

Excel 2007 Exam Study Guide

This practical guide to Microsoft Office Access 2007 was designed so that you can easily find all the functions needed for working with this relational database management program. It includes a description of the Access environment, and teaches you how to create a database and manage its objects, create and link tables, create forms and reports and manage their controls, manage records by using datasheets and forms (entering, editing, sorting and filtering data), select and delete records using queries, create pivot tables, create charts using data or pivot charts, and create macros, among others.

Demonstrate your expertise with the 2007 Microsoft Office system! This comprehensive study guide covers all the Microsoft Certified Application Specialist exams for Microsoft Office, including Word 2007, Excel 2007, Outlook 2007, PowerPoint 2007, and Access 2007. For each exam, you'll build the skills and knowledge measured by its objectives through a series of step-by-step exercises, practice questions, and real-world scenarios. Easy-to-follow screen shots and explanations bring key concepts to life and expertly guide you through the material. The CD includes the practice files for all the book's lessons. Earn the premier credential and showcase your expertise in the popular Microsoft Office programs! For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Score Higher on the MCAS Exams! We provide you with the proven study tools and expert insight that will help you score higher on your exams. Clear and simple explanations, lists, and screen shots walk you through the Microsoft Office processes you need to know to score well

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on the MCAS exams. Study strategies, challenges, and key terms focus your study so you can maximize your preparation time. Comprehensive discussion of all subject areas covered on the MCAS exams. Practice Questions that include detailed explanations of correct and incorrect answers—so you can learn the material from your success and mistakes. This book covers all the skills measured by the MCAS Exams for Microsoft Office 2007, including Creating, customizing, formatting, and organizing Word documents Working with visual content, references, and document review processes Creating, manipulating, and formatting data and other content in Microsoft Excel Presenting Excel data visually with charts and illustrations Sharing and securing Microsoft Office content Creating, formatting, and delivering PowerPoint presentations Managing messaging, scheduling, and tasks with Microsoft Outlook Working with Outlook contacts and personal contact information Structuring, presenting, managing, and maintaining Access databases Building and modifying Access queries This is the eBook version of the print title. Note that the eBook does not provide access to the practice test software that accompanies the print book.

The fourth edition of the Study Guide for Practical Statistics for Educators serves as a user-friendly and accessible way for students to better understand the concepts introduced in its companion textbook, Practical Statistics for Educators. With clear and straightforward exercises, the workbook allows students to reinforce their knowledge of statistics. Most importantly, students are given the answers and an explanation for why the correct answer is the better than the other choices. New in this edition are accompanying Excel exercises. This exam is designed to validate skills as a Windows Server 2008 Enterprise Administrator. This exam will fulfill the Windows Server 2008 IT Professional requirements of Exam 70-647.

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The Microsoft Certified IT Professional(MCITP) on Windows Server 2008 credential is intended for information technology (IT) professionals who work in the complex computing environment of medium to large companies. The MCITP candidate should have at least one year of experience implementing and administering a network operating system in an environment that has the following characteristics: 250 to 5,000 or more users; three or more physical locations; and three or more domain controllers. A MCITP Enterprise Administrator is responsible for the overall IT environment and architecture, and translates business goals into technology decisions and designs mid-range to long-term strategies. The enterprise administrator is also responsible for infrastructure design and global configuration changes. * Targeted at MCSE/MCSA upgraders AND new MCITP certification seekers. * Interactive FastTrack e-learning modules help simplify difficult exam topics * Two full-function ExamDay practice exams guarantee double coverage of all exam objectives * Free download of audio FastTracks for use with iPods or other MP3 players * THE independent source of exam day tips, techniques, and warnings not available from Microsoft * Comprehensive study guide guarantees 100% coverage of all Microsoft's exam objectives

