

Microsoft Word 2010 Inside Out Inside Out Microsoft

Now you can do the things you do every day with Office—create reports, manage finances, send e-mail, and make a presentation—but do them faster, smarter, and better. Dive in! This friendly, focused guide shows the best ways to use the core features in your Office programs, so you spend more time doing and less time learning. Use the quick lists, numbered steps, and helpful examples to accelerate your productivity—and do the cool things you want to do! Discover how to: Get your e-mail, calendar, and work day under control Create professional-looking documents—from memos and invoices to complex reports Use spreadsheets and charts to analyze data and support decision making Produce and deliver a compelling presentation with great visuals and special effects Communicate and work together more effectively using enhanced collaboration features Quickly build a dynamic Web site with data-driven features Use XML to make your data go farther Share and reuse information among programs to simplify work and get better results Learn about Office the Faster Smarter way! 10-Second Summary—see what each chapter covers at a glance Fast Wrap-Up—review key points and takeaways from every chapter Real-World Examples—apply what you learn to real work, right now Aha! Tips—get insider tips and insights to fuel your productivity Top 10 Troubleshooting Solutions—find fast answers, right inside the cover!

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Dive into the essential features in Microsoft Word 2010, Excel 2010, OneNote 2010, Outlook 2010, and PowerPoint 2010. This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Let the experts help you become at ease and proficient with every program in the Office family. Create great-looking documents using expert formatting tips. Build spreadsheets for complex calculations and data analysis. Save notes, clippings, web pages, and more in a notebook. Create dynamic slides and video-powered presentations. Expertly manage your inbox and business information. Protect your security and safeguard private information. Collaborate with Windows Live SkyDrive and SharePoint.

Get the guide that makes learning Microsoft Word 2010 plain and simple! This full color, no-nonsense book shows you the quickest ways to solve a problem or learn new skills, using easy-to-follow steps and concise, straightforward language. You'll create professional-quality documents in no time. Here's WHAT you'll learn: Create professional-looking documents with ease Organize, edit, and format text Apply themes, styles, and other design elements Work with graphics, tables, and charts Take advantage of pre-built templates, or make your own Edit a document with others simultaneously -- online Here's HOW you'll learn it: Jump in whenever you need answers Easy-to-follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS! exercises help apply what

you learn right away

You're beyond the basics, so dive right in and really take control of your communications and workday! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts manage Outlook 2010 -- and challenge yourself to new levels of mastery. Customize and configure Outlook 2010 with advanced setup options Organize and share your calendar, tasks, and notes to optimize efficiency Learn expert ways to manage your contacts and other critical data Extend the power of Outlook by using it with Microsoft Word, Access, and Excel Collaborate through Microsoft SharePoint 2010 libraries and files Implement virus protection, encryption, spam filters, and other security features Perform Outlook tasks through a Web browser or with a mobile device Configure Outlook as a Microsoft Exchange Server 2010 client The book website includes a fully searchable online edition of this book, with unlimited access on the Web.

From crunching numbers to creating dynamic Web pages, now you can do the everyday—and the extraordinary—faster, smarter, and better. Dive in! This friendly, high-energy guide makes it easy to teach yourself exactly what you need. Use the quick lists, numbered steps, and helpful examples to accelerate your productivity with Office XP—and move on to doing the cool things you want to do! Manage your e-mail and calendar with Microsoft Outlook® Expand your Microsoft Word power Create

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captivating Microsoft PowerPoint® presentations Make numbers and charts tell the story with Microsoft Excel Construct your own Web site with Microsoft FrontPage® Make data work harder for you with Microsoft Access Learn everyday troubleshooting techniques

Explains how to use the programs in the Microsoft Office suite to perform such tasks as writing a letter, building a database, creating a presentation, and sending an e-mail message.

