

## **Microsoft Access 2010 Inside Out**

Microsoft Exchange Server 2010 Inside Out  
Microsoft® Office 2010 Inside Out  
Windows 10 Inside Out (includes Current Book Service)  
Microsoft® Office 2010 Inside Out  
Microsoft SharePoint Foundation 2010 Inside Out  
Windows Server 2019 Inside Out  
Microsoft Office 365 Administration Inside Out (Includes Current Book Service)  
Microsoft Office Access 2007 Inside Out  
Microsoft® Access® 2010 Step by Step  
Microsoft Access 2010 VBA Programming Inside Out  
Access 2010 Programmer's Reference  
Access 2010 24-Hour Trainer  
Microsoft SharePoint Foundation 2010 Inside Out  
Professional SharePoint 2010 Development  
Microsoft Excel 2013 Inside Out  
Microsoft Office 2019 Inside Out  
MOS Study Guide for Microsoft Access Expert Exam MO-500  
Microsoft Access 2010 VBA Programming Inside Out  
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Microsoft Office Word 2007 Step by Step  
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Teach Yourself VISUALLY Access 2013  
Building Microsoft Access Applications  
Microsoft Access 2010 Inside Out  
Microsoft Office Inside Out  
MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook  
Microsoft Project 2010 Inside Out  
Microsoft Word 2010 Inside Out  
Microsoft Exchange Server 2013 Inside Out Mailbox and High Availability  
Microsoft Office 365 Administration Inside Out  
Microsoft Outlook 2010 Inside Out  
Microsoft Office 2010 Plain & Simple  
Access 2013: The Missing Manual  
Microsoft Excel 2019 Inside Out

## **Microsoft Exchange Server 2010 Inside Out**

Provides an overview of the features and functions of the program, discussing such topics as building queries, importing and exporting data, creating reports, securing a database, and distributing an Access application.

## **Microsoft® Office 2010 Inside Out**

Conquer Microsoft Excel formulas and functions—from the inside out! You're beyond the basics, so dive right in and really put Excel formulas and functions to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts increase their data analysis capabilities using Excel 2003, 2007, or 2010—and challenge yourself to new levels of mastery. Customize Excel formulas using 350+ built-in functions  
Create reusable formulas for common calculations  
Learn smarter ways to calculate date and time values  
Systematically search worksheets with lookup and reference functions  
Perform advanced calculations using mathematical, statistical, and financial functions  
Build complex formulas by nesting one function inside of another  
Analyze profit margins and more with new functions in Excel 2010  
Develop your own functions with Visual Basic for Applications (VBA)  
NOTE: The sample Excel files that accompany the book were updated on 12/4/2012. Click the Companion Content link to download the files.

## **Windows 10 Inside Out (includes Current Book Service)**

Advance your everyday proficiency with Access 2019. And earn the credential that proves it! Demonstrate your expertise with Microsoft Access! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Access 2019 certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Practice files and sample solutions Sharpen the skills measured by these objectives: Create and manage databases Build tables Create queries Create forms Create reports About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams.

### **Microsoft® Office 2010 Inside Out**

Dive into the essential features in Microsoft Word 2010, Excel 2010, OneNote 2010, Outlook 2010, and PowerPoint 2010. This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Let the experts help you become at ease and proficient with every program in the Office family. Create great-looking documents using expert formatting tips. Build spreadsheets for complex calculations and data analysis. Save notes, clippings, web pages, and more in a notebook. Create dynamic slides and video-powered presentations. Expertly manage your inbox and business information. Protect your security and safeguard private information. Collaborate with Windows Live SkyDrive and SharePoint.

