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Ready to move to the Mac? This incomparable guide helps you make a smooth transition. New York Times columnist and Missing Manuals creator David Pogue gets you past three challenges: transferring your stuff, assembling Mac programs so you can do what you did with Windows, and learning your way around OS X. Learning to use a Mac is not a piece of cake, but once you do, the rewards are oh-so-much better. You won't find questionable firewalls or inefficient permissions. Just a beautiful machine with a thoroughly reliable system. Whether you're using Windows XP or Windows 7, we've got you covered. Transfer your stuff. Moving files from a PC to a Mac is the easy part. This guide gets you through the tricky things: extracting your email, address book, calendar, Web bookmarks, buddy list, desktop pictures, and MP3 files. Re-create your software suite. Big-name programs from Microsoft, Adobe, and others are available in both Mac and Windows versions, but hundreds of other programs are Windows-only. Learn the Macintosh equivalents and how to move data to them. Learn OS X Mountain Lion. Once you've moved into the Macintosh mansion, it's time to learn your way around. You're in good hands with the author of Mac OS X: The Missing Manual, the #1 bestselling guide to OS X. Entre las aplicaciones que contiene Microsoft Office 2010 se encuentra Access 2010, el gestor de bases de datos relacionales por excelencia, que permite relacionar los datos de una misma base de datos de forma sencilla y a la vez potente. El Manual Imprescindible de Access 2010 muestra la forma de crear y utilizar los objetos esenciales que forman parte de una base de datos de Access: tablas, formularios, consultas, informes y macros. Además, enseña la manera de relacionar estos objetos para sacar partido a la gestión relacional de tablas. Y todo ello con dos elementos comunes a lo largo de los 20 capítulos del libro: conocer la teoría necesaria para entender los conceptos, que en Access es especialmente importante, y un ejemplo que se sigue a lo largo de todo el libro y que facilita la aplicación práctica de dichos conceptos. Want to use an Adobe tool to design animated web graphics that work on iPhone and iPad? You've come to the right book. Adobe Edge Preview 3: The Missing Manual shows you how to build HTML5 graphics using simple visual tools. No programming experience? No problem. Adobe Edge writes the underlying code for you. With this eBook, you'll be designing great-looking web elements in no time. Get to know the workspace. Learn how Adobe Edge Preview 3 performs its magic. Create and import graphics. Make drawings with Edge's tools, or use art you designed in other programs. Work with text. Build menus, label buttons, provide instructions, and perform other tasks. Jump into animation. Master Edge's elements, properties, and timeline panels. Make it interactive. Use triggers and actions to give users control over their web experience. Peek behind the curtain. Understand how HTML and CSS documents work. Dig into JavaScript. Customize your projects by tweaking your code. Bestselling author Chris Grover has more than 25 years experience in graphic design and electronic media. He excels in making complex technology fun and easy to learn. In Adobe Edge Preview 3: The Missing Manual, he continues the winning formula of Flash CS5.5: The Missing Manual and Google

SketchUp: The Missing Manual. Intermediate (Color) Student reference manual designed for instructor-led computer training. Can also be used as a self-paced tutorial for learning the intermediate concepts of Microsoft Access 2010. To download the exercise files that accompany this title, please visit <http://www.ezref.com/exercise-files/> For information regarding unlimited printing with the ability to customize our courseware, please visit our website: [www.ezref.com](http://www.ezref.com) Topics covered in Microsoft Access 2010 - Intermediate (6-8 hours): Importing External Data Importing Spreadsheets Publishing a Database Object Creating a Primary Key Converting Field Types Changing Field Sizes Custom Display Formats Input Masks Using the Lookup Wizard Assigning Captions Setting Default values Using the Expression Builder Creating Validity Rules & Text Creating Queries Saving/Opening Queries Using Wildcards Compound Queries Creating calculated Controls Using Summary Operators Querying Multiple Tables Action Queries Creating Permanent Relationships Enforcing Referential Integrity Creating Custom Reports Saving/Opening Reports Creating Custom Forms Saving/Opening/Printing Forms File Management Database Properties Excel, the world's most popular spreadsheet program, has the muscle to analyze heaps of data. Beyond basic number-crunching, Excel 2010 has many impressive features that are hard to find, much less master -- especially from online help pages. This Missing Manual clearly