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You already know Excel 2007. Now you'd like to go beyond with shortcuts, tricks, and tips that let you work smarter and faster. And because you learn more easily when someone shows you how, this is the book for you. Inside, you'll find clear, illustrated instructions for 100 tasks that reveal cool secrets, teach timesaving tricks, and explain great tips guaranteed to make you more productive with Excel 2007. * Minimal text and maximum illustrations * Task-oriented, step-by-step approach * Navigational aids connect instructions to illustrations * Self-contained, two-page lessons * Uniform layout makes it easy to read less, learn more How easy is it? Look for these symbols marking the difficulty of each task. * Demonstrates a new spin on a common task * Introduces a new skill or a new task * Combines multiple skills requiring in-depth knowledge * Requires extensive skill and may involve other technologies Providing adventurous users with 100 useful and surprising techniques, this book is the ideal resource to help readers become even more profitable users of eBay, the world's largest online marketplace. Organized into ten chapters, with ten tasks per chapter, this book provides the timesaving tips, cool secrets, and insider tricks to help take readers' knowledge of eBay beyond the basics. Readers discover how to take better pictures to help sell items, write stellar marketing copy to get those items sold faster and decrease questions from bidders, and find out the best time to start and end an auction to guarantee success. If you are serious about digital photography, then this clear, concise guide is the ideal companion for fast and efficient learning. Simply Digital Photography offers techniques that can be used to make better digital photos, prints, and photo-based projects. Full-colour

screen shots and numbered, step-by-step instructions show readers how to use their equipment, compose the best shot, and even make edits to photos to create stunning images and produce better photos. The simple, yet elegant design features a multitude of images as well as tips & tricks to make this a perfect reference for all ages - just follow the instructions with your camera and set your own speed. Packed with photos and illustrations, this visual tutorial is excellent value for money. Learn something new today – read it, try it and become your own expert with Simply Digital Photography!

A visual guide to getting the most out of Photoshop Elements 10 If you understand the basics of Photoshop Elements, you'll love this collection of 100 must-know tips and tricks. Two-page tutorials, full-color screen shots, and step-by-step instructions make it easy to see and follow the directions, helping you to get the very most from this top-selling image-editing software. This guide catches you up on Photoshop Elements 10, covers features you may not have known about, and alerts you to a slew of cool effects and techniques. Explains techniques, best practices, and creative ways to transform your digital images from everyday to extraordinary Includes beautiful photos and tips from an experienced photographer and author who shares his secrets on how to create images that wow viewers Features step-by-step instruction in a series of two-page, highly visual tutorials, with helpful, full-color screen shots on every page Perfect for visual learners who are migrating from older versions of the software or who already have a comfort level with Photoshop Elements and want to move to a new skill level Take your image editing and Photoshop Elements skills beyond the essentials with this practical guide. You already know Internet basics. Now you'd like to go beyond with shortcuts, tricks, and tips that let you work smarter and faster. And because you learn more easily when someone shows you how, this is the book for you. Inside, you'll find clear, illustrated instructions for 100 tasks that reveal cool secrets, teach timesaving tricks, and explain great tips guaranteed to make you more productive on the Internet. Minimal text and maximum illustrations Task-oriented, step-by-step approach Lines and "lassos" connect illustrations to instructions Self-contained, two-page lessons Uniform layout makes it easy to read less, learn more You already know eBay basics. Now you'd like to go beyond with shortcuts, tricks, and tips that let you work smarter and faster. And because you learn more easily when someone shows you how, this is the book for you. Inside, you'll find clear, illustrated instructions for 120 tasks that reveal cool secrets, teach timesaving tricks, and explain great tips guaranteed to make your eBay experience more productive. Are you a visual learner? Do you prefer instructions that show you how to do something—and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, full-color illustrations that introduce you to computers, from working with different operating systems, applications, e-mail, and the Internet to the newest wireless devices, digital video technologies, and multimedia formats. Each task-based spread includes these great features to get you up and running on your computer in no time: Jargon-free captions that offer practical tips and tricks Succinct explanations that walk you through step by step Full-color illustrations that demonstrate each concept or task Self-contained lessons that break big topics into bite-sized modules