### **Microsoft SharePoint Foundation 2010 Inside Out**

Learn to leverage the features of the newest version of SharePoint, in this update to the bestseller More than simply a portal, SharePoint is Microsoft's popular content management solution for building intranets and Web sites or hosting wikis and blogs. Offering broad coverage on all aspects of development for the SharePoint platform, this comprehensive book shows you exactly what SharePoint does, how to build solutions, and what features are accessible within SharePoint. Written by one of the most recognized names in SharePoint development, Professional SharePoint 2010 Development offers an extensive selection of field-tested best practices that shows you how to leverage the vast power of this multi-faceted tool to build custom workflow and content management applications. Plus, you'll discover how to take advantage of the new features to roll out new SharePoint sites or upgrade existing sites. SharePoint guru Tom Rizzo offers broad coverage of the newest version of SharePoint, Microsoft's popular content management solution Addresses how the new version adds enhanced developer support for ASP.NET, Ajax, LINQ, and Silverlight Demonstrates how to take advantage of new features, including improvements to offline and mobile client capabilities, social networking additions, and more Covers user experience development, platform services, social media features, event handling, the business data catalog, forms and workflow, business intelligence, and more With this book, you'll get exhaustive coverage on the many possibilities that exist with SharePoint.

## **Windows Server 2019 Inside Out**

With a focus on mailbox and high availability features, this book delivers the ultimate, in-depth reference to IT professionals planning and managing an Exchange Server 2013 deployment. Guided by Tony Redmond, a Microsoft MVP and award-winning author, you will: Understand major changes to Exchange Server architecture Get inside insights for planning your upgrade or deployment Examine the new web-based Exchange admin center (EAC) Take a deep dive into configuring mailboxes, distribution groups, and contacts; planning and managing the Managed Store; database availability groups; mailbox replication service; compliance, data leakage, and data loss prevention; site mailboxes; modern public folders

## **Microsoft Office 365 Administration Inside Out (Includes Current Book Service)**

You're beyond the basics, so dive right in and really take control of your communications and workday! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts manage Outlook 2010 -- and challenge yourself to new levels of mastery. Customize and configure Outlook 2010 with advanced setup options Organize and share your calendar, tasks, and notes to optimize efficiency Learn expert ways to manage your contacts and other critical data Extend the power of Outlook by using it with Microsoft Word, Access, and Excel Collaborate through Microsoft SharePoint 2010 libraries and files Implement virus protection, encryption, spam filters, and other security features Perform Outlook tasks through a Web browser or with a mobile device Configure Outlook as a Microsoft Exchange Server 2010 client The book website includes a fully searchable online edition of this book, with unlimited access on the Web.

## **Microsoft Office Access 2007 Inside Out**

This supremely organized reference packs all the details users need to deploy and manage their Exchange Server-based system, including hundreds of timesaving solutions, expert tips, and workarounds.

## **Microsoft® Access® 2010 Step by Step**

Conquer Windows Server 2019—from the inside out! Dive into Windows Server 2019—and really put your Windows Server expertise to work. Focusing on Windows Server 2019's most powerful and innovative features, this supremely organized reference packs hundreds of timesaving solutions, tips, and workarounds—all you need to plan, implement, or manage Windows Server in enterprise, data center, cloud, and hybrid environments. Fully reflecting new innovations for security, hybrid cloud environments, and Hyper-Converged Infrastructure (HCI), it covers everything from cluster sets to Windows Subsystem for Linux. You'll discover how experts tackle today's essential tasks—and challenge yourself to new levels of mastery. • Optimize the full Windows Server 2019 lifecycle, from planning and configuration through rollout and administration • Leverage new configuration

options including App Compatibility Features on Demand (FOD) or Desktop Experience • Ensure fast, reliable upgrades and migrations • Manage Windows servers, clients, and services through Windows Admin Center • Seamlessly deliver and administer core DNS, DHCP, file, print, storage, and Internet services • Use the Storage Migration Service to simplify storage moves and configuration at the destination • Seamlessly integrate Azure IaaS and hybrid services with Windows Server 2019 • Improve agility with advanced container technologies, including container networking and integration into Kubernetes orchestration clusters • Deliver Active Directory identity, certificate, federation, and rights management services • Protect servers, clients, VMs, assets, and users with advanced Windows Server 2019 security features, from Just Enough Administration to shielded VMs and guarded virtualization fabrics • Monitor performance, manage event logs, configure advanced auditing, and perform backup/recovery Windows Server 2019 For Experienced Windows Server Users and IT Professionals • Your role: Experienced intermediate to-advanced level Windows Server user or IT professional • Prerequisites: Basic understanding of Windows Server procedures, techniques, and navigation