explains how everything works with a unique and witty style to help you learn quickly. Navigate with ease. Master Excel's tabbed toolbar and its new backstage view Perform a variety of calculations. Write formulas for rounding numbers, calculating mortgage payments, and more Organize your data. Search, sort, and filter huge amounts of information Illustrate trends. Bring your data to life with charts and graphics -- including miniature charts called Sparklines Examine your data. Summarize information and find hidden patterns with pivot tables and slicers Share your spreadsheets. Use the Excel Web App to collaborate with colleagues online Rescue lost data. Restore old versions of data and find spreadsheets you forgot to save Unlock the secrets of this powerful database program and discover how to use your data in creative ways. With this book's easy step-by-step process, you'll quickly learn how to build and maintain a complete Access database, using Access 2013's new, simpler user interface and templates. You also get practices and tips from the pros for good database design—ideal whether you're using Access for school, business, or at home. The important stuff you need to know: Build a database with ease. Store information to track numbers, products, documents, and more. Customize the interface. Build your own forms to make data entry a snap. Find what you need fast. Search, sort, and summarize huge amounts of information. Put your data to use. Turn raw info into printed reports with attractive formatting. Share your data. Collaborate online with SharePoint and the Access web database. Dive into Access programming. Get tricks and techniques to automate common tasks. Create rich data connections. Build dynamic links with SQL Server, SharePoint, and other systems. Access 2010 es la última versión del conocido gestor de bases de datos de Microsoft, un programa que aprenderá a utilizar con este manual a lo largo de veinte capítulos con un contenido de complejidad ascendente. Tras la primera toma de contacto, en la que se introduce la nueva interfaz de Access 2010, encontrará una primera parte con capítulos en los se abordan tareas como el uso adecuado de los distintos tipos de datos, el diseño de una base de datos completa, la utilización del lenguaje SQL, composición de formularios e informes o las funciones de mantenimiento más habituales. En una segunda parte se describen procesos más avanzados, desde la automatización de tareas mediante macros hasta el uso del lenguaje VBA dentro de Access o la creación de proyectos sobre SQL Server, pasando por la configuración de seguridad o la personalización de la nueva Cinta de opciones. Todos los capítulos van acompañados de ejemplos demostrativos que pueden utilizarse como puntos de partida para seguir las explicaciones. The ICORS Training Manual is designed to assist and guide you through the process of using the ICORS database. The Training Manual, while best suited for classroom instruction, can be used as an independent tutorial and as a reference guide. Beginning (B&W) Student reference manual designed for instructor-led computer training. Can also be used as a self-paced tutorial for learning the basic concepts of Microsoft Access 2010. To download the exercise files that accompany this title, please visit <http://www.ezref.com/exercise-files/> For information regarding unlimited printing with the ability to customize our courseware, please visit our website: [www.ezref.com](http://www.ezref.com) Topics covered in Microsoft Access 2010 - Beginning (6-8 hours): Database Concepts Access Basics (Screen, Menu, Help) Opening/Saving/Closing a File Viewing a Table Editing a Table AutoCorrect and Spell Checking Form vs. Table View Changing a Table Image Sorting Printing a View Page Setup and Printing Creating and Restructuring a Table Filtering and Finding Data Creating Reports Microsoft Office is the most widely used software suite in the world. The half-dozen programs in Office 2010 are packed with amazing features, but most people just know the basics. This entertaining guide not only gets you started with Office, it reveals all kinds of useful things you didn't know the software could do -- with plenty of power-user tips and tricks when you're ready for more. Create professional-looking documents. Learn everything you need to know to craft beautiful Word documents. Stay organized. Keep track of your email, calendar, and contacts with Outlook. Crunch numbers with ease. Assemble data, make calculations, and summarize the results with Excel. Make eye-catching presentations. Build PowerPoint slideshows with video and audio clips, animations, and more. Build Access databases quickly. Make your data easy to find, sort, and manage. Manage your files more efficiently. Use the new Backstage view to quickly work with your Office files. Get to know the whole suite. Learn to use other handy Office tools: Publisher, OneNote, and