Prepare for CompTIA's newly updated Project+ certification exam CompTIA is offering the first major update to its Project+ certification in six years, and this in-depth study guide from project management industry experts Kim and William Heldman is the perfect preparation for the new exam. You'll find complete coverage of all exam objectives, including key topics such as project planning, execution, delivery, closure, and others. CompTIA's Project+ is the foundation-level professional exam in the complex world of project management; certified project managers often choose to go on and obtain their Project Management Professional (PMP)

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certifications as well Provides complete coverage of all exam objectives for CompTIA's first update to the Project+ exam in six years Covers project planning, execution, delivery, change, control, communication, and closure Demonstrates and reinforces exam preparation with practical examples and real-word scenarios Includes a CD with Sybex test engine, practice exams, electronic flashcards, and a PDF of the book Approach the new Project+ exam with confidence with this in-depth study guide! Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

If the projects you manage don't go as smoothly as you'd like, *97 Things Every Project Manager Should Know* offers knowledge that's priceless, gained through years of trial and error. This illuminating book contains 97 short and extremely practical tips -- whether you're dealing with software or non-IT projects -- from some of the world's most experienced project managers and software developers. You'll learn how these professionals have dealt with everything from managing teams to handling project stakeholders to runaway meetings and more. While this book highlights software projects, its wise axioms contain project management principles applicable to projects of all types in any industry. You can read the book end to end or browse to find topics that are of particular relevance to you. *97 Things Every Project Manager Should Know* is both a useful reference and a source of inspiration. Among the 97 practical tips: "Clever Code Is Hard to Maintain...and Maintenance Is Everything" -- David Wood, Partner, Zepheira "Every Project Manager Is a Contract Administrator" -- Fabio Teixeira de Melo, Planning Manager, Construtora Norberto Odebrecht "Can Earned Value and Velocity Coexist on Reports?" -- Barbee Davis, President, Davis Consulting "How Do You Define 'Finished'"? -- Brian Sam-Bodden, author, software architect

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"The Best People to Create the Estimates Are the Ones Who Do the Work" -- Joe Zenevitch, Senior Project Manager, ThoughtWorks "How to Spot a Good IT Developer" -- James Graham, independent management consultant "One Deliverable, One Person" -- Alan Greenblatt, CEO, Sciova

Microsoft Certified Application Specialist Study Guide

The ultimate study package for the new PMI-ACP exam The PMI-ACP Project Management Institute Agile Certified Practitioner Exam Study Guide is an all-in-one package for comprehensive exam preparation. This up-to-date guide is fully aligned with the latest version of the exam, featuring coverage of 100 percent of the exam domains. Expanded coverage of AGILE includes the basic principles, value-driven delivery, stakeholder engagement, team performance, adaptive planning, problem detection and resolution, and continuous improvement to align with the A Guide to the Project Management Body of Knowledge (PMBOK® 6th Edition) and its increased emphasis on agile, adaptive and iterative practices. In-depth discussion merges with hands-on exercises and real-world scenarios to provide a well-rounded review of essential exam concepts, while the online learning center provides an assessment test, chapter tests, a practice exam, and study aids to help you ensure complete preparation for the big day. Master 100 percent of the exam objectives, including expanded AGILE coverage Reinforce

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critical concepts with hands-on practice and real-world scenarios Test your knowledge with challenging chapter review questions One year of FREE access to the Sybex online test bank featuring practice tests, flashcards, a glossary, and more Project management is one of the most in-demand skills in today's job market, making more and more employers turn to AGILE methodologies to enhance delivery and results. The PMI-ACP certification shows employers that you have demonstrated mastery of essential project management skills and a practical understanding of adaptive, iterative processes; this validation puts you among the ranks of qualified project management professionals employers are desperately seeking, and the PMI-ACP Project Management Institute Agile Certified Practitioner Exam Study Guide is your one-stop resource for exam success.