### **Microsoft Access 2010 VBA Programming Inside Out**

Conquer Microsoft Office 2019—from the inside out! Dive into Microsoft Office 2019—and really put its productivity tools and services to work! This supremely organized reference packs hundreds of timesaving solutions, tips, and workarounds—all you need to make the most of Office’s most powerful tools for productivity and decision-making. Renowned Office expert Joe Habraken offers a complete tour of Office 2019 and Office 365, with cutting-edge techniques and shortcuts for Word, Excel, PowerPoint, Outlook, Publisher, online Office apps, and more. Discover how experts tackle today’s key tasks—and challenge yourself to new levels of mastery. Create amazing content faster with Office’s new features, tools, and shortcuts Share, collaborate with, and secure Office files in the cloud Organize, edit, and format complex documents with Microsoft Word Build tables of contents, captions, indexes, and footnotes that automatically update Efficiently enter and manage data in Excel workbooks, and format it for easy understanding Build flexible, reliable Excel workbooks with formulas and functions Integrate data from external sources, including web tables, text files, and more Transform data into insight with Excel charts, Sparklines, and PivotTables Quickly create presentations with PowerPoint themes, Reuse Slides, and Libraries Build more impactful slides with advanced formatting, SmartArt, animation, transitions, and multimedia Use PowerPoint 2019 tools to present more effectively, both in person and online Systematically improve email productivity and security with Outlook 2019 Manage appointments and tasks, and quickly plan meetings

### **Access 2010 Programmer's Reference**

Conquer Microsoft Office 365 Administration—from the inside out! Dive into Microsoft Office 365 Administration—and really put your Office 365 expertise to work. This supremely organized reference packs hundreds of timesaving solutions, tips, and workarounds—all you need to plan, implement, and operate Microsoft Office 365 in any environment. In this completely revamped Second Edition, a new author team thoroughly reviews the administration tools and capabilities available

in the latest versions of Microsoft Office 365, and also adds extensive new coverage of Azure cloud services and SharePoint. Discover how experts tackle today's essential tasks—and challenge yourself to new levels of mastery. • Install, customize, and use Office 365's portal, dashboard, and admin centers • Make optimal decisions about tenancy, licensing, infrastructure, and hybrid options • Prepare your environment for the cloud • Manage Office 365 identity and access via federation services, password and directory synchronization, authentication, and AAD Connect • Implement alerts and threat management in the Security & Compliance Center • Establish Office 365 data classifications, loss prevention plans, and governance • Prepare your on-premises environment to connect with Exchange Online • Manage resource types, billing and licensing, service health reporting, and support • Move mailboxes to Exchange Online via cutover, staged, and express migrations • Establish hybrid environments with the Office 365 Hybrid Configuration Wizard • Administer Exchange Online, from recipients and transport to malware filtering • Understand, plan, and deploy Skype for Business Online

Current Book Service In addition, this book is part of the Current Book Service from Microsoft Press. Books in this program receive periodic updates to address significant software changes for 12 to 18 months following the original publication date via a free Web Edition. Learn more at <https://www.microsoftpressstore.com/cbs>.

