

Word 2016 IN DEPTH

Faithe Wempen

Word 2016 In Depth Includes Content Update Program

Joe Habraken



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Word 2016 In Depth (includes Content Update Program) Faithe Wempen, 2015-11-03 Word 2016 IN DEPTH Beyond the Basics Beneath the Surface In Depth Do more in less time Are you ready to harness the full power of Word 2016 to create professional documents Then you re ready for Word 2016 In Depth In this comprehensive guide to Word you ll learn the skills and techniques for efficiently building the documents you need for both your professional and your personal life Faithe Wempen delivers step by step instructions troubleshooting advice and insider tips to help you improve your written image in business academic organizational and personal settings Accelerate formatting by creating and applying themes and styles Incorporate graphical content such as clip art photos SmartArt and charts Save your work in a variety of formats including backward compatible Word files PDF and XPS page layouts graphics HTML and more Perform mail and data merges to generate catalogs form letters labels and envelopes Learn about the fields that drive many of Word s most powerful features and how to look behind the scenes to customize field behaviors Use indexing tables of contents and master documents to organize book length works Cite sources and document references in a variety of formats including APA and MLA Collaborate with other people even simultaneously managing each person s comments and changes Create complex math formulas without leaving Word Write and edit macros that automate repeated tasks Work with your Word documents anywhere via OneDrive and Office Online Create user interactive forms that include a variety of field types All In Depth books offer Comprehensive coverage with detailed solutions Troubleshooting help for tough problems you can t fix on your own Outstanding authors recognized worldwide for their expertise and teaching style Learning reference problem solving the only Word 2016 book you need This book is part of Que s Content Update Program As Microsoft updates features of Word sections of this book will be updated or new sections will be added to match the updates to the software See inside for details

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Windows 10 In Depth is just the guide you need It will get you through the learning curve to become a Windows 10 expert The authors of Windows 10 In Depth have scaled the steepest part of the learning curve for you and give you great guidance from the first page to the last from your first hour with Windows 10 to long term management and maintenance tasks In addition this book is part of Que's exciting new Content Update Program As Microsoft updates features of Windows 10 sections of this book will be updated or new sections will be added to match the updates to the software The updates will be delivered to you via a FREE Web Edition of this book which can be accessed with any Internet connection To learn more visit www.quepublishing.com CUP This massive book includes detailed step by step procedures which you through even the most complex configuration and management tasks Whether you have a traditional PC or a souped up tablet with a touchscreen Windows 10 In Depth is just the guide you need It will get you through the learning curve to become a Windows 10 expert The authors have scaled the steepest part of the learning curve for you From the first page to the last and from your first hour with Windows 10 Brian Knittel and Paul McFedries share their 50 years of combined Windows networking and security experience with you *My Office 2016 (includes Content Update Program)* Paul McFedries,2015-10-07 Book Content Update Program My Office 2016 introduces readers to this new version of the suite and shows them how to get the most out of the apps The book clearly explains what to expect from the new version of Office what the program limitations are and discusses best practices for using the apps My Office 2016 teaches readers how to use Word Excel PowerPoint Outlook Access and OneDrive in an easy to follow task based format Topics covered include how to use the main features that come with each Office application how to synchronize documents between devices and how to collaborate with others Master core skills you can use in every Office 2016 program Quickly create visual documents with advanced formatting and graphics Build complex documents with columns footnotes headers and tables Enter and organize Excel data more accurately and efficiently Quickly move copy delete and format large amounts of data with Excel ranges Use charts to make data more visual intuitively understandable and actionable Add pizzazz to PowerPoint slide shows with animations and transitions Use Outlook 2016 to efficiently manage your email contacts and calendar Bring all your ideas and notes together in a OneNote notebook Start building useful Access 2016 databases Customize your Office applications to work the way you do Store and share your

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contained chapters designed to help you get started quickly Throughout the book is packed with helpful tips lists and quick solutions to the problems you re most likely to encounter In addition this book is part of Que s exciting new Content Update Program As Microsoft updates features of Excel 2016 sections of this book will be updated or new sections will be added to match the updates to the software The updates will be delivered to you via a FREE Web Edition of this book which can be accessed with any Internet connection To learn more visit www.quepublishing.com CUP How to access the web edition Follow the instructions in the book to learn how to register your book to access the FREE Web Edition

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Microservices with Docker on Microsoft Azure (includes Content Update Program) Boris Scholl,Trent Swanson,Daniel Fernandez,2016-06-24 Book Content Update Program Beyond just describing the basics this book dives into best practices every aspiring microservices developer or architect should know Foreword by Corey Sanders Partner Director of Program Management Azure Microservice based applications enable unprecedented agility and ease of management and Docker containers are ideal for building them Microsoft Azure offers all the foundational technology and higher level services you need to develop and run any microservices application Microservices with Docker on Microsoft Azure brings together essential knowledge for creating these applications from the ground up or incrementally deconstructing monolithic applications over time The authors draw on their pioneering experience helping to develop Azure s microservices features and collaborating with Microsoft product teams who ve relied on microservices architectures for years They illuminate the benefits and challenges of microservices development and share best practices all developers and architects should know You ll gain hands on expertise through a detailed sample application downloadable at github.com/flakio/flakio github io Step by step you ll walk through working with services written in Node js Go and ASP NET 5 using diverse data stores mysql elasticsearch block storage The authors guide you through using Docker Hub as a service registry and Microsoft Azure Container service for cluster management and service orchestration Coverage includes Recognizing how microservices architectures are different and when they make sense Understanding Docker containers in the context of microservices architectures Building pulling and layering Docker images Working with Docker volumes containers images tags and logs Using Docker Swarm Docker Compose and Docker Networks Creating Docker hosts using the Azure portal Azure Resource Manager the command line docker machine or locally via Docker toolbox Establishing development and DevOps environments to support microservices applications Making the most of Docker s continuous delivery options Using Azure s

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