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Excel 2016 in easy steps Michael Price, Mike McGrath, 2016-01-27 Excel 2016 in easy steps will help you get to grips with the latest version of this popular spreadsheet application Areas covered include Creating editing and manipulating worksheets Formulas Functions and Pivot Tables Handy templates to give you a head start Macros for everyday tasks to save time Charts to get an overview of your data Linking workbooks for automatic updates Using the Excel Online app to share and collaborate on spreadsheets and workbooks Adding images and illustrations to your spreadsheet to impress your colleagues Whether you're upgrading to Excel 2016 or new to the spreadsheet concept use this guide to learn the key features constructively and get more out of Excel 2016 in easy steps [Word 2016 in easy steps](#) Nick Vandome, 2016-04-26 Microsoft Word 2016 represents the latest in a series of improvements in functionality during the word processor's long history Today more than ever people expect to be able to work easily across locations with different people and devices all without having to worry about the underlying technologies Word's new version helps us to quickly access the features we need work collaboratively with unprecedented ease and access information from the widest range of sources and Word 2016 in easy steps covers the new features including Creating structuring and adding styles to documents text editing and formatting Adding pictures graphics video hyperlinks and faster shape formatting Working with equations symbols and tables Sharing documents and working collaboratively in real time Getting help quickly with Tell Me Using Smart Lookup to find things on the web The visual nature of Word means that a clear concise and colourful visual reference guide is an invaluable tool for both newcomers and those upgrading from older versions Word 2016 in easy steps meets this challenge head on using detailed images and easy to follow instructions to quickly get you up to speed Contents Finding your way around Basic Editing Editing in More Depth Structured documents Pictures and Graphics Document Views Files and settings Sharing

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the most out of it whether you are using a desktop computer or a mobile device It details the new features and shows how these integrate with the more traditional elements of the operating system It covers the new features and includes Upgrading to Windows 10 and personalising it for your needs Getting to grips with the Windows 10 interface navigating with the Start menu the Start button and the Taskbar Customising the live tiles feature so that you can create your own look and feel Accessing and downloading apps and how to work with them and organise them Working with files and folders using OneDrive for free storage and sharing files Using Cortana the Personal Digital Assistant to search your computer or the web or to perform actions like opening apps or documents Getting online with the new browser Microsoft Edge and keeping in touch by email and Skype Perfecting photos viewing movies playing music and games Windows 10 is one of the most significant upgrades in Microsoft s history and Windows 10 in easy steps 2nd Edition is ideal for newbies and for those wanting to quickly grasp the essentials in the new version Covers the Windows 10 Anniversary Update released August 2016 Table of Contents Introducing Windows 10 Getting Started Working with Apps Basic Controls Customizing Windows File Explorer Managing Files and Folders Digital Lifestyle Microsoft Edge Browser Keeping in Touch Networking System and Security Excel VBA in easy steps, 2nd Edition Mike McGrath,2017-01-04 Excel VBA in easy steps has an easy to follow style that will appeal to anyone who wants to get more from the popular Microsoft Excel Office application using VBA programming Visual Basic for Applications Excel VBA in easy steps begins by explaining how to record and edit macro procedures to manipulate Excel worksheet entries then describes how to create your own macro programs in the Visual Basic Editor VBE that is included with the Excel application This book then demonstrates how to program Excel procedures provide Excel user forms and create Excel apps Each chapter builds your knowledge of Visual Basic for Applications Excel VBA in easy steps contains separate chapters on the major features of the VBA language There are complete example programs that demonstrate each aspect of Visual Basic for Applications together with screenshots that illustrate the output when that program has been executed The free downloadable sample code provided all has coloured syntax highlighting for clearer understanding By the end of this book you will have gained a sound understanding of Visual Basic for Applications and be able to write your own VBA programs that can be executed in the Microsoft Excel Office application You need have no previous knowledge of any programming language so it s ideal for the newcomer to computer programming Contents Getting started Writing macros Storing values Performing operations Making statements Executing procedures Employing functions Recognizing events Opening dialogs Providing user forms Developing apps Visual Basic in easy steps, 5th Edition Mike McGrath,2018-06-07 **Visual Basic in easy steps, 4th Edition** Mike McGrath,2016-02-29 Visual Basic in easy steps 4th edition shows you how to quickly create Windows applications using the latest free Visual Studio Community 2015 programming environment This book gives you code examples screenshots and step by step instructions that illustrate each aspect of Visual Basic Visual Basic in easy steps 4th edition begins by describing the Visual Studio Community 2015