Learn How To: Choose a computer, printer, and software Understand memory and data storage Find your way around Windows® XP or Mac OS® X Install and uninstall programs Create word documents, spreadsheets, and presentations Use multimedia applications and the Internet Over the last few years, Adobe InDesign has made significant inroads against QuarkXPress, with adoptions by major media companies such as Meredith Corporation and Hearst Magazines; it is now the only desktop publishing program taught at many arts schools Shows graphic designers how to get up to speed quickly on the latest InDesign release, make the most of program tools, create great page designs, add sparkle, and output to a variety

ofmedia The authors, both Quark experts who've converted to InDesign, offer special tips and insights to Quark users who are making (or thinking of making) the switch to InDesign Teach Yourself VISUALLY iLife serves as a beginning to intermediate guide to iLife and functions like four tutorials and user manuals in one. Expand your basic skill set with these best practices for getting the most out of Photoshop Elements 8! Photoshop Elements combines an easy-to-use set of features and enhancements with image editing power in an affordable program. The newest version—Photoshop Elements 8—features more online integration with products like the new Flash-based Web galleries. Packed with beyond-the-basic techniques that show you how to take your Photoshop Elements skills to the next level, this invaluable book reveals ground-breaking ideas and innovative tips and tricks for taking digital images from basic know-how to creative wow! Provides adventurous Photoshop Elements users with a visual reference on how to use the bells and whistles found in the latest version of the software, Photoshop Elements 8 Distinguishes itself as not your ordinary how-to guide by revealing the best features of Photoshop Elements 8 Offers easy-to-follow, full color step-by-step instructions and detailed imagery throughout Take your image editing skills to new heights with the featured Photoshop Elements 8 tips and tricks. * The Top 100 Simplified series helps visual learners work smarter by teaching them tips, tricks, and techniques for getting more done in less time* Provides users with new insights into using the latest version of Apple's operating system-Panther* Packed with time-saving tips, cool secrets, and productivity tricks, this book takes a reader's knowledge of Mac OS X Panther beyond the basics* Presents a task-oriented approach in a highly visual format consisting of two-page tutorials with step-by-step screen shots in full color on every page You already know Office 2007 basics. Go beyond, with shortcuts, tricks and tips in a text that shows you, step-by-step, how to do the task. A visual guide to innovative techniques with Photoshop Elements 9 Photographers who are familiar with the basics of using Photoshop Elements 9 will love this collection of 100 tips and tricks to getting more from the software. Highly visual two-page tutorials and step-by-step screen shots make it easy to see and follow the directions, enabling you to coax even more functionality from this top-selling image-editing software. This guide ventures into the bells and whistles of Photoshop Elements, showing you all the cool effects you can achieve. Photoshop Elements is the leading and most affordable image-editing software on the market; the latest version offers new opportunities to enhance your photos and develop your own individual style Full-color, step-by-step instructions make learning each of the cool techniques faster and easier Features secrets from the author, a well-known professional photographer, and uses his own stunning images to illustrate the tips and techniques Photoshop Elements 9: Top 100 Simplified Tips & Tricks helps you take your Photoshop Elements skills to the next level. Clear, illustrated instructions for 100 tasks that reveal cool secrets, teach timesaving tricks, and explain great tips guaranteed to make you more productive with digital photography. --from publisher description. You already know PowerPoint 2007 basics. Now you'd like to go beyond with shortcuts, tricks, and tips that let you work smarter and faster. And because you learn more easily when someone shows you how, this is the book for you. Inside, you'll find clear, illustrated instructions for 100 tasks that reveal cool secrets, teach timesaving tricks, and explain great tips guaranteed to make you more productive with PowerPoint 2007. * Minimal text and maximum illustrations * Task-oriented, step-by-step approach * Navigational aids connect instructions to illustrations * Self-contained, two-page lessons * Uniform layout makes it easy to read less, learn more How easy is it? Look for these symbols marking the difficulty of each task. * Demonstrates a new spin on a common task * Introduces a new skill or a new task * Combines multiple skills requiring in-depth knowledge * Requires extensive skill and