### **Access 2010 24-Hour Trainer**

Conquer Microsoft Access 2013—from the inside out! You're beyond the basics, so dive right into Access 2013—and use your skills to create sophisticated database apps! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Access 2013—and challenge yourself to new levels of mastery. Build an Access Services web app with Microsoft SharePoint Server Automate your Access web app with data macros Create tables in your Access web app using built-in templates Aggregate and display your web app data using totals queries Use the Autocomplete control to quickly search for related data Create a Summary view to consolidate and group information Display related data on your views with the Related Items control Package your web app for use by others in your organization Plus—download chapters on building desktop databases For Intermediate and Advanced Users and Database Designers

### **Microsoft SharePoint Foundation 2010 Inside Out**

Get the fast facts that make learning Office 2010 plain and simple! This colorful, no-nonsense guide uses easy-to-follow steps and screenshots, and clear, concise language to show the simplest ways to get things done with Microsoft Word, Excel, Outlook, PowerPoint, Access, Publisher, and OneNote. Here's WHAT You'll Learn Create documents, Web pages, and other publications Organize your e-mail, calendar, contacts and tasks Build spreadsheets to analyze and visualize data Set up a simple database Capture notes with ink, voice or text Here's HOW You'll Learn It Jump in wherever you need answers Easy-to-follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS! Exercises help you apply what you learn right away

## **Professional SharePoint 2010 Development**

Conquer Microsoft SharePoint Foundation 2010—from the inside out! You're beyond the basics—so dive right in and really support collaboration. This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle SharePoint Foundation 2010—and challenge yourself to new levels of mastery! Build team sites with non-code solutions using SharePoint Designer 2010 Modify and share content with SharePoint lists and libraries—online and offline Implement governance policies to plan site structure and manage content Create Web Parts to customize and display SharePoint site content Interact with SharePoint content using Microsoft Office applications Generate reusable workflows and apply them to multiple SharePoint lists Use Business Connectivity Services to access your company's business intelligence Design custom SharePoint solutions using Microsoft .NET and Visual Studio

## **Microsoft Excel 2013 Inside Out**

Get fully functional database samples and table designs for four of the most common Microsoft Access database types—and use them as templates to create your own Access solutions. Database expert and Microsoft MVP John L. Viescas provides the detailed guidance you need to customize your own solutions from these application types: Membership Tracking Inventory Management Customer Support Reservations Management For each type, you'll walk through typical usage scenarios, design considerations, and common pitfalls. You'll examine the logic behind each application's table design, and learn how to adapt it for your own Access solution. Get expert insights and examples to help you: Learn specific design techniques to improve your table structures Build forms with an attractive, intuitive, and easy-to-use interface Create queries, forms, and reports specific to each application type Design for client/server from the start?and share data more efficiently Apply best practices to help your application run more smoothly Avoid the 10 most common design problems—and deliver more robust solutions! Note: This book covers Microsoft Office Access 2003, Access 2002, and Access 2000 CD includes database samples and a fully searchable eBook. Use the sample databases on CD to model your own solutions for: Membership Tracking: Enter, track, and manage member information and communications. Inventory Management: Track and manage stock and create purchase orders, invoices, and packing lists. Customer Support: Track contacts, enter customer details, identify follow-up items, and create reminders. Reservations Management: Manage course registrations, car rentals, room reservations, and more. A Note Regarding the CD or DVD The print version of this book ships with a CD or DVD. For those customers purchasing one of the digital formats in which this book is available, we are pleased to offer the CD/DVD content as a free download via O'Reilly Media's Digital Distribution services. To download this content, please visit O'Reilly's web site, search for the title of this book to find its catalog page, and click on the link below the cover image (Examples, Companion Content, or Practice Files). Note that while we provide as much of the media content as we are able via free download, we are sometimes limited by licensing restrictions. Please direct any questions or concerns to [booktech@oreilly.com](mailto:booktech@oreilly.com).

## **Microsoft Office 2019 Inside Out**

Presents a guide to preparing for certification exams for four Microsoft Office programs, which includes overviews, step-by-step instructions, and practice projects for each program.