installation process then introduces form controls application properties the programming language and problem solving techniques Next the book illustrates by example how to build and deploy a complete Windows application A chapter is devoted to scripting with Visual Basic This first shows you how to create macros for Word and Excel in Microsoft Office using Visual Basic for Applications VBA then demonstrates how to manipulate files and data within the Windows operating system using VBScript You will learn how to incorporate external data into your applications from text files Excel spreadsheets XML documents live RSS web feeds and SQL databases You need have no previous knowledge of any programming language so it is ideal if you are a newcomer to Windows programming Each chapter builds your knowledge of Visual Basic By the end of this book you will have gained a sound understanding of Visual Basic programming and be able to create your own interactive applications Visual Basic in easy steps 4th edition has an easy to follow style that will appeal to anyone who wants to begin Windows programming It will appeal to programmers who want to quickly learn the latest Visual Basic techniques and to the student who is studying computing at school or college and to those seeking a career in Information Technology who need a thorough understanding of Visual Basic programming **iPad for Seniors in easy steps, 6th Edition** Nick

Vandome, 2016-10-21 The iPad is a tablet computer that is stylish versatile and easy to use and now is one of the most popular tablets used by all ages The range of models has been expanded over the years so that there are now different sizes to cover all mobile computing requirements iPad for Seniors in easy steps 6th edition gives you all the essential information you need to know to make the most out of your iPad Choose the right model for you Navigate around with Multi Touch gestures Master Settings and apps to stay organized Find download and explore exciting apps Use your iPad to make travelling stress free Email share photos and video chat for free Access and share your music books and videos Locate family members and stay in touch Access your documents from anywhere iPad for Seniors in easy steps 6th edition is updated to cover the latest operating system iOS 10 A handy guide for any Senior new to the iPad covering iOS 10 presented in larger type for easier reading For all iPads with iOS 10 including iPad Mini and iPad Pro *iPad at Work in easy steps* Nick

Vandome, 2016-05-25 When the first standard 9.7 inch 246.4 mm iPad was introduced in 2010 it was generally seen as a stylish mobile entertainment device for music movies photos browsing the web emailing and texting It had some productivity apps but these were not considered powerful enough to make the iPad considered as a fully fledged work tool However with the introduction of the iPad Pro the digital landscape changed as there is now a genuine Apple tablet contender for the workplace that can be used to replace laptops Not only does its size a 12.9 inch 327.6 mm Retina Display screen measured diagonally mean that it is more suited to viewing work documents such as spreadsheets and presentations it can also be used with the Smart Keyboard and Apple Pencil for increased functionality iPad at Work in easy steps details the productivity options for the iPad so that it can be used instead of a laptop or a desktop in the workplace at school or in higher education While covering the iPad Pro and the Smart Keyboard and Apple Pencil the main focus of the book is on productivity apps that

can be used on any iPad Apps for word processing spreadsheets and presentations are covered in detail in the book specifically the Apple apps Pages Numbers and Keynote and the Microsoft Office apps Word Excel and PowerPoint The book also looks at sharing documents and collaborating on projects File Management on the iPad Email Management and a range of organization apps including those for note taking calendars address books and reminders Printing and scanning is also covered so that you can use your iPad for your entire productivity workflow iPad at Work in easy steps shows how anyone in the workplace or classroom can use the iPad for all aspects of their working life including creating and sharing documents managing documents performing organization tasks and printing documents Table of Contents iPads for Productivity Smart Keyboard and Apple Pencil Productivity Apps File Management Word Processing Spreadsheets Presentations Organization Apps Sharing and Collaboration Email Management Printing and Scanning

MacBook in easy steps, 5th Edition Nick Vandome, 2017-01-30

iPad for Seniors in easy steps, 7th Edition Nick Vandome, 2017-10-31 The iPad is a tablet computer that is stylish versatile and easy to use and is one of the most popular tablets used by all ages The range of models has been expanded over the years so that there are now different sizes to cover all mobile computing requirements iPad for Seniors in easy steps 7th edition gives you all the essential information you need to know to make the most out of your iPad Choose the right model for you Navigate around with Multi Touch gestures Master Settings and apps to stay organized Find download and explore exciting apps Use your iPad to make travelling stress free Email share photos and video chat for free Access and share your music books and videos Stay in touch with family members Access your documents from anywhere iPad for Seniors in easy steps 7th edition is updated to cover the latest operating system iOS 11 covering The enhancements to the Dock The newly designed App Switcher and Control Center The improvements to multitasking to improve productivity including Drag and Drop capabilities The new File app for organizing and accessing documents The newly designed virtual keyboard for streamlining text and data input With iOS 11 the iPad goes from strength to strength and iPad for Seniors in easy steps 7th edition is the perfect companion to using this impressive tablet A handy guide for any Senior new to the iPad covering iOS 11 presented in larger type for easier reading Contents Choosing your iPad Around your iPad iCloud The iPad Keyboard Knowing your Apps Keeping in Touch On a Web Safari Staying Organized Like a Good Book Leisure Time Travelling Companion Practical Matters For all iPads with iOS 11 including iPad Mini and iPad Pro