The bestselling beginner's guide to Microsoft Word Whether you've used older versions of this popular program or have never processed a single word, this hands-on guide gets you going with the latest version of Microsoft Word. In no time, you'll begin editing, formatting, proofing, and dressing up your Word documents like a pro. In this leading book about the world's number one word processing application, Dan Gookin talks about using Microsoft Word in friendly, easy-to-follow terms. Focusing on the needs of the beginning Word user, it provides everything you need to know about Word—without any painful jargon. Covers the new and improved features found in the latest version of Word Create your own templates Explains why you can't always trust the spell checker Offers little-known keyboard shortcuts If you're new to Word and want to spend more time on your actual work rather than figuring out how to make it work for you, this new edition of Word X For Dummies has you covered.

Book + 2 Hours of Free Video + Content Update Program My Microsoft® Windows® 10

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is an easy, full-color tutorial on the latest operating system from Microsoft. It includes 2 hours of FREE step-by-step video tutorials to help you learn how to navigate and customize the new Windows 10 desktop. 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. How to access the free video and web edition: Follow the instructions within the book to learn how to register your book to access the 2 hours of FREE step-by-step video and the FREE Web Edition. Author Katherine Murray has been writing about technology for more than 25 years and has worked with every consumer version of Windows since Windows 3.1. Murray will help you learn how to: Master Windows 10 innovations you like and keep the older techniques you're comfortable with Let Cortana, your new personal digital assistant, help you find what you need Adjust the Start menu so it works the way you want (not the other way around!) Learn to use Windows 10 on PC or tablet Streamline your browsing experience with Microsoft® Edge, the new state-of-the-art web browser Find, download, install, and work with the best new Windows Store apps Copy, move, and share files using File Explorer Use the Skype app to make super-easy, free video calls Access all your favorite media with the new Groove Music and Movies & TV apps

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Looks at the updates, changes, and enhancements of the 2007 Microsoft Office system, with information on Word, Excel, PowerPoint, Publisher, OneNote, Access, Outlook, and Groove. Provides timesaving tips, tricks, shortcuts, solutions, and troubleshooting guidelines for Microsoft Excel, Outlook, Word, PowerPoint, and other applications, and explores new features and capabilities of Office 2010.

Als Frank hoort dat de koffer van Rosie Daley is gevonden, staat zijn wereld stil. Twintig jaar geleden zouden Rosie en hij samen weglopen om in Londen een nieuw leven te beginnen, maar op het afgesproken tijdstip kwam ze niet opdagen. Was ze alleen vertrokken? Had ze een ander? Hij is er nooit achter gekomen. Frank keert terug naar de arbeidersbuurt in Dublin waar ze destijds woonden, en waar zijn in zijn ogen nog altijd even verschrikkelijke ouders, broers en zussen en Rosies familie nog steeds wonen. Kort daarop wordt Rosies lijk gevonden. In de maanden die volgen komt Frank ontstellende dingen te weten over zijn familie, wat er destijds gebeurd is, en uiteindelijk over zichzelf. Er ontrolt zich een familiedrama vol ellende waarbij iedereen betrokken lijkt te zijn.

Ontmoet Tomi Adeyemi op YALFest NL 2018! "The Orisha Legacy Zélie heeft maar één kans om haar volk te redden... Deel 1 Ooit leefden er in Orisha mensen met magische krachten. Tot een wrede koning besloot de maji, een minderheid met donkere huid en zilverwitte haren, te vervolgen. Zélie kan zich de nacht dat ze toe moest kijken hoe de handlangers van de koning haar moeder ophingen nog levendig herinneren. Sindsdien is magie een doodzonde en een donkere huid iets om op neer te kijken. Tien jaar later krijgt Zélie de kans om de magie terug te brengen naar Orisha. Met de hulp van een prinses op de vlucht, moet ze uit handen zien te blijven van Inan, de kroonprins, die vastbesloten is de magie nu voorgoed uit te bannen.