Office Web Apps. In addition to books, the Manual now also treats journals and electronic publications. Complete classroom training manual for Microsoft Access 2019 and 365. Includes 189 pages and 108 individual topics. Includes practice exercises and keyboard shortcuts. You will learn about creating relational databases from scratch, using fields, field properties, joining and indexing tables, queries, forms, controls, subforms, reports, charting, macros, switchboard and navigation forms, and much more. Topics Covered: Getting Acquainted with Access 1. Creating a New Database 2. Overview of a Database 3. The Access Interface 4. Touch Mode 5. Viewing Database Objects in the Navigation Bar 6. Opening and Closing Databases Creating Relational Database Tables 1. The Flat-File Method of Data Storage 2. The Relational Model of Data Storage 3. Tips for Creating a Relational Database 4. Creating Relational Database Tables 5. Assigning a Primary Key to a Table Using Tables 1. Using Datasheet View 2. Navigating in Datasheet View 3. Adding Records in Database View 4. Editing and Deleting Records in Datasheet View 5. Inserting New Fields 6. Renaming Fields 7. Deleting Fields Field Properties 1. Setting Field Properties 2. The Field Size Property 3. The Format Property for Date/Time Fields 4. The Format Property for Logical Fields 5. Setting Default Values for Fields 6. Setting Input Masks 7. Setting Up Validation Rules and Responses 8. Requiring Field Input 9. Allowing Zero Length Entries Joining Tables 1. The Relationships Window 2. Enforcing Referential Integrity 3. Creating Lookup Fields Indexing Tables 1. Indexes 2. Creating Indexes 3. Deleting Indexes Queries 1. Using the Simple Query Wizard 2. Designing Queries 3. Joining Tables in a Query 4. Adding Criteria to the QBE Grid 5. Running a Query 6. SQL View 7. Sorting Query Results 8. Hiding Fields in a Result Set 9. Using Comparison Operators 10. Using AND and OR Conditions Advanced Queries 1. Using the Between... And Condition 2. Using Wildcard Characters in Queries 3. Creating a Calculated Field 4. Creating Top Value Queries 5. Aggregate Function Queries 6. Parameter Queries Advanced Query Types 1. Make Table Queries 2. Update Queries 3. Append Queries 4. Delete Queries 5. Crosstab Queries 6. The Find Duplicates Query 7. Removing Duplicate Records from a Table 8. The Find Unmatched Query Creating Forms 1. Forms Overview 2. The Form Wizard 3. Creating Forms 4. Using Forms 5. Form and Report Layout View 6. Form and Report Design View 7. Viewing the Ruler and Grid 8. The Snap to Grid Feature 9. Creating a Form in Design View 10. Modifying Form Sections in Design View Form & Report Controls 1. Selecting Controls 2. Deleting Controls 3. Moving and Resizing Controls 4. Sizing Controls to Fit 5. Nudging Controls 6. Aligning, Spacing, and Sizing Controls 7. Formatting Controls 8. Viewing Control Properties Using Controls 1. The Controls List 2. Adding Label Controls 3. Adding Logos and Image Controls 4. Adding Line and Rectangle Controls 5. Adding Combo Box Controls 6. Adding List Box Controls 7. Setting Tab Order Subforms 1. Creating Subforms 2. Using the Subform or Subreport Control Reports 1. Using the Report Wizard 2. Creating Basic Reports 3. Creating a Report in Design View 4. Sorting and Grouping Data in Reports 5. Creating Calculated Fields Subreports 1. Creating Subreports Charting Data 1. Using Charts 2. Insert a Modern Chart Macros 1. Creating a Standalone Macro 2. Assigning Macros to a Command Button 3. Assigning Macros to Events 4. Using Program Flow with Macros 5. Creating Autoexec Macros 6. Creating Data Macros 7. Editing Named Data Macros 8. Renaming and Deleting Named Data Macros Switchboard and Navigation Forms 1. Creating a Switchboard Form 2. Creating a Navigation Form 3. Controlling Startup Behavior Advanced Features 1. Getting External Data 2. Exporting Data 3. Setting a Database Password Helping Yourself 1. Using Access Help 2. The Tell Me Bar Describes the fundamentals of FileMaker Pro 12, covering such topics as working with layouts, relational database design, calculations, scripting, reporting, security, debugging, and Web publishing. Complete classroom training manuals for Microsoft Access 2016. Three manuals (Introductory, Intermediate, Advanced) in one book. 174 pages and 105 individual topics. Includes practice exercises and keyboard shortcuts. You will learn all about relational databases, advanced queries, creating forms, reporting, macros and much more. Topics Covered: Getting Acquainted with Access 1. Creating a New Database 2. Overview of a Database 3. The Access Interface 4. Touch Mode 5. Viewing Database Objects in the Navigation Bar 6. Opening and Closing Databases Creating Relational Database Tables 1. The "Flat File" Method of Data Storage 2. The Relational Model of Data Storage 3. Tips for Creating a Relational Database 4. Creating Relational Database Tables 5. 