

WINDOWS XP

PERSONAL TRAINER



Illustration by
D. CHERRY

Windows Xp Personal Trainer

CustomGuide Inc



Windows Xp Personal Trainer:

Windows XP Personal Trainer CustomGuide Inc, CustomGuide, Inc. Staff, 2004-11 Provides instructions on using Microsoft Windows XP covering such topics as working with programs managing files and folders using the Internet networking and managing printers

Project 2003 Personal Trainer CustomGuide Inc, 2005 Now included with Microsoft Office Project 2003 is the world's leading project management tool With extensive help resources and printing assistance Project 2003 enables users to organize and track tasks and resources efficiently to keep projects on time and within budget If you want to realize the immense potential of Microsoft Project 2003 and harness the many features and functionality of this powerful tool you need Project 2003 Personal Trainer It includes everything you want to know about Project 2003 and then plenty more It's the most complete and engaging tutorial available for Microsoft Project As part of O'Reilly's new Personal Trainer Series this book is based on content from CustomGuide www.customguide.com a leading provider of computer training materials that fly in the face of traditional dry course materials that bore users to tears CustomGuide is dedicated to delivering courseware quick references software bulletins and e learning courses that are fun flexible and easy to use And this book is no exception to their rule Project 2003 Personal Trainer lets you whatever your technical expertise or lack thereof learn exactly what you need to know at your own pace Unlike many consumer software tutorials that dumb down and dull up the material or make it exceptionally technical and confusing this book is written in a style that you'll find entertaining easy to follow and most of all clear and informative Beginning with the fundamentals of planning and managing a project with Microsoft Project 2003 the book then includes sections on working with the task list managing costs timelines and available resources using the project database viewing and updating a project tracking progress creating reports handling multiple projects The fully illustrated Project 2003 Personal Trainer features dozens of time saving task oriented lessons includes detailed diagrams and comes with a fully interactive CD tutorial to guide your learning everything you need to become a Project pro

Windows 7: The Personal Trainer William Stanek, 2014-07-10 Learning Windows 7 doesn't have to be a frustrating experience you can learn everything you need to use Windows 7 effectively by reading this book To learn how to use Windows 7 you need practical hands on advice from an expert who understands what it is like to just start out By working step by step through essential tasks you can learn to Customize the User Interface and settings Search and index your documents and data Install configure run and repair software fine tune startup and recovery settings Detect and troubleshoot hidden problems optimize your computer's power management settings Balance the tradeoffs in appearance and performance Extend your desktop with multiple monitors Apply expert tips for maintaining your computer This book is designed for anyone who wants to learn Windows 7 including those who manage or computers running Windows 7 Inside you'll find comprehensive overviews step by step procedures frequently used tasks documented examples and much more One of the goals is to keep the content so concise that the book remains compact and easy to navigate while at the same time ensuring that the book is packed with as

much information as possible making it a valuable resource **Excel 2003 Personal Trainer** CustomGuide Inc,2004 With sections on editing formatting functions formulas lists macros creating and managing workbooks and creating and editing charts this tutorial also includes an interactive companion CD ROM **Access 2003 Personal Trainer** CustomGuide Inc,2005 A fully illustrated modular approach to the features of Access allows readers to proceed at their own pace *Word 2003 Personal Trainer* CustomGuide Inc,2005 Provides a training manual on using Microsoft Office Word 2003 covering such topics as working with tables performing mail merge using Document collaboration and working with forms **Excel 2003: The Missing Manual** Matthew MacDonald,2004-12-22 Whether you are an Excel neophyte a sophisticate who knows the program inside out or an intermediate level plodder eager to hone your skills Excel The Missing Manual is sure to become your go to resource for all things Excel Covering all the features of Excel 2002 and 2003 the most recent versions for Windows Excel The Missing Manual is an easy to read thorough and downright enjoyable guide to one of the world s most popular and annoyingly complicated computer programs Never a candidate for the most user friendly of Microsoft programs Excel demands study practice and dedication to gain even a working knowledge of the basics Excel 2003 is probably even tougher to use than any previous version of Excel However despite its fairly steep learning curve this marvelously rich program enables users of every stripe to turn data into information using tools to analyze communicate and share knowledge Excel can help you to collaborate effectively and protect and control access to your work Power users can take advantage of industry standard Extensible Markup Language XML data to connect to business processes To unleash the power of the program and mine the full potential of their database talents users need an authoritative and friendly resource None is more authoritative or friendlier than Excel The Missing Manual Not only does the book provide exhaustive coverage of the basics it provides numerous tips and tricks as well as advanced data analysis programming and Web interface knowledge that pros can adopt for their latest project Neophytes will find everything they need to create professional spreadsheets and become confident users Excel The Missing Manual covers worksheet basics formulas and functions organizing worksheets charts and graphics advanced data analysis sharing data with the rest of the world and programming If you buy just one book about using Excel this has GOT to be it This book has all you need to help you excel at Excel **Use Business Technology BSBCMN205A (Windows XP, Office 2003)** Cheryl Price,2004 Apple Training Series Marc Asturias,Moirra Gagen,2007-05-07 This authoritative Apple Certified training course is designed both for professionals who support Apple computers as well as Macintosh enthusiasts who want to upgrade service or troubleshoot their favorite systems Fully revised this third edition includes Apple s new models with Intel processors the MacBook Pro Mac mini and iMac Keyed to the learning objectives of the Apple Desktop Service and Apple Portable Service certification exams this is the companion curriculum used in AppleCare Technician Training courses worldwide The book starts out with basic computer theory and underlying technologies then moves on to cover everything from networking to the nitty gritty steps and diagrams for

upgrading and troubleshooting six sample computer models

Word Hacks Andrew Savikas, 2004-11-22 As one of the applications in Microsoft Office Word is the dominant word processing program for both Windows and Mac users Millions of people around the globe use it But many if not most of them barely skim the surface of what is possible with Microsoft Word Seduced by the application s supposed simplicity they settle for just what s obvious even if it doesn t satisfy their wants and needs They may curse the wretched Bullets and Numbering buttons multiple times a day or take hours to change the font size of every heading in a lengthy report yet they re reluctant to dig deeper to take advantage of Word s immense capabilities and limitless customization tools Let Word Hacks be your shovel Let it carve your way into Word and make this most popular and powerful application do precisely what you want it to do Filled with insider tips tools tricks and hacks this book will turn you into the power user you always wanted to be Far beyond a tutorial Word Hacks assumes you have a solid working knowledge of the application and focuses on showing you exactly how to accomplish your pressing tasks address your frequent annoyances and solve even your most complex problems Author Andrew Savikas examines Word s advanced and often hidden features and delivers clever time saving hacks on taming document bloat customization complex search and replace Tables of Contents and indexes importing and exporting files tables and comments and even using Google as a dictionary With him as your guide you ll soon be understanding and hacking Word in ways you never thought possible Covering Word 2000 2002 and Word 2003 Word Hacks exposes the inner workings of Word and releases your inner hacker with it you will be equipped to take advantage of the application s staggering array of advanced features that were once found only in page layout programs and graphics software and turning Word into your personal productivity powerhouse

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