## **MOS Study Guide for Microsoft Access Expert Exam MO-500**

You're beyond the basics with Word, so dive right in and really put your documents to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Word 2010 -- and challenge yourself to new levels of mastery. Master the tools to expertly organize, edit, and present your content Craft professional-looking documents with Themes, Quick Style Sets, and Building Blocks Add visual impact with SmartArt diagrams, charts, pictures, and drawings Organize and clarify content with effective tables and charts Use cross-references, tables of contents, and indexes in your complex documents Produce Web sites and publish blogs directly from Word Coauthor and collaborate on documents in real time -- and help keep them secure Customize documents with macros, content controls, and other automation features Your book -- online! Get your fully searchable online edition -- with unlimited access on the Web.

## **Microsoft Access 2010 VBA Programming Inside Out**

This book-and-video package is the perfect introduction to Access 2010 Microsoft's popular Access database is the most popular database system in the world, and even if you have no database experience, this practical guide will soon have you getting the most out of the powerful new 2010 version. Step-by-step tutorials guide you through concepts and techniques at your own pace. Each lesson is followed by a Try It section, where you can practice what you're learning with exercises. The accompanying DVD provides clear, easy-to-follow videos of the author demonstrating each Try It problem, as well as extra commentary. Fully covers the new 2010 release of Microsoft Access Brings beginners thoroughly up to speed at their own pace Introduces exciting new Access 2010 features, such as creating Web forms to connect with SharePoint Helps users leverage macros and templates to streamline and customize projects If you want to get quickly up to speed on Access 2010, Access 2010 24-Hour Trainer is the perfect place to start.

## **SQL Server 2017 Administration Inside Out**

The easy, visual way to learn this popular database program Part of the Office 2013 productivity suite, Access enables you to organize, present, analyze, and share data on a network or over the web. With this Visual guide to show you how, you'll master the fundamentals of this robust database application in no time. Clear, step-by-step instructions are illustrated with full-color screen shots that show exactly what you should see on your screen. Learn to enter new records; create, edit, and design tables and forms; develop queries that generate specific reports; add smart tags to your tables; and much more. While it is the most widely used database application, Access is not particularly intuitive; the Visual system's

two-page lessons and full-color screen shots make this complex software easier to learn Concise, step-by-step instructions and clear illustrations show you exactly what to expect Covers scores of tasks, including entering and setting up new records, organizing and sharing data, designing tables and forms, and generating reports Shows how to perform more complex operations, such as finding dependencies between database objects and adding smart tags to tables Teach Yourself VISUALLY Access 2013 uses clear steps and high-resolution screen images to get you up and running with this popular database program.

### **Microsoft Excel 2010 Formulas and Functions Inside Out**

A comprehensive guide to programming for Access 2010 and 2007 Millions of people use the Access database applications, and hundreds of thousands of developers work with Access daily. Access 2010 brings better integration with SQL Server and enhanced XML support; this Wrox guide shows developers how to take advantage of these and other improvements. With in-depth coverage of VBA, macros, and other programming methods for building Access applications, this book also provides real-world code examples to demonstrate each topic. Access 2010 Programmer's Reference is a comprehensive guide to the best-of-breed techniques for programming Access applications. Coverage Includes: Introduction to Microsoft Access 2010 New Features Upgrading and Converting to Access 2010 Macros in Access 2010 Using the VBA Editor VBA Basics Using VBA in Access Creating Classes in VBA Extending VBA with APIs Working with the Windows Registry Using DAO to Access Data Using ADO to Access Data Using SQL with VBA Using VBA to Enhance Forms Enhancing Reports with VBA Customizing the Ribbon Customizing the Office Backstage Working with Office 2010 Working with SharePoint Working with .NET Building Client-Server Applications with Access The Access 2010 Templates Access Runtime Deployment Database Security Access 2010 Security Features