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Update Queries 3. Append Queries 4. Delete Queries 5. Crosstab Queries 6. The 'Find Duplicates' Query 7. The 'Find Unmatched' Query Creating Forms 1. Forms Overview 2. The Form Wizard 3. Creating AutoForms 4. Using Forms 5. Form and Report Layout View 6. Form and Report Design View 7. Viewing the Ruler and Gridlines 8. The 'Snap to Grid' Feature 9. Creating a Form in Design View 10. Modifying Form Selections in Design View Form & Report Controls 1. Selecting Controls 2. Deleting Controls 3. Moving and Resizing Controls 4. Sizing Controls 'To Fit' 5. 'Nudging' Controls 6. Aligning, Spacing and Sizing Controls 7. Formatting Controls 8. Viewing Control Properties Using Controls 1. The Controls Group 2. Adding Label Controls 3. Adding Logos and Image Controls 4. Adding Line and Rectangle Controls 5. Adding Combo Box Controls 6. Adding List Box Controls 7. Setting Tab Order Subforms 1. Creating Subforms 2. Using the Subform/Subreport Control Reports 1. Using the Report Wizard 2. 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You will learn introductory through advanced concepts including assigning and managing tasks and resources, tracking project tasks, developing dynamic reports and much more. Topics Covered: Getting Acquainted with Project 1. About Project 2. Starting Project 3. Project Management Terms and Concepts 4. The Project Environment 5. The Title Bar 6. The Ribbon 7. The "File" Tab and Backstage View 8. The Scroll Bars 9. The Quick Access Toolbar 10. The Entry Bar 11. The Status Bar 12. Touch Mode Project Basics 1. Opening Projects 2. Closing Projects 3. Creating New Projects 4. Saving Projects 5. Changing Project Views 6. Planning a Project Tasks 1. Creating Tasks 2. Editing and Deleting Tasks 3. Setting Task Duration 4. Linking Tasks 5. Marking Milestones 6. Using Phases and Summary Tasks 7. Using Task Notes Resources 1. Project Resources Overview 2. Creating Work Resources 3. Creating Material Resources 4. Creating Cost Resources 5. Entering Costs for Project Resources 6. Scheduling Work Resources 7. Creating New Base Calendars Resource and Task Assignment 1. Assigning Work Resources to Tasks 2. Assigning Material Resources to Tasks 3. Assigning Cost Resources to Tasks 4. The Team Planner Tracking Project Tasks 1. Creating Project Baselines 2. Updating Multiple Tasks in a Project 3. Updating Tasks Individually 4. Rescheduling Uncompleted Work Formatting Gantt Chart Views 1. Formatting Text in a Gantt Chart 2. Formatting Gridlines in a Gantt Chart 3. Formatting the Task Bar Layout in a Gantt Chart 4. Formatting Columns in Gantt Charts 5. Applying Bar and Gantt Chart Styles 6. Drawing Objects 7. Formatting Timescale in Gantt Charts 8. Creating Custom Views Other Project Views 1. Using Timeline View 2. Creating Multiple Timelines 3. The Task Usage View 4. The Network Diagram View 5. The Calendar View 6. Printing Views Advanced Task Management 1. Setting Task Lead and Lag Time 2. Using Task Constraints 3. Task Types 4. Setting Deadlines 5. Interrupting Tasks 6. Moving and Rescheduling Tasks 7. Inspecting Tasks 8. Creating Recurring Tasks 9. Entering Fixed Costs 10. Critical Paths 11. Using WBS Codes Advanced Resource Management 1. Applying Multiple Resource Rates 2. Advanced Resource Availability 3. Using Work Contours 4. Material Resource Consumption Rates 5. Delaying Resource Assignments Advanced Project Tracking 1. Monitoring Resource Allocation 2. Leveling Overallocated Resources 3. Monitoring Project Costs 4. Monitoring Project Statistics Advanced Project Tools 1. Using the Organizer 2. Making Macros 3. Customizing the Ribbon 4. Creating and Linking Resource Pools 5. Using and Updating Resource Pools 6. Consolidating and Linking Multiple Projects Reporting 1. Using Earned Value Analysis 2. Creating Basic Reports 3. Selecting Report Objects 4. Changing the Report View 5. Basic Report Formatting 6. Inserting Report Objects 7. Managing Reports 8. Basic Page Setup for Reports 9. Advanced Page Setup for Reports 10. Printing Reports Modifying Report Objects 1. Selecting, Moving and Resizing Report Charts 2. Using the Field List with Report Charts 3. Designing Report Charts 4. Formatting Report Charts 5. Using Report Tables 6. Designing Report Tables 7. Setting Report Table Layout Options 8. Modifying Pictures, Text Boxes and Shapes 9. Formatting Text Boxes and Shapes 10. Formatting Report Pictures Visual Reporting 1. Using Visual Reports 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. El presente volumen incluye los contenidos fundamentales para la impartición del programa docente "Aplicaciones informáticas de bases de datos relacionales. Access 2010". El material se ha diseñado para servir de apoyo en cualquier actividad destinada al aprendizaje de sus competencias profesionales. La estructura del manual es la siguiente: - Objetivos generales y específicos - Desarrollo teórico del