Demonstrate your expertise with Microsoft Office 2010! This all-in-one guide is designed to help you practice and prepare for the four core Microsoft Office Specialist (MOS) exams. With the MOS 2010 Study Guide, you get full, objective-by-objective coverage for: Exam 77-881: Microsoft Word 2010 Exam 77-882: Microsoft Excel 2010 Exam 77-883: Microsoft PowerPoint 2010 Exam 77-884: Microsoft Outlook 2010 Use the book's easy-to-follow procedures and illustrations to review the essential skills measured by the MOS exams. And you

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can apply what you've learned hands-on—using the downloadable files for all the book's practice tasks.

This practical guide presents all the features of the Microsoft® Outlook 2007 e-mail application. After becoming familiar with the application's working environment, you will then learn how to send and receive all types of messages and personalise your mail box (message format, signatures, junk e-mail filters, etc). The third section teaches you how to use the Calendar for managing your appointments, meetings and events. You will then learn about all the other folders in Outlook: contacts, tasks, notes, and the journal. The last section teaches you how to use the all the features you will need for managing the different items that can be created with Outlook.

The full coverage you need for the PMP Exam Get the preparation you need for the challenging Project Management Professional (PMP) certification exam in this comprehensive study guide. In addition to coverage of all exam objectives, you'll find practical advice including "How This Applies to Your Current Project" and "Real World Scenario" sidebars, as well as coverage for the Certified Associate in Project Management (CAPM) exam, and much more. Full coverage of all exam objectives in a systematic approach, so you can be confident you're getting the instruction you need for the exam Practical hands-on exercises to

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reinforce critical skills Real-world scenarios that put what you've learned in the context of actual job roles Challenging review questions in each chapter to prepare you for exam day Exam Essentials, a key feature in each chapter that identifies critical areas you must become proficient in before taking the exam A handy tear card that maps every official exam objective to the corresponding chapter in the book, so you can track your exam prep objective by objective Look inside for complete coverage of all exam objectives. Featured on the CD SYBEX TEST ENGINE: Test your knowledge with advanced testing software. Includes all chapter review questions and bonus exams. ELECTRONIC FLASHCARDS: Reinforce your understanding with flashcards that can run on your PC, Pocket PC, or Palm handheld. AUDIO INSTRUCTION: Fine-tune your project management skills with more than two hours of audio instruction from author Kim Heldman. Also on the CD, you'll find the entire book in searchable and printable PDF. Study anywhere, any time, and approach the exam with confidence.

Wiley CPA Exam review 34th Edition ? 2007-2008 Volume 1 Outlines and Study Guides * Covers all four sections of the CPA examination point by point * Stresses important topical areas to study for each part * Helps establish a self-study preparation program * Divides exam into 45 manageable study units * Provides an outline format supplemented by brief examples and illustrations *

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Makes material easy to read, understand, and remember * Includes timely, up-to-the-minute coverage for the computerized exam * Explains step-by-step examples of the "solutions approach" * Contains all current AICPA content requirements for all four sections of the exam Volume 2 Problems and Solutions * Offers selected problems from all four examination sections * Contains rationale for correct or incorrect multiple-choice answers * Covers the new simulation-style problems-offering more than 75 practice questions * Details a "solutions approach" to each problem * Updates unofficial answers to reflect current laws and standards * Groups multiple-choice questions into topical categories within modules for easy cross-referencing * Provides a sample examination for each of the four exam parts

The computer-based CPA exam is here! Are you ready? The 34th Edition of the Wiley CPA Exam Review is revised and updated for the new computerized exam, containing AICPA sample test questions released as recently as April 2007. To help candidates prepare for the new exam format, this edition includes a substantial number of the new simulation-type questions. Passing the CPA exam on your first attempt is possible! We'd like to help. Get Even More Information Online: You'll find a wide range of aids for doing your best on the CPA exam at wiley.com/cpa, including content updates, CPA exam study and test-taking tips, and more. All Wiley CPA Exam Review products are listed

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on the site.

Get in-depth, all-in-one prep for the Microsoft® Office Specialist Study Guide exams. Work through the tutorials and practice questions-demonstrating your expertise in Microsoft Word 2007, Excel® 2007, Outlook® 2007, PowerPoint® 2007, and Access® 2007.

