hot new thing in PCs -- small, inexpensive laptops designed for web browsing, email, and working with web-based programs. But chances are you don't know how to choose a netbook, let alone use one. Not to worry: with this Missing Manual, you'll learn which netbook is right for you and how to set it up and use it for everything from spreadsheets for work to hobbies like gaming and photo sharing. Netbooks: The Missing Manual provides easy-to-follow instructions and lots of advice to help you: Learn the basics for using a Windows- or Linux-based netbook Connect speakers, printers, keyboards, external hard drives, and other hardware Get online using a wireless network, a public network, broadband cards, or dial-up Write email, browse the Web, transfer bookmarks, and add tools to your web browser Use business tools like Google Docs and Office for Netbooks Collaborate with others online via instant messaging Edit and share photos, play games, listen to music, and watch TV and movies online You'll also learn about web-based backup and storage, staying secure online -- especially when using wireless networks -- and tips for troubleshooting. Netbooks point to the future of computing, and Netbooks: The Missing Manual will show you how to get there.

Excel 2007 ReadHowYouWant.com

Updated to incorporate the latest features, tools, and functions of the new version of the popular word processing software, a detailed manual explains all the basics, as well as how to create sophisticated page layouts, insert forms and tables, use graphics, and create book-length documents with outlines and Master Documents. Original. (All Users)

Mac OS X Lion: The Missing Manual John Wiley & Sons

Offering an updated overview of the latest version of the popular spreadsheet program, an informative manual covers the entire gamut of how to build spreadsheets, add and format information, print reports, create charts and graphics, and use basic formulas and functions, and includes helpful tips and step-by-step instruction in using the new user interface and tabbed toolbar. Original. (All Users)

The Missing Manual "O'Reilly Media, Inc."

Explains how to get accustomed to the new operating system and master its features, covering topics such as using menus and control panels, networking multiple PCs, and finding lost files.