Gevaar ligt overal op de loer in Orïsha, maar het grootste gevaar schuilt misschien nog wel in haar groeiende gevoelens voor de vijand... Over Bloed en beenderen: 'Een van de grootste boekendeals voor een young adult-romandebuut van het jaar. Naast een meeslepend plot en een sterke heldin als hoofdpersoon, behandelt het boek grote thema's - als ras, politiegeweld, onderdrukking en macht - die op het moment ook in de wereld spelen.' Teen Vogue 'Complexe personages, een hoge inzet, en een caleidoscopisch narratief boeien, en het snelle tempo schiet de lezer naar een overweldigend slot dat net zo veel vragen als antwoorden heeft.' PW 'Het epos waar ik op heb gewacht.' Marie Lu, New York Times-bestsellerauteur van Legend en Warcross

Hey, you know your way around Word—so now dig into Version 2002 and really put your documents to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and handy workarounds in concise, fast-answer format—it's all muscle and no fluff. Discover the best and fastest ways to perform everyday tasks, and challenge yourself to new levels of Word mastery! Build on what you already know about Word and quickly dive into what's new Master formatting tools and techniques Add visual impact—from text effects to drawings and 3-D objects Produce better tables and charts Develop custom forms and master mail merge Create Web pages with hyperlinks, graphics, and multimedia Collaborate on line, and then compare and merge documents in a snap Help protect documents with passwords and digital signatures Employ speech and handwriting recognition tools Build and run macros with Microsoft® Visual Basic® for Applications CD-ROM FEATURES: Intuitive HTML interface Extensive collection of Microsoft add-ins and third-party utilities, demos, and trials Complete eBook—easy to browse and print! Sample chapters

from other INSIDE OUT Office XP books Web links to Microsoft Office Tools on the Web, online troubleshooters, and product support Microsoft Visio® customizable auto-demos Interactive tutorials Additional files and templates A Note Regarding the CD or DVD The print version of this book ships with a CD or DVD. For those customers purchasing one of the digital formats in which this book is available, we are pleased to offer the CD/DVD content as a free download via O'Reilly Media's Digital Distribution services. To download this content, please visit O'Reilly's web site, search for the title of this book to find its catalog page, and click on the link below the cover image (Examples, Companion Content, or Practice Files). Note that while we provide as much of the media content as we are able via free download, we are sometimes limited by licensing restrictions. Please direct any questions or concerns to booktech@oreilly.com.

You're beyond the basics - so dive right in and really put your PC to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds for Windows 8.1. Plus, you get access to two and half hours of video training and a companion ebook. Topics include: Installing, upgrading, or migrating to Windows 8.1 Using and managing apps Personalizing your system Accessibility features Organizing, backing up, and restoring files Managing storage and using SkyDrive Digital media and home entertainment Security and privacy features Setting up and troubleshooting networking Maintenance, performance tuning, and troubleshooting Using Hyper-V virtualization You're beyond the basics with Word, so dive right in and really put your documents to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Word 2010

-- and challenge yourself to new levels of mastery. Master the tools to expertly organize, edit, and present your content Craft professional-looking documents with Themes, Quick Style Sets, and Building Blocks Add visual impact with SmartArt diagrams, charts, pictures, and drawings Organize and clarify content with effective tables and charts Use cross-references, tables of contents, and indexes in your complex documents Produce Web sites and publish blogs directly from Word Coauthor and collaborate on documents in real time -- and help keep them secure Customize documents with macros, content controls, and other automation features Your book -- online! Get your fully searchable online edition -- with unlimited access on the Web.

Easy-search CD includes skill-building practice files and the complete eBook.

You're beyond the basics, so dive right in and really put your database skills to work! This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff.