The first and only Study Guide for the MCTS Windows SharePoint Services 3.0 Configuration Exam (70-631) Windows SharePoint Services 3.0 is a free collaborative tool that allows you to share and organize documents, contacts, and calendars; create polls; moderate the content of lists and share libraries; and more. Exam 70-631 tests your knowledge of SharePoint Services 3.0 and this book sharpens your skills as you prepare to take Exam 70-631. Packed with chapter review questions, real-world scenarios, and hands-on exercises, this study guide also readies you for specific aspects of Exam 70-631, including: deploying Windows SharePoint Services 3.0, monitoring SharePoint Services, configuring security for SharePoint Services, administering SharePoint Services, managing customization, and configuring network infrastructure for SharePoint Services. First and only study guide to cover MCTS Windows SharePoint Services 3.0 Configuration Exam (70-631) Examines deploying, monitoring, and administering SharePoint Services, which are specific topics featured in Exam

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70-631 CD features two practice exams, electronic flashcards, interactive chapter review questions, and the book in a searchable PDF With this unique study guide, you'll be armed and ready as you prepare to take Exam 70-631. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

The Best Fully Integrated Study System Available EXAMS 220-701 & 220-702 With hundreds of practice questions and hands-on exercises, CompTIA A+ Certification Study Guide, Seventh Edition covers what you need to know--and shows you how to prepare--for these challenging exams. 100% complete coverage of all official objectives for CompTIA A+ Exams 220-701 & 220-702 Exam Readiness Checklist at the front of the book--you're ready for the exams when all objectives on the list are checked off Exam Watch notes call attention to information about, and potential pitfalls in, the exams Two-Minute Drills for quick review at the end of every chapter Simulated exam questions match the format, tone, topics, and difficulty of the real exams Covers all the exam topics, including: Motherboards and Processers Memory, Storage, and Adapters Power Supplies, Cooling Systems, Display Devices, Cables and Connectors, and Input/Output Installing and Upgrading PC Components Troubleshooting, Repair, and Maintenance of PCs Installing, Configuring, and Optimizing Laptops

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Troubleshooting and Preventive Maintenance for Laptops; Operating System Fundamentals Installing, Configuring, and Upgrading Operating Systems Disk and File Management Troubleshooting and Preventive Maintenance for Windows Using and Supporting Printers Network Basics Installing a Small Office/Home Office (SOHO) Network Troubleshooting Networks Computer Security Fundamentals Implementing and Troubleshooting Security Operational Procedure CD-ROM includes: Complete Master Exam practice testing engine, featuring: Two full practice exams; Detailed answers with explanations; and Score Report performance assessment tool CertCam video training Electronic book for studying on the go With free online registration: Two Bonus downloadable MasterExam practice tests Jane Holcombe, CompTIA A+, CompTIA Network+, MCSE, CompTIA CTT+, has been an independent trainer, consultant, and course content author since 1984. Charles Holcombe has been an independent trainer and consultant for 30 years and has developed and delivered many training courses. He is the coauthor, with Jane Holcombe, of Survey of Operating Systems, Second Edition and several other books. This comprehensive book prepares you for Microsoft's new certification, MCTS: Microsoft Exchange Server 2007. Exam 70–236 serves as both the single exam requirement for achieving the MCTS designation as well as the entry exam for

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the MCITP certification for Exchange Server 2007. Inside, you'll find the practical and in-depth instruction you need, including full coverage of all exam objectives, practical hands-on exercises, real-world scenarios, challenging review questions, and more. The book includes a CD with advanced testing software and electronic flashcards. For Instructors: Teaching supplements are available for this title.