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Windows 10 Tips, Tricks & Shortcuts in easy steps Stuart Yarnold, Mike McGrath, 2015-12-01 Windows 10 Tips Tricks Shortcuts in easy steps reveals over 1000 useful tips tweaks and secrets that ll help you to run your PC more efficiently You will learn how to Customize the interface to suit your needs Boost your PC s performance with simple tweaks Quicken Startup and Shutdown times Save time by keeping your files organized Keep your hard drive lean Quickly repair Windows 10 Give your PC a free tune up Keep net browsing safe private and efficient Keep tabs on other users activities Guard your PC against viruses and prying eyes Use a PC to build a home entertainment center With keyboard shortcuts throughout to help you save time this guide covers Windows 10 released July 2015

Facebook for Beginners in easy steps David Crookes, 2017-08-31 New to Facebook Then this essential guide will prove to be the perfect introduction to the world s largest social media site Covering Facebook s key features including Setting up an account and posting on Facebook whilst maintaining your privacy and staying safe Having fun perfecting and sharing photos and videos Creating Facebook Groups and Pages including your business or charity Page Saving time by using Events to invite friends and to organize your social life in an instant Buying and selling items using the no fee Marketplace Eliminating irrelevant adverts and annoying posts from your News Feed Using the free messaging service Messenger to send private messages and make phone and video calls Learning about Facebook Live and the television apps Even if you are a veteran Facebook user already you re sure to learn something new with this jam packed book Table of Contents Introducing Facebook Setting up a new Facebook account Familiarise yourself with Facebook Creating your first Facebook posts Start using the Facebook app Working with Groups Working with Pages Using Facebook Messenger Create and join events Using photos and videos Buying and selling Tailoring the adverts Privacy and security Using third party apps

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covered include Navigating around Elements and organizing images Using Quick Wins for removing unwanted objects and Guided edits to create special effects Using Text and Drawing tools to add and edit text Sharing your photos in a range of formats such as photo books or cards and on social media New key features such as Auto Curate Artistic Overlays opening closed eyes adding watercolor and replacing backgrounds in your photos Layered images reducing camera shake or haze removing imperfections creating impressive text removing red eye and more Photoshop Elements 2018 Tips Tricks and Shortcuts in easy steps has something for everyone an in depth introduction for new users and a range of options for those who want to take their photo editing to the next level Throughout there are hundreds of tips and handy hints so that you will feel like an Elements expert in no time Covers versions for both PC and Mac users Contents Introducing Elements Organizing Images First Digital Steps Quick Wins Artistic Effects Beyond Basic Color Editing Working with Selections Layers Text and Drawing Tools Becoming an Elements Expert Printing Images **Windows 10 Tips, Tricks & Shortcuts in easy steps, 2nd Edition** Mike McGrath,2016-10-04 **Android Tablets for Seniors in easy steps, 3rd Edition** Nick Vandome,2017-03-06

Tablet computers are now ubiquitous on the digital landscape They are powerful portable and packed full of functionality for most computing tasks Android is the operating system on a wide range of tablets and it is one of the major players in this market This determines the tablet s user interface and also a lot of its functionality The latest version of Android is 7 0 Nougat and improves upon what is already the most widely used operating system for tablets Android Tablets for Seniors in easy steps 3rd Edition Looks at the range of devices available and their specifications and functionality Explains the Android operating system and how to use it on your tablet in terms of navigating around performing all of your favorite tasks getting online and turning your tablet into a mobile library and entertainment center Focuses on the latest version of Android 7 0 Nougat and shows the enhancements that have been made over previous versions such as multi view windows for viewing two apps at the same time Quick Switch between apps high performance 3D graphics a Doze feature for saving battery power a new range of settings for customizing Android replying to notifications without having to open a different app and enhanced safety and security features Android Tablets for Seniors in easy steps 3rd Edition will show you how to Get up and running with the interactive touchscreen experience so that you can quickly find your way around with Android Use the Android settings to ensure that your tablet looks and works in exactly the way that you want Find your way around apps the programs that give Android tablets their functionality from using the preinstalled apps to downloading and using the huge selection available from the Google Play Store which is linked directly to Android tablets It also shows how to get the best apps for popular activities such as travel health and wellbeing family history and online shopping Connect to the web via Wi Fi using email making phone and video calls to family and friends with Skype and diving into the world of social networking Keep your tablet safe security on tablets is just as important as on any other computer and this is covered in terms of preventing access to your tablet and staying safe online and when using your apps Android Tablets for Seniors in

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