Discover how the experts tackle Access 2010 -- and challenge yourself to new levels of mastery! Master essential data management and design techniques Import and link to data from spreadsheets, databases, text files, and other sources Use action queries to quickly insert, update, or delete entire sets of data Create custom forms to capture and display data Design reports to calculate, summarize, and highlight critical data--and learn advanced techniques Automate your application with macros and Visual Basic for Applications (VBA) Use Access

Services to extend your database application to the Web Try out the sample client and web database applications in both 32-bit and 64-bit versions A Note Regarding the CD or DVD The print version of this book ships with a CD or DVD. The sample client and web database applications are provided in both 32-bit and 64-bit versions. Note that while we provide as much of the media content as we are able via free download, we are sometimes limited by licensing restrictions. For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Use this step-by-step learning package to master Word 2010 Word 2010 is one of the core applications of Microsoft Office and if you're eager to get started using all it has to offer, this value-packed eLearning Kit is essential to your learning process. This complete Word 2010 course includes a full-color printed book and a Dummies interactive eLearning course on CD. You'll discover the basics of the Word interface, how to navigate it, how to get comfortable with the terminology, and how to use its many features. Detailed instructions walk you through real-world exercises and help to make learning easier! Follow the material sequentially or jump in and out as you wish. It's set up so you can learn at your own pace. Throughout, you will benefit from illustrations, animations, voiceover explanations, and the option of closed captioning if you find you learn better

when you can read the instructions. Helps self-motivated learners get familiar with Word 2010 Walks you through creating and formatting a Word document, guiding you through the entire process so that you get a solid understanding of the importance and potential of every step Includes an easy-to-follow, full-color book and an interactive Dummies eLearning Course that corresponds with the book on CD Allows you to follow the material sequentially or choose separate sections at your own time and pace Offers chapter summaries, practice exercises, discussions of concepts and essential terms, and much more Word 2010 eLearning Kit For Dummies helps you get the most the software has to offer, so you can start creating Word docs that wow in no time at all! Note: CD-ROM/DVD and other supplementary materials are not included as part of the e-book file, but are available for download after purchase.

A guide to the feature and functions of Microsoft Office Live covers such topics as designing a Web site, tracking Web statistics, selling products online, advertising and marketing, working with business applications, and using the resource center.

Get the fast facts that make learning Office 2010 plain and simple! This colorful, no-nonsense guide uses easy-to-follow steps and screenshots, and clear, concise language to show the simplest ways to get things done with Microsoft

Word, Excel, Outlook, PowerPoint, Access, Publisher, and OneNote. Here's WHAT You'll Learn Create documents, Web pages, and other publications Organize your e-mail, calendar, contacts and tasks Build spreadsheets to analyze and visualize data Set up a simple database Capture notes with ink, voice or text Here's HOW You'll Learn It Jump in wherever you need answers Easy-to-follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS! Exercises help you apply what you learn right away

Customize and configure Outlook 2010 with advanced setup options; organize and share your calendar, tasks, and notes to optimize efficiency; learn expert ways to manage your contacts and other critical data; extend the power of Outlook by using it with Microsoft Word, Access, and Excel; collaborate through Microsoft SharePoint 2010 libraries and files; implement virus protection, encryption, spam filters, and other security features; perform Outlook tasks through a Web browser or with a mobile device; configure Outlook as a Microsoft Exchange Server 2010 client. --

Prepare for Exam 70-332—and help demonstrate your real-world mastery of Microsoft SharePoint Server 2013. Designed for experienced IT Professionals ready to advance their status, Exam Ref focuses on the critical-thinking and

decision-making acumen needed for success at the MCSE level. Focus on the expertise measured by these objectives: Plan Business Continuity Management Plan a SharePoint Environment Upgrade and Migrate a SharePoint Environment Create and Configure Service Applications Manage SharePoint Solutions, BI, and Systems Integration

Demonstrates the updated features of the word processing program, explaining how to perform such tasks as integrate documents with other Microsoft Office applications, customize the program, and post documents to the Web.

Provides timesaving tips, tricks, shortcuts, solutions, and troubleshooting guidelines for Microsoft Excel, Outlook, Word, PowerPoint, and other applications, and explores new features and capabilities of Office 2013.