- Best Selling Book in English Edition for UKSSSC Patwari / Lekhpal Exam with objective-type questions as per the latest syllabus.
- Compare your performance with other students using Smart Answer Sheets in EduGorilla's UKSSSC Patwari / Lekhpal Exam Practice Kit.
- UKSSSC Patwari / Lekhpal Exam Preparation Kit comes with 14 Tests (8 Mock Tests + 6 Sectional Tests) with the best quality content.
- Increase your chances of selection by 14 times.
- The UKSSSC Patwari / Lekhpal Exam Sample Kit is created as per the latest syllabus given by Uttarakhand Subordinate Service Selection Commission (UKSSSC).
- UKSSSC Patwari / Lekhpal Exam Prep Kit comes with well-structured and detailed Solutions of each and every question. Easily Understand the concepts.
- Clear exam with good grades using thoroughly Researched Content by experts.
- Get Free Access to Unlimited Online Preparation for One Month by reviewing the product.
- Raise a query regarding a solution and get it resolved within 24 Hours.

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Advance your everyday proficiency with Excel! And earn the credential that proves it! Demonstrate your expertise with Microsoft Excel! Designed to help you practice and prepare for Microsoft Office Specialist: Excel Associate (Excel and Excel 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 Ready-made practice files Sharpen the skills measured by these objectives: Manage Worksheets and Workbooks Manage Data Cells and Ranges Manage Tables and Table Data Perform Operations by Using Formulas and Functions Manage Charts 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.

The Autodesk Inventor Certified User Exam Study Guide is designed for the Inventor user who is already familiar with Inventor. It provides a series of hands

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on exercises and tutorials in the use of Inventor to help you prepare for the Autodesk Inventor Certified User Exam. The text covers all the exam objectives for the Inventor Certified User Exam. Each topic is covered in detail, and then is followed up with tutorials and quizzes to reinforce the material covered. Autodesk Inventor Certified User Exam Study Guide is intended for the Inventor user who has about 150 hours of instruction and real-world experience with Autodesk Inventor software. This book will help guide you in your preparation for the Autodesk Inventor Certified User exam. By passing this exam you are validating your Inventor skills, and are well on your way to the next level of certification. Throughout the book you will find an overview of the exam process, the user interface and the main topics. The specific topics you need to be familiar with to pass the test are explained in greater detail throughout the book. This book also provides you with access to sample exam software, which simulates the actual exam, and a discount on taking the actual exam. This book will help you pass the Autodesk Inventor Certified User exam on the first try, so you can avoid repeatedly taking the exam and obtain your certification sooner. Practice Exam Software Included with your purchase of this book is practice exam software. The practice exam software is meant to simulate the actual Autodesk Inventor Certified User exam. It can be downloaded and run from any computer and it will

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get you familiar with the official exam and check your skills prior to taking the official exam. The practice exam software requires you to use Autodesk Inventor to perform actions in order to formulate the answer to questions, just like the actual exam.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Advance your everyday proficiency with Excel 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft Excel! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Excel 2016 Core 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 worksheets and workbooks Manage data cells and ranges Create tables Perform operations with formulas and functions Create charts and objects 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.

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Fully revised for new 900 series exam objectives--more than 400 practice exam questions! Written by a leading expert on CompTIA A+ certification and training, this self-study book has been thoroughly updated to cover 100% of the exam objectives on the 2015 CompTIA A+ exams. New topics include managing and maintaining cellular devices, including tablets; configuring operating systems, including Windows 8, Android, and iOS; and enhanced, mobile-centered security and troubleshooting procedures. CompTIA A+® Certification All-in-One Exam Guide, Ninth Edition (Exams 220-901 & 220-902) enables you to take the tests with complete confidence. It also serves as a practical reference for IT support and technical personnel. Electronic content includes two full practice exams with more than 400 accurate practice questions, training videos from the author, and a complete PDF copy of the book. • Complete coverage of CompTIA exams 220-901 and 220-902 • Electronic content includes 400+ practice questions, video training, and a PDF of the book • Includes a coupon for 10% off of the exam fee, a \$37 value

The best fully integrated study system available for CompTIA A+ exams 220-801 & 220-802 With hundreds of practice questions and hands-on exercises, CompTIA A+ Certification Study Guide, Eighth Edition covers what you need to know—and shows you how to prepare—for these challenging exams. McGraw-Hill