temario - Resumen por tema - Glosario de términos - Bibliografía Advanced (B&W) Student reference manual designed for instructor-led computer training. Can also be used as a self-paced tutorial for learning the advanced concepts of Microsoft Access 2010. To download the exercise files that accompany this title, please visit <http://www.ezref.com/exercise-files/> For information regarding unlimited printing with the ability to customize our courseware, please visit our website: [www.ezref.com](http://www.ezref.com) Topics covered in Microsoft Access 2010 - Advanced (6-8 hours): Creating Indexes Parameter Queries Crosstab Queries Customizing Forms Customizing Reports Backing Up/Restoring Compacting/Repairing a Database Linked Table Manager Startup Options Upsizing Wizard Protecting a Database Customizing Access Options Customizing the Quick Access Toolbar Using Add-ins JavaScript lets you supercharge your HTML with animation, interactivity, and visual effects—but many web designers find the language hard to learn. This easy-to-read guide not only covers JavaScript basics, but also shows you how to save time and effort with the jQuery and jQuery UI libraries of prewritten JavaScript code. You'll build web pages that feel and act like desktop programs—with little or no programming. The important stuff you need to know: Pull back the curtain on JavaScript. Learn how to build a basic program with this language. Get up to speed on jQuery. Quickly assemble JavaScript programs that work well on multiple web browsers. Transform your user interface. Learn jQuery UI, the JavaScript library for interface features like design themes and controls. Make your pages interactive. Create JavaScript events that react to visitor actions. Use animations and effects. Build drop-down navigation menus, pop-ups, automated slideshows, and more. Collect data with web forms. Create easy-to-use forms that ensure more accurate visitor responses. Practice with living examples. Get step-by-step tutorials for web projects you can build yourself. The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses. Craft kit with 3 books and a craft. The iPad 2 is faster, lighter, and more versatile than its predecessor, but there's still no printed guide to using its amazing features. That's where this full-color Missing Manual comes in. Learn how to stream HD video, make video calls, manage your email, surf the Web, listen to music, play games, and maybe even do a little iWork. This is the book that should have been in the box. Build your media library. Fill your iPad with music, movies, TV shows, eBooks, photos, and more. Share with others. Stream music, HD movies, TV shows, and more, to and from your iPad. Create your own media. Use the iPad's new Photo Booth,

iMovie, and GarageBand apps to express yourself. Get online. Connect through WiFi or Wi-Fi+3G, and surf with the iPad's faster browser. Place video calls. See who's talking with the iPad's FaceTime app and its two cameras. Consolidate your email. Read and send messages from any of your accounts. Learn undocumented tips and tricks. Get the lowdown on cool iPad secrets and workarounds. For over 15 years, the Stable series has introduced Microsoft Office applications to over 100,000 Australians. The 2010 Stable provides an easy-to-use Australian introduction to the basics of: Microsoft Word 2010, Microsoft Excel 2010, Microsoft Access 2010 and Microsoft PowerPoint 2010. Covering the four applications with explanations on how they are integrated, this manual helps the new user to learn and master the fundamentals of these industry-standard applications through concise step-by-step instructions. This ILT Series course, rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in Access 2010: Basic. Students will learn how to normalize data, manage table relationships, and enforce referential integrity; work with Lookup fields and subdatasheets; create join queries, calculated fields, and summary values; add objects to forms and create advanced form types; print reports and labels; create and modify charts; and use PivotTables and PivotCharts. This course will help students prepare for the Microsoft Office Specialist exam for Access 2010 (exam 77-885). For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Access 2010. Apple's video-editing program is better than ever, but it still doesn't have a printed guide to help you get started. That's where this gorgeous, full-color book comes in. You get clear explanations of iMovie's impressive new features, like instant rendering, storyboarding, and one-step special effects. Experts David Pogue and Aaron Miller also give you a complete course in film editing and DVD design. Edit video like the pros. Import raw footage, add transitions, and use iMovie's newly restored, intuitive timeline editor. Create stunning trailers. Design Hollywood-style "Coming Attractions!" previews for your movies. Share your