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Basham, 2013-06-28 Word 2013 in easy steps shows you how to quickly get to grips with the new features of Microsoft's latest version of this popular word processing application Word has been brought up to date with a new sleeker look There are new templates and design tools and new ways to share and work with others Word 2013 will be much more functional on tablets and other touch screen devices and file sharing and cloud storage will give users consistent access to information from virtually any device Word 2013 in easy steps uses detailed images and easy to follow instructions to get you up to speed with Word whether you're just upgrading from a previous version or are a new user *Get going with hudl2 in easy steps*

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a hudl2 you will want to start using it as soon as possible Get going with hudl2 in easy steps helps you do this by giving you the information that you need in a compact format that is ideal for keeping next to your hudl2 for easy reference *Project 2013 in easy steps* John Carroll,2013-08-30 Microsoft Project has always been an excellent project planning scheduling and control tool Project 2013 continues the evolution of this product with the introduction of a simplified interface compatible with all other Office 2013 programs and a number of other enhancements Burndown charts a key requirement for agile project management together with a number of new data fields to support them New reporting features that let you create powerful colourful dynamic reports without exporting data to another program Improved out of box reports and better visuals Task paths to provide more options than the basic critical path Extended date support up to 2149 now that would be a very long project Backstage overhaul of the File functions makes it easier to find what you are looking for and provides a single location for opening and saving files to your computer the Web Project Server or syncing with a SharePoint site Project 2013 in easy steps will quickly get you making use of the powerful features of Microsoft s latest version of this popular project management software Beginning with first principles the book sets out the right way to start a project and develop the project plan It shows you how to break a project down into tasks that can then be scheduled and allocated to resources These can then be tracked and controlled to completion It explains the different types of task dependencies and how to use them to make sure things happen when they are needed For medium to larger projects it shows you how to structure your project for success Projects are carried out by people and other resources and this book shows you how to allocate and control the human resources on your project tracking holidays vacations and other staff absences It also shows you how to track other resources and costs so that you can stay in full financial control of your project Finally viewing and communicating information about your project in a timely way to the project stakeholders is also critical to success and this book shows you how to do it in the most effective way Project 2013 in easy steps covers the standard and professional versions of the product and how they interface to Project Server and SharePoint server companion products Excel Functions & Formulas in easy steps Michael Price,2020-07-09 Excel Functions and Formulas in easy steps shows you how to use the power of Excel functions and formulas to take full advantage of this popular spreadsheet application Learn how to Save time by utilizing Excel functions to carry out often used operations for error checking and tracing cells Build powerful spreadsheets using the features of Excel formulas Explore all the categories of Excel functions including financial logical mathematical lookup and other data related functions Review business oriented scenarios and examples of functions in each of the groups Create your own simple macros and more Covering all recent versions of Excel including Excel in Office 365 this book will guide you through a myriad of Excel functions and formulas clearly concisely and in easy steps Table of Contents 1 Values and Formulas 2 Managing Formulas 3 Functions 4 Math Trig and Logical 5 Date Time and Text 6 Financial and Statistical 7 Lookup Reference and Information 8 Database and Engineering 9 Compatibility Cube and Web 10 User

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





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