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is a Gold-Level CompTIA Authorized Partner offering Authorized CompTIA Approved Quality Content. 100% complete coverage of all official objectives for the exams Exam Readiness Checklist—you're ready for the exams when all objectives on the list are checked off Exam Watch notes call attention to information about, and potential pitfalls in, the exams Two-Minute Drills for quick review at the end of every chapter Simulated exam questions match the format, tone, topics, and difficulty of the multiple-choice exam questions Covers all the exam topics, including: Operational Procedures • Operating System Fundamentals • Motherboards and Processors • Storage, Memory, and Adapters • Power Supplies, Display Devices, and Peripherals • Installing and Upgrading PC Components • Installing and Configuring Laptops • Client-Side Virtualization • Upgrading, Installing, and Configuring Windows • Disk and File Management • Troubleshooting, Repair, and Maintenance of PCs • Troubleshooting and Preventive Maintenance for Laptops • Troubleshooting and Preventive Maintenance for Windows • Network Basics • Installing a Small Office/Home Office (SOHO) Network • Troubleshooting Networks • Computer Security Fundamentals • Implementing Digital Security • Configuring and Troubleshooting Windows Clients • Supporting Mobile Devices • Using and Supporting Printers Electronic content includes: Complete MasterExam practice

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testing engine, featuring: Two practice exams; Detailed answers with explanations; Score Report performance assessment tool CertCam video clips from the authors Glossary with key terms MasterSim interactive labs One segment of LearnKey video training With free online registration: Bonus—two downloadable MasterExam practice tests

This practical guide to Microsoft® PowerPoint 2007 was designed so that you can easily find all the functions needed for making the most out of this Computer Assisted Presentation software. After becoming familiar the working environment and the various views, you will learn how to create and manage documents (opening and saving presentations and templates, creating photo albums); print, format and manage presentation elements (slides, masks, themes, backgrounds); manage text (entering slide and outline text); create, edit and format objects (automatic layouts, tables, pictures, multimedia objects, diagrams and charts); and, create dynamic slide shows (animations, timing and annotating slides during a show). The last part of the book discusses PowerPoint 2007's advanced features, such as managing hyperlinks, revising a slide show, working with other Office applications, and creating Web pages.

?? ? This is the first book to show the capabilities of Microsoft Excel to teach business statistics effectively. It is a step-by-step exercise-driven guide for

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students and practitioners who need to master Excel to solve practical business problems. If understanding statistics isn't your strongest suit, you are not especially mathematically-inclined, or if you are wary of computers, this is the right book for you. Excel, a widely available computer program for students and managers, is also an effective teaching and learning tool for quantitative analyses in business courses. Its powerful computational ability and graphical functions make learning statistics much easier than in years past. However, Excel 2007 for Business Statistics: A Guide to Solving Practical Business Problems is the first book to capitalize on these improvements by teaching students and managers how to apply Excel to statistical techniques necessary in their courses and work. Each chapter explains statistical formulas and directs the reader to use Excel commands to solve specific, easy-to-understand business problems. Practice problems are provided at the end of each chapter with their solutions in an appendix. Separately, there is a full Practice Test (with answers in an Appendix) that allows readers to test what they have learned.

This is the first book to show the capabilities of Microsoft Excel to teach social science statistics effectively. It is a step-by-step exercise-driven guide for students and practitioners who need to master Excel to solve practical problems. If understanding statistics isn't your strongest suit, you are not especially

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mathematically-inclined, or if you are wary of computers, this is the right book for you. Excel, a widely available computer program for students and managers, is also an effective teaching and learning tool for quantitative analyses in social science courses. Its powerful computational ability and graphical functions make learning statistics much easier than in years past. However, Excel 2007 for Social Science Statistics: A Guide to Solving Practical Problems is the first book to capitalize on these improvements by teaching students and managers how to apply Excel to statistical techniques necessary in their courses and work. Each chapter explains statistical formulas and directs the reader to use Excel commands to solve specific, easy-to-understand problems. Practice problems are provided at the end of each chapter with their solutions in an appendix. Separately, there is a full Practice Test (with answers in an Appendix) that allows readers to test what they have learned.

