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this extensive reference manual covers the whole of microsoft office word 2007 in

exquisite detail every dialog box is illustrated and every command whether or not it is available through the ribbon is described and fully cross referenced this is not a how to guide but a serious reference for power users for whom the online help is not detailed enough buy this book if you need quick answers to tricky questions about word 2007

microsoft sharepoint portal server 2003 and windows sharepoint services address a variety of information sharing and collaboration needs providing an innovative way for you to manage information in order to get the most out of sharepoint you need to understand its capabilities to create materials collaborate with others and share enterprise information whether you re a beginner or an experienced sharepoint user sharepoint 2003 user s guide is designed to provide you with the information you need to effectively use these tools the authors who are experienced sharepoint consultants take a real world look at the best practices for microsoft sharepoint 2003 and include many detailed examples you can build on the first section of the book describes the basic and advanced building blocks in both of the sharepoint technologies with step by step examples the authors explain features like portals sites lists and libraries advanced topics include targeting content managing security and integrating with microsoft office 2003 the second section expands on these features by showing you how to build the most commonly used sharepoint solutions the book describes the challenges these solutions are designed to address and the benefits that are realized by using a sharepoint based solution the authors provide specific instruction and examples that will allow you to effectively configure sharepoint for document collaboration information centers and other detailed scenarios

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presents step by step instructions on the various ways to connect a filemaker pro database to the world wide

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necessity for greater flexibility and understanding of project management is coming into its own even though most people manage projects as part of other duties this guide seeks to provide consumers with a comprehensive understanding of the features functions and best practices of project management by thorough coverage of the industry s leading project management tool

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