Dive deeper into Windows 7—with new content and new resources on CD! The Deluxe Edition of the ultimate, in-depth reference to Windows 7 has been fully updated for SP1 and Internet Explorer 9, and features 300+ pages of additional coverage and advanced topics. It's now packed with even more timesaving solutions, troubleshooting tips, and workarounds from the experts—and includes a fully searchable eBook and other online resources. Topics include installation, configuration, and setup; network connections and troubleshooting; remote access; managing programs; controlling user access and accounts; advanced file management; working with Internet Explorer 9; managing security features and issues; using Windows Live Essentials 2011; performance monitoring and tuning; backups and maintenance; sharing

networked resources; hardware and device drivers. For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Simon Sinek laat in 'Begin met het Waarom' zien dat organisaties en leiders die zich richten op het Waarom van hun bedrijf succesvoller, invloedrijker en innovatiever zijn.

Leiderschapstijlen kunnen verschillen, maar alle grote, inspirerende leiders hebben één ding met elkaar gemeen: ze weten dondersgoed waaróm ze doen wat ze doen. Toch sneeuwt bij veel bedrijven het Waarom nogal eens onder in de hectiek van de dag. 'Begin met het Waarom' helpt je om het Waarom weer centraal te stellen en zo beter en authentieker leiding te geven en je omgeving te inspireren. Met vele voorbeelden uit de praktijk toont Sinek aan dat het werkt. Dit boek is gebaseerd op de ideeën uit zijn TEDX-talk over leiderschap, waarmee hij wereldwijd de aandacht trok.

Conquer Microsoft SharePoint Foundation 2010—from the inside out! You're beyond the basics—so dive right in and really support collaboration. This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle SharePoint Foundation 2010—and challenge yourself to new levels of mastery! Build team sites with non-code solutions using SharePoint Designer 2010 Modify and share content with SharePoint lists and libraries—online and offline Implement governance policies to plan site structure and manage content Create Web Parts to customize and display SharePoint site content Interact with SharePoint content using Microsoft Office applications Generate reusable workflows and apply them to multiple SharePoint lists Use Business Connectivity Services to access your company's business intelligence Design custom SharePoint solutions using Microsoft .NET and Visual Studio

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Hey, you know your way around a document—so now dig into Word 2003 and really put your word processing expertise to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds all in concise, fast-answer format. It's all muscle and no fluff. Discover the best and fastest ways to perform everyday tasks, and challenge yourself to new levels of Word mastery! Master the tools to expertly organize, edit, format, and present your content Create visual impact with pictures, diagrams, tables, 3-D effects, and more Use the Research Task Pane to find fast facts on the fly Link charts, tables, and graphs to live data Work better together by creating shared workspaces online Produce polished Web sites directly from Word Help protect documents with information rights management (IRM), digital certificates, and other security tools Add audio review notes—or handwritten changes on your Tablet PC! Use XML, forms, and Microsoft Visual Basic for Applications (VBA) to make your information work harder CD features: Complete eBook in PDF format Insider Extras—including a reference of built-in Word commands, an XML Cheat Sheet, articles, and more Catalog of Word resources with links to third-party tools and demos Microsoft resources and demos, including Insider's Guide to Microsoft Office OneNote 2003 eBook Tablet PC Quick Reference eBook Microsoft Computer Dictionary, Fifth Edition, eBook—10,000+ entries A Note Regarding the CD or DVD The print version of this book ships with a CD or DVD. For those customers purchasing one of the digital formats in which this book is available, we are pleased to offer the CD/DVD content as a free download via O'Reilly Media's Digital Distribution services. To download this content, please visit O'Reilly's web site, search for the title of this book to find its catalog page, and click on the link below the cover image (Examples, Companion Content, or Practice Files). Note that while we provide as much

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of the media content as we are able via free download, we are sometimes limited by licensing restrictions. Please direct any questions or concerns to booktech@oreilly.com.

Offers tips for readers familiar with previous editions of the program, discussing basic concepts, hyperlink and text-search capability, visual effects, registration and feedback forms, and information about Web servers.