may involve other technologies A visual guide to getting the most out of Photoshop Elements 10 If you understand the basics of Photoshop Elements, you'll love this collection of 100 must-know tips and tricks. Two-page tutorials, full-color screen shots, and step-by-step instructions make it easy to see and follow the directions, helping you to get the very most from this top-selling image-editing software. This guide catches you up on Photoshop Elements 10, covers features you may not have known about, and alerts you to a slew of cool effects and techniques. Explains techniques, best practices, and creative ways to transform your digital images from everyday to extraordinary Includes beautiful photos and tips from an experienced photographer and author who shares his secrets on how to create images that wow viewers Features step-by-step instruction in a series of two-page, highly visual tutorials, with helpful, full-color screen shots on every page Perfect for visual learners who are migrating from older versions of the software or who already have a comfort level with Photoshop Elements and want to move to a new skill level Take your image editing and Photoshop Elements skills beyond the essentials with this practical guide. Packed with step-by-step techniques to help boost search efficiency and save time Easy-to-follow two-page tutorials demonstrate how to maximize Google search options, exploit the power of Google reference tools, accessorize a Web browser with Google, explore Froogle, and more Google is the world's leading search engine, with more than 4 billion Web pages indexed and more than 200 million queries a day This book is a printed edition of the Special Issue "Document Image Processing" that was published in J. Imaging You already know Photoshop Elements 7 basics. Now you'd like to go beyond with shortcuts, tricks, and tips that let you work smarter and faster. And because you learn more easily when someone shows you how, this is the book for you. Inside, you'll find clear, illustrated instructions for 100 tasks that reveal cool secrets, teach timesaving tricks, and explain great tips guaranteed to make you more productive with Photoshop Elements 7. How easy is it? Look for these symbols marking the difficulty of each task. Demonstrates a new spin on a common task Introduces a new skill or a new task Combines multiple skills requiring in-depth knowledge Requires extensive skill and may involve other technologies Photoshop®: Top 100 Simplified Tips & Tricks provides adventurous Photoshop users with a visual reference on how to use the bells and whistles found in the latest version of Photoshop. Broken out in 10 chapters, with 10 tasks per chapter, Photoshop®: Top 100 Simplified Tips & Tricks covers 100 cool and useful tips and tricks that can be performed in the newest release of Photoshop. Full-color screen shots and numbered, step-by-step instructions show you how to take their Photoshop skills to new heights. Order the latest edition today and make your pictures pop. Take your Photoshop skills to the next level Users who already know Photoshop basics will love this colorful, step-by-step guide to new tricks and techniques. Filled with beyond-the-essentials techniques that show how to take your Photoshop skills to the next level, it is lavishly illustrated with beautiful photos that inspire you to experiment. Numbered, step-by-step instructions make the techniques easy to learn, and this edition delves into all the capabilities of Photoshop CS6. Learn to get your images noticed. Users who are already familiar with Photoshop basics can expand their skills with these creative, original techniques Features numbered, step-by-step instructions illustrated with full-color screen shots and beautiful photos Helps you take your skills to the next level and add "wow" to your images Veteran author is a well-traveled photographer and skilled Photoshop technician who has served as a demo artist for computer graphics software Photoshop CS 6 Top 100 Simplified Tips & Tricks helps you expand your skills and enhance your photos. Richly colored illustrations, and clear step-by-step instructions guide users new to Mac OS X Tiger through the basics of this powerful operating system. Covering all aspects of Tiger, this book shows visual learners how to work with