The must-have study guide for all three Windows Server 2008 R2 MCTS exams Network administrators boost their value to their employers with certification, and Microsoft's three Windows Server 2008 exams offer certification specialties in configuring Active Directory, Network Infrastructure, and Applications Infrastructure. With complete coverage to prepare you for all three exams, this comprehensive study guide has three times the value. Real-world scenarios and

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hands-on exercises supplement the information to facilitate learning. The three Windows Server 2008 R2 exams (70-640, 70-642, and 70-643) are the first step in achieving Microsoft Certified Technology Specialist status; this complete study guide covers all three. Includes information on installing and configuring Microsoft exchange servers; monitoring and reporting; configuring recipient and public folders, exchange infrastructure, disaster recovery, addressing and services, name resolution, network access, and remote desktop services; monitoring and managing network infrastructure; and deploying servers. Supplemented with plenty of hands-on exercises and real-world scenarios to prepare you for the exam and the work beyond. Anyone planning to take exam 70-640, 70-642, or 70-643 will be better prepared with MCTS: Windows Server 2008 R2 Complete Study Guide.

Qualified SharePoint administrators are in demand, and what better way to show your expertise in this growing field than with Microsoft's new MCTS: Microsoft Office SharePoint Server 2007, Configuration certification. Inside, find everything you need to prepare for exam 70-630, including full coverage of exam topics—such as configuring content management, managing business intelligence, and more—as well as challenging review questions, real-world scenarios, practical exercises, and a CD with advanced testing software. For

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Instructors: Teaching supplements are available for this title.

This practical guide teaches you how to get the most out of Microsoft® Excel 2007. After a description of the new environment, which has been improved from the previous versions, and learning how to manage files, templates and datasheets, you will quickly become familiar with entering and editing data (numbers, dates, calculation formulas, data series). You will then learn how to use the tools for formatting data (fonts, colours, borders, AutoFormats, styles, etc), create outlines, use worksheet auditing, and print your tables replete with various graphics and charts. The guide also explains the different ways you can use Excel to create tables and pivot charts by using datasheets. As a portion of this guide focuses on working with multiple users, it includes all you need to know about sharing and protecting your data. The latter chapters discuss techniques for improving data entry (creating custom data series or drop-down lists), and how to insert hyperlinks, import and export data, use macro commands, and create Web pages.

Combine the power of Excel 2007, Microsoft Office SharePoint Server, and sound project management tools to boost your skill set and maximize your productivity. You'll walk through a project and learn how to use these powerful tools to schedule jobs, create budgets, manage processes, and share project

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information. Whether new to project management or a veteran, you'll discover techniques, hints, and examples you can use immediately.

Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for four Microsoft Office Specialist (MOS) exams, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files Use the in-depth exam prep, practice, and review to help advance your proficiency with Microsoft Office—and earn the credential that proves it!

Prepare for CompTIA's newly updated Project+ certification exam CompTIA is offering the first major update to its Project+ certification in six years, and this in-depth study guide from project management industry experts Kim and William Heldman is the perfect preparation for the new exam. You'll find complete coverage of all exam objectives, including key topics such as project planning, execution, delivery, closure, and others. CompTIA's Project+ is the foundation-level professional exam in the complex world of project management; certified project managers often choose to go on and obtain their Project Management Professional (PMP®) certifications as well Provides complete coverage of all exam objectives for CompTIA's first update to the Project+ exam in six years

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Covers project planning, execution, delivery, change, control, communication, and closure Demonstrates and reinforces exam preparation with practical examples and real-word scenarios Includes a CD with Sybex test engine, practice exams, electronic flashcards, and a PDF of the book Approach the new Project+ exam with confidence with this in-depth study guide! Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file. (PMP and Project Management Professional are registered marks of Project Management Institute, Inc.)