Delivers information on core and advanced Windows XP topics, including coverage of Windows XP Service Pack 2, Microsoft Windows Server 2003, and Windows XP Media Center edition along with a complete e-book and bonus content on the accompanying CD.

Describes how to create a blog with MSN Spaces.

Offers step-by-step instructions on how to create dynamic Web content, sample projects to help users learn specific tools and skills, troubleshooting guidelines, and an introduction to the features and functions of Expressions Web Designer.

Presents a guide to Office Professional 2013, describing such tasks as creating documents, spreadsheets, and slide presentations; managing email; and organizing notes, covering the Microsoft programs Word, Excel, Access, OneNote, Publisher, Outlook, and PowerPoint.

You're beyond the basics with Word, so dive right in and really put your content to work! This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Word 2007—and challenge yourself to new levels of mastery! Master the tools to expertly organize, edit, and present your content Craft polished documents by using Building Blocks, Themes, and Quick Style Sets Add visual impact with SmartArt diagrams, charts, pictures, and drawings Create tables of contents, cross-references, and indexes for your complex

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documents Build online workspaces to manage and collaborate on documents Produce Web sites or publish a blog directly from Word 2007 Discover the new Office Open XML format—and learn smarter ways to reuse your content Automate document creation by using Content Controls and Microsoft Visual Basic for Applications (VBA) CD includes: Fully searchable eBook Resources for troubleshooting documents and optimizing performance Links to product demos, training courses, and user communities Resources for integrating Word 2007 with other Microsoft Office programs References for finding Word 2003 commands in Word 2007 Windows Vista Product Guide eReference and other eBooks A Note Regarding the CD or DVD The print version of this book ships with a CD or DVD. For those customers purchasing one of the digital formats in which this book is available, we are pleased to offer the CD/DVD content as a free download via O'Reilly Media's Digital Distribution services. To download this content, please visit O'Reilly's web site, search for the title of this book to find its catalog page, and click on the link below the cover image (Examples, Companion Content, or Practice Files). Note that while we provide as much of the media content as we are able via free download, we are sometimes limited by licensing restrictions. Please direct any questions or concerns to booktech@oreilly.com.

Conquer Microsoft Project 2010—from the inside out! You're beyond the basics, so dive right in and really put your project management skills to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Project 2010—and challenge yourself to new levels of mastery. Take charge of the project triangle—time, money, and scope—to balance your plan Enable collaboration among team members, sponsors, and other project stakeholders

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Manually schedule tasks or use the automatic scheduling engine Track and control your project using earned value analysis Create pivot views of project data with Microsoft Excel(R) 2010 and Visio(R) 2010 Manage project activities in an enterprise project-management environment Apply your experience to future projects by creating your own custom templates Hey, you know your way around the Web—so now dig into FrontPage 2003 and really put your Web design skills to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and handy workarounds in concise, fast-answer format. It's all muscle and no fluff. Discover the best and fastest ways to perform everyday tasks, and challenge yourself to new levels of FrontPage mastery! From site planning to production, drill deep into core and advanced FrontPage techniques Get expert design tips—from editing text and pictures to using colors, themes, and style sheets Animate page objects and add sound, video, Flash files, and plug-ins Add text search, registration forms, and other data-driven features Set up and run your own Web server Write your own macros and scripts and tweak HTML, XML, and program code Develop data-driven portal sites that run on Microsoft Windows SharePoint ServicesCD features: Complete eBook Insider Extras—sample Web components, scripts, Microsoft ASP.NET-based tools, macros, and code, plus the full Web site example used in the book Catalog of select FrontPage resources with links to third-party tools and demos Microsoft add-ins, demos, and trials, including Insider's Guide to Microsoft Office OneNote eBook Microsoft Computer Dictionary, Fifth Edition, eBook—10,000+ entries A Note Regarding the CD or DVD The print version of this book ships with a CD or DVD. For those customers purchasing one of the digital formats in which this book is available, we are pleased to offer the CD/DVD content as a free download via O'Reilly Media's Digital Distribution

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