### **Microsoft Access 2013 Inside Out**

Conquer Microsoft Project 2010—from the inside out! You're beyond the basics, so dive right in and really put your project management skills to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Project 2010—and challenge yourself to new levels of mastery. Take charge of the project triangle—time, money, and scope—to balance your plan Enable collaboration among team members, sponsors, and other project stakeholders Manually schedule tasks or use the automatic scheduling engine Track and control your project using earned value analysis Create pivot views of project data with Microsoft Excel(R) 2010 and Visio(R) 2010 Manage project activities in an enterprise project-management environment Apply your experience to future projects by creating your own custom templates

### **Windows 7 Inside Out**

Conquer SharePoint 2013—from the inside out! You're beyond the basics, so dive right into SharePoint 2013—and really put your business collaboration platform to

work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting techniques, and workarounds. It's all muscle and no fluff. Discover how the experts facilitate information sharing across the enterprise—and challenge yourself to new levels of mastery. Efficiently manage documents throughout the enterprise Build team sites and collaborate with Microsoft OneNote and SkyDrive Design workflows with SharePoint Designer and Microsoft Visio Produce e-forms using Microsoft InfoPath and Access Manage community sites using business social features Connect SharePoint to external data and business systems Create business intelligence dashboards and key performance indicators Customize and control Sharepoint enterprise search

### **Microsoft Office Word 2007 Step by Step**

Explaining how to use the new features of Windows 7, a comprehensive manual details hundreds of timesaving solutions, troubleshooting tips, and workarounds, along with information on such topics as Internet Explorer 8, Windows Media Center, networking, and security.

### **Microsoft Office Access 2007 Bible (W/Cd)**

Experience learning made easy-and quickly teach yourself how to build database solutions with Access 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include building an Access database from scratch or from templates; publishing your database to the Web; exchanging data with other databases and Microsoft Office documents; creating data-entry forms; using filters and queries; designing reports; using conditional formatting; preventing data corruption and unauthorized access; and other core topics.

### **Microsoft SharePoint 2013 Inside Out**

Conquer Microsoft SharePoint Foundation 2010—from the inside out! You're beyond the basics—so dive right in and really support collaboration. This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle SharePoint Foundation 2010—and challenge yourself to new levels of mastery! Build team sites with non-code solutions using SharePoint Designer 2010 Modify and share content with SharePoint lists and libraries—online and offline Implement governance policies to plan site structure and manage content Create Web Parts to customize and display SharePoint site content Interact with SharePoint content using Microsoft Office applications Generate reusable workflows and apply them to multiple SharePoint lists Use Business Connectivity Services to access your company's business intelligence Design custom SharePoint solutions using Microsoft .NET and Visual Studio

### **Microsoft Access 2010 VBA Macro Programming**

Dive into the essential features in Microsoft Word 2010, Excel 2010, OneNote 2010, Outlook 2010, and PowerPoint 2010. This supremely organized reference is

packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Let the experts help you become at ease and proficient with every program in the Office family. Create great-looking documents using expert formatting tips. Build spreadsheets for complex calculations and data analysis. Save notes, clippings, web pages, and more in a notebook. Create dynamic slides and video-powered presentations. Expertly manage your inbox and business information. Protect your security and safeguard private information. Collaborate with Windows Live SkyDrive and SharePoint.

### **Microsoft Excel 2010 Inside Out**

Unlock the secrets of Access 2013 and discover how to use your data in creative ways. With this book's easy step-by-step instructions, you'll learn how to build and maintain a full-featured database and even turn it into a web app. You also get tips and practices from the pros for good database design—ideal whether you're using Access for business, school, or at home. The important stuff you need to know Build a database with ease. Organize and update lists, documents, catalogs, and other types of information. Create your own web app. Let your whole team work on a database in the cloud. Share your database on a network. Link your Access database to SQL Server or SharePoint. Customize the interface. Make data entry a breeze by building your own templates Find what you need fast. Search, sort, and summarize huge amounts of data in minutes. Put your info to use. Turn raw info into well-formatted printed reports. Dive into Access programming. Automate complex tasks and solve common challenges.