The most up-to-date study guide on Exam 70-236-written by Exchange MVP Joel Stidley Exam 70-236 has been updated to include the latest release of Exchange Server 2007: Service Pack 1 (SP1). This new edition is written by an Exchange MVP, author, trainer, and consultant who arms you with the most up-to-date information on preparing for Exam 70-236. You'll explore areas such as installing and configuring Microsoft Exchange Servers, configuring recipients and public folders, configuring Exchange infrastructure, monitoring and reporting, and configuring disaster recovery. Hands-on exercises, real-world scenarios, and challenging review questions are all aimed at helping you achieve your MCTS in Configuring Exchange Server 2007 by passing Exam 70-236. In-depth study guide, fully updated for Exchange Server 2007 Service Pack 1 Prepares you for taking Exam 70-236, which is a prerequisite for MCITP: Enterprise Messaging Administrator credential Includes hands-on exercises, real-world scenarios, and chapter review questions The CD-ROM features two practice exams, electronic

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flashcards, interactive chapter review questions, and the book in a searchable PDF This comprehensive study guide is the only one of its kind to walk you through Microsoft's MCTS: Exchange Server 2007 configuring exam. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

This is the first book to show the capabilities of Microsoft Excel to teach biological and life sciences statistics effectively. It is a step-by-step exercise-driven guide for students and practitioners who need to master Excel to solve practical science problems. If understanding statistics isn't your strongest suit, you are not especially mathematically-inclined, or if you are wary of computers, this is the right book for you. Excel, a widely available computer program for students and managers, is also an effective teaching and learning tool for quantitative analyses in science courses. Its powerful computational ability and graphical functions make learning statistics much easier than in years past. However, Excel 2007 for Biological and Life Sciences Statistics: A Guide to Solving Practical Problems is the first book to capitalize on these improvements by teaching students and managers how to apply Excel to statistical techniques necessary in their courses and work. Each chapter explains statistical formulas and directs the reader to use Excel commands to solve specific, easy-to-understand science problems. Practice problems are provided at the end of each chapter with their solutions in an appendix. Separately, there is a full Practice Test (with answers in an Appendix) that allows readers to test what they have learned.

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understanding statistics isn't your strongest suit, you are not especially mathematically-inclined, or if you are wary of computers, this is the right book for you. Excel, a widely available computer program for students and practitioners, is also an effective teaching and learning tool for quantitative analyses in courses in education and psychology. Its powerful computational ability and graphical functions make learning statistics much easier than in years past. However, *Excel 2007 for Educational and Psychological Statistics: A Guide to Solving Practical Problems* is the first book to capitalize on these improvements by teaching students and managers how to apply Excel to statistical techniques necessary in their courses and work. Each chapter explains statistical formulas and directs the reader to use Excel commands to solve specific, easy-to-understand statistics problems. Practice problems are provided at the end of each chapter with their solutions in an appendix. Separately, there is a full Practice Test (with answers in an Appendix) that allows readers to test what they have learned. This practical guide to Microsoft® Word 2007 will enable you to make full use of the new version of this popular word processing programme. After becoming familiar with the new environment of the 2007 version, you will learn how to create and save your documents, how to enter and edit text, and how to format and print your documents. The following sections teach you how to format text (character, paragraph and page formatting). To be able to take full advantage of Word's formatting possibilities, you will then learn how to apply a theme to a document and create styles and templates. You will then go to the next step of text management by learning how to use the Find and Replace feature, the automatic spell check, the synonym dictionary, and the translation feature. Section 8 discusses working with lengthy documents and teaches you how to create a note or a bookmark, an outline, a table of

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contents, an index, a bibliography, or a master document. As a Word document can contain much more than just text, you will also learn how to work with tables, graphic objects, and pictures. The last part teaches you how to create forms, mail-merges, macro commands, and how multiple users can work on a single document by using the Track Changes feature.

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