film. Distribute your movie in a variety of places—on smartphones, Apple TV, your own site, and with one-click exports to YouTube, Facebook, Vimeo, CNN iReport, and MobileMe. Make DVDs. Design the menus, titles, and layout for your DVDs, and burn them to disc. This book covers version 9 of Apple's iMovie software. Whether you're a budding blogger or web development professional, WordPress is a brilliant tool for creating websites—if you know how to tap its impressive features. This jargon-free Missing Manual shows you how to use WordPress and its themes, plug-ins, and widgets to build just about any website you can imagine, from a classy blog to a basic e-commerce site. The important stuff you need to know: Create a blog. Get a free WordPress.com account, choose the right theme, and start publishing content. Build a website. Produce a professional-looking business site by customizing a WordPress theme. Add features. Choose from thousands of WordPress widgets and plug-ins to extend your site's features. Mix in multimedia. Include slideshows, video clips, webcasts, podcasts, and music players. Involve your readers. Let readers leave comments, contribute to your site, and carry on a dialog. Build an audience. Learn search-engine optimization, measure your reader's favorite pages, and publicize your site. Create a community. Use social media tools such as "Like" and sharing buttons, and provide RSS feeds of your posts. The iPad is an amazing media device, once you really know how to use it. In this entertaining book, New York Times tech columnist and iPad expert Jude Biersdorfer shows you how to get the most out of this sleek tablet to surf the Web, send and receive email, watch movies and TV shows, read eBooks, listen to music, play games, and even do a little iWork. It's the book that should have been in the box. The important stuff you need to know Learn undocumented tips and tricks. Get the lowdown on cool iPad secrets Build and play your media library. Fill up your iPad with music, movies, TV shows, eBooks, photos, music videos, audiobooks, and podcasts Get online. Connect through Wi-Fi and Wi-Fi+3G—on both GSM and CDMA networks Discover state-of-the-art e-reading. Buy and read books and magazines in full color Consolidate your email accounts. Read email from your personal and work accounts Shop iTunes and the App Store. 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Recording Macros 2. Running and Deleting Recorded Macros 3. The Personal Macro Workbook Using Online Templates 1. Downloading Online Templates 2. Saving a Template 3. Creating New Workbooks from Saved Templates Legal Templates 1. Chapter Overview 2. Using the Law Firm Financial Analysis Worksheet 3. Using the Law Firm Project Tracker 4. Using the Law Firm Project Plan Legal Business Functions 1. The Pv Function 2. The Fv Function 3. The IRR and XIRR Functions Simple IOLTA Management 1. IOLTA Basics 2. Using Excel for Simple IOLTA Management 3. Using the Simple IOLTA Template En este manual dedicado a Access 2010, el reconocido programa de creación y gestión de bases de datos de la suite de programas Office 2010, se estudia en profundidad el uso de prácticamente todas las posibilidades que ofrece esta aplicación para añadir y combinar distintos tipos de datos para crear formularios, informes, consultas, interrelacionar la información que se ha ido almacenando y construir bases de datos atractivas y profesionales. Mediante sencillos y a la vez elaborados ejemplos que el alumno desarrollará de principio a fin, se describen detalladamente las herramientas y funcionalidades del programa. La versión más reciente de Access presenta pocas pero cuantiosas novedades, y muchas mejoras, logrando con ellas que el usuario poco conocedor de la aplicación advierta una mayor facilidad y profesionalidad en su trabajo, gracias a los múltiples asistentes y a la distribución de herramientas y comandos. Dentro de las novedades más ingeniosas que ofrece esta aplicación se encuentra la vista Backstage, común a todos los programas de la suite de Office. Además, se ofrecen múltiples ventajas, como la importación de los datos trabajados en otras bases de datos, o exportar la información a otros programas ajenos a la suite. La posibilidad de incorporar temas, fondos, imágenes para dar un aspecto mucho más profesional, así como la opción de crear una base de datos predeterminada o personalizada del modo más sencillo y con los mejores resultados hacen de ésta, una buenísima y útil actualización. Garantizamos que si el lector realiza correctamente todos los ejercicios que componen los 10 apartados de este volumen se convertirá en un experto en la creación, gestión y manipulación de las bases de datos de Access 2010 y podrá aplicar los nuevos conocimientos adquiridos sobre sus propias creaciones, aprovechando así al máximo las utilidades que ofrece el programa.

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