### **Teach Yourself VISUALLY Access 2013**

Experience learning made easy—and quickly teach yourself how to create impressive documents with Word 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Apply styles and themes to your document for a polished look Add graphics and text effects—and see a live preview Organize information with new SmartArt diagrams and charts Insert references, footnotes, indexes, a table of contents Send documents for review and manage revisions Turn your ideas into blogs, Web pages, and more Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eBook—plus more resources and extras on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

### **Building Microsoft Access Applications**

Conquer Microsoft Office 365 administration—from the inside out! Dive into Office 365 administration—and really put your systems expertise to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. Discover how the experts tackle deployment, configuration, and management—and challenge yourself to new levels of mastery. Simplify enterprise deployment with planning tools and tasks Automate Office 365 processes with

Windows PowerShell Manage user identity with Active Directory and Single Sign-On Monitor and maintain the health of Office 365 with Microsoft System Center Implement Microsoft Exchange Online, SharePoint Online, and Lync Online Control variables in an Exchange Server hybrid implementation Customize and deploy Office 365 Professional Plus Explore real-world scenarios and apply insider management tips For Intermediate to Advanced IT Professionals

### **Microsoft Access 2010 Inside Out**

Conquer SQL Server 2017 administration—from the inside out Dive into SQL Server 2017 administration—and really put your SQL Server DBA expertise to work. This supremely organized reference packs hundreds of timesaving solutions, tips, and workarounds—all you need to plan, implement, manage, and secure SQL Server 2017 in any production environment: on-premises, cloud, or hybrid. Four SQL Server experts offer a complete tour of DBA capabilities available in SQL Server 2017 Database Engine, SQL Server Data Tools, SQL Server Management Studio, and via PowerShell. Discover how experts tackle today's essential tasks—and challenge yourself to new levels of mastery.

- Install, customize, and use SQL Server 2017's key administration and development tools
- Manage memory, storage, clustering, virtualization, and other components
- Architect and implement database infrastructure, including IaaS, Azure SQL, and hybrid cloud configurations
- Provision SQL Server and Azure SQL databases
- Secure SQL Server via encryption, row-level security, and data masking
- Safeguard Azure SQL databases using platform threat protection, firewalling, and auditing
- Establish SQL Server IaaS network security groups and user-defined routes
- Administer SQL Server user security and permissions
- Efficiently design tables using keys, data types, columns, partitioning, and views
- Utilize BLOBs and external, temporal, and memory-optimized tables
- Master powerful optimization techniques involving concurrency, indexing, parallelism, and execution plans
- Plan, deploy, and perform disaster recovery in traditional, cloud, and hybrid environments

For Experienced SQL Server Administrators and Other Database Professionals

- Your role: Intermediate-to-advanced level SQL Server database administrator, architect, developer, or performance tuning expert
- Prerequisites: Basic understanding of database administration procedures

### **Microsoft Office Inside Out**

You're beyond the basics, so dive right in and customize, automate, and extend Access—using Visual Basic for Applications (VBA). This supremely organized reference is packed with hundreds of time-saving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts use VBA to exploit the power of Access—and challenge yourself to new levels of mastery!

Enhance your application with VBA built-in functions and SQL code Use the Access Object Model to work with data in forms and reports Manipulate data using SQL, queries, and recordsets with Data Access Objects (DAO) Create classes for handling form and control events Connect your Access database to different sources of data Effectively plan how to upsize an existing Access database to Microsoft SQL Server Dynamically update Microsoft Excel spreadsheets from the database Migrate your Access database directly to the cloud using SQL Azure

## **MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook**

You're beyond the basics, so dive in and really put your spreadsheet skills to work! This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Excel 2010—and challenge yourself to new levels of mastery! Learn expert techniques for designing powerful spreadsheets Apply built-in functions—or write your own—and carry out complex calculations Use rich charting and graphic capabilities to visualize data Perform sophisticated data analysis: financial, statistical, and "what-if" Design PivotTable reports to dynamically analyze data Share and collaborate with others—while managing sensitive data Link and embed Excel data into other documents Create macros with Microsoft Visual Basic for Applications Sample spreadsheets from inside the book Add-ins and other resources to help you extend Microsoft Office programs Links to demos, user communities, and product support

## **Microsoft Project 2010 Inside Out**

Provides timesaving tips, tricks, shortcuts, solutions, and troubleshooting guidelines for Microsoft Excel, Outlook, Word, PowerPoint, and other applications, and explores new features and capabilities of Office 2013.

## **Microsoft Word 2010 Inside Out**

Develop custom Access VBA macros Perfect for power users, Microsoft Access 2010 VBA Macro Programming reveals how to maximize the features and functionality of Access 2010. You'll get in-depth details on Access VBA programming and application development followed by 20 real-world projects—complete with source code—that show you how to set up specific subroutines and functions. This practical resource then explains how to include the subroutines in the Access menu system and transform a set of interrelated VBA macros into an Access add-in package. Create your own Access 2010 VBA macros right away with help from this hands-on guide. Learn how to: Create and enhance forms and reports Design custom dialog boxes and buttons Develop custom menus for the Ribbon Use SQL queries with VBA Create table macros Use Office object models to interact with other Microsoft applications Create and manipulate charts and graphs Work with external databases Add functionality to your programs with API calls Animate objects in Access Enhance database security Create audit trails Handle large text files Transfer data via FTP

## **Microsoft Exchange Server 2013 Inside Out Mailbox and High Availability**

You're beyond the basics—so dive in and really put your spreadsheet skills to work! This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Learn how the experts tackle Excel 2013—and challenge yourself to new levels of mastery. Includes companion eBook and sample files. Topics include: Customizing

the Excel workspace Best practices for designing and managing worksheets  
Creating formulas and functions Performing statistical, what-if, and other data  
analysis Core to advanced charting techniques Using graphics and sparklines  
Managing databases and tables Automating Excel with macros and custom  
functions Collaborating in Excel online, in the cloud, and more Extending Excel

## **Microsoft Office 365 Administration Inside Out**

## **Microsoft Outlook 2010 Inside Out**

Conquer Microsoft Excel 2019—from the inside out! Dive into Microsoft Excel 2019—and really put your spreadsheet expertise to work. This supremely organized reference packs hundreds of timesaving solutions, tips, and workarounds—all you need to make the most of Excel’s most powerful tools for analyzing data and making better decisions. Renowned Excel expert Bill Jelen offers a complete tour of Excel 2019 and Excel in Office 365, from efficient interface customizations to advanced analysis, visualizations, and dashboards. Discover how experts tackle today’s key tasks—and challenge yourself to new levels of mastery. Enter formulas more efficiently, and fully control operators and dates Master the most widely-used functions in Excel Integrate external data from the web and other sources Easily transform complex datasets with Power Query Quickly summarize millions of records with Pivot Tables Perform ad hoc analyses with slicers and other filters Create advanced data mashups with Power Pivot Solve complex problems with What-If, Scenario Manager, Goal Seek, and Solver Automate repetitive tasks by editing recorded VBA code Demystify data with conditional formatting and other visualization techniques Use the newest maps, charts, and data types in Excel Show geographical changes over time with animated 3D maps Use dynamic array functions: SORT, FILTER, UNIQUE, SORTBY and SEQUENCE Find insights using Excel’s new artificial intelligence Collaborate via Excel 2019’s breakthrough CoAuthoring tools Publish Power BI Desktop dashboards based on Excel data

## **Microsoft Office 2010 Plain & Simple**

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## **Access 2013: The Missing Manual**

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## **Microsoft Excel 2019 Inside Out**

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