files, customize their computers, and maximize the versatility of iLife '05 applications. Also explores how to browse the Web with Safari, manage fonts with FontBook, use iCal to track appointments, and make the switch from older Mac OS versions. Get your Tiger to roar with this easy to use reference filled with more than 100 fun and helpful tasks, presented in full color with a newly re-designed interior to make learning fast and efficient. Providing adventurous users with 100 useful and surprising techniques that can be performed in the latest version of Word, this book is organized into ten chapters, with ten tasks per chapter. Take your Photoshop skill set to the next level with these essential techniques If you're already familiar with Photoshop basics and are ready to learn some new tips, tricks, and techniques, then this is the book for you! Full-color, step-by-step instructions take you beyond the essentials and show you how to make the most of the newest features of Photoshop CC (Creative Cloud). Beautiful photos will inspire you to experiment with Photoshop's features, and numbered instructions make the techniques easy to learn. • Encourages you to expand your skill set with creative, original, and unique techniques • Features numbered, step-by-step instructions illustrated with full-color screen shots and beautiful photos • Shares secrets from the author's experience for creating images that pack a punch and elicit a "wow" reaction from viewers Packed with beautiful photos and interesting techniques that you will want to apply to your own digital images, Photoshop CC Top 100 Simplified Tips & Tricks helps you expand your skills and enhance your photos. You already know digital photography basics. Now you'd like to go beyond with shortcuts, tricks, and tips that let you work smarter and faster. And because you learn more easily when someone shows you how, this is the book for you. Inside, you'll find clear, illustrated instructions for 100 tasks that reveal cool secrets, teach timesaving tricks, and explain great tips guaranteed to make you a more productive digital photographer. Minimal text and maximum illustrations Task-oriented, step-by-step approach Navigational aids connect instructions to illustrations Self-contained, two-page lessons Uniform layout makes it easy to read less, learn more How easy is it? Look for these symbols marking the difficulty of each task. Demonstrates a new spin on a common task Introduces a new skill or a new task Combines multiple skills requiring in-depth knowledge Requires extensive skill and may involve other technologies * An essential resource for visual learners- approximately forty percent of the population-who want an intermediate-to-advanced reference on the new Panther version of Mac OS X * Helps the nine million Mac OS X users navigate changes to the interface, harness the latest utilities and bundled applications, customize their Mac, make the most of Mac multimedia (iTunes, iPhoto, iDVD, iMovie), work on a remote or local network, and troubleshoot problems * Offers hundreds of step-by-step screenshots to provide readers with ultimate topic coverage * An ideal reference for aspiring power users who are looking for a visual reference that lets them read less and learn more Get the most out of Photoshop Elements 11 with this simplified guide If you already understand the basics of Photoshop Elements and are eager try out some unique tips and techniques, then you'll love this collection of 100 must-know tips and tricks. Two-page tutorials, full-color screen shots, and step-by-step instructions make it easy to see and follow the directions, helping you to get the very most from this top-selling image-editing software. This guide gets you up to speed on Photoshop Elements 11 and helps you expand your skill set with these best practices for getting the most out of the new version. Shares innovative techniques and unique tips for using the newest and coolest features found in the new Photoshop Elements 11 Explains techniques, best practices, and creative ways to transform your digital images from everyday to extraordinary Features beautiful photos and tips from an experienced photographer and author who shares his secrets on how to create memorable images Includes step-by-step instruction in a series

of two-page, highly visual tutorials, with helpful, full-color screen shots on every page Take your image editing and Photoshop Elements skills to the next level with this practical guide. A guide to Microsoft Excel provides illustrated, step-by-step instructions for such tasks as creating formulas, performing calculations, sorting and filtering data, and creating charts. * Providing timesaving tips, cool secrets, and productivity tricks, this book is completely updated for the newest version of Excel * The task-oriented approach presents adventurous readers with 100 useful and surprising techniques that can be performed with the latest version of Excel, the dominant spreadsheet and data analysis tool that's part of the Microsoft Office suite * Taking readers beyond the basics, the full-color screen shots and numbered, step-by-step instructions show how to save time and boost productivity Beyond-the-basic techniques show you how to take your Photoshop CS4 skills to the next level With more than 4 million users worldwide, Photoshop is the world-standard image-editing solution for print and the Web and the CS4 release promises exciting new creative possibilities for adventurous Photoshop users Packed with 100 cool and useful tips and tricks, this visual tutorial investigates the bells and whistles that come with the new CS4 release Features full-color screen shots, step-by-step instructions, and updated photo examples all aimed at elevating your Photoshop skills to new heights Go from digital photography set up to print out with this easy-to-understand visual resource Digital photography makes taking pictures easier, but learning the tools to develop and manipulate those pictures can be a bit overwhelming. This full-color guide demystifies the latest digital camera models and their features and inspires you to be more creative with your camera and in your image editing. Packed with completely new photos, this updated edition offers two-page tutorials and step-by-step instructions for taking better pictures, understanding composition and lighting, avoiding over or under exposure, editing and organizing photos, and making simple changes that can result in beautiful photos. Updated coverage addresses the newest video capabilities and guides you through effectively using common digital imaging software. Plus, straightforward instruction and large font and image sizes make this book an ideal resource for both mature audiences and novice photographers. Offers easy-to-understand, practical instruction for setting up your camera—whether it's a compact or digital SLR—and learning its program modes Encourages you to experiment with lenses and focal length, download and organize your images, and fine-tune your photos with Photoshop Elements Explains good composition and exposure, tools and equipment choices, basic exposure, flash settings, and more Features full-color screen shots that demonstrate each task and stunning photos that inspire This easy-to-understand book provides you with invaluable advice and simplifies the world of digital photography so you can get the best shot possible, simply. Offers professional-level instruction in Web page design in a unique visual format, with most tasks demonstrated on self-contained two-page spreads Key tasks covered include setting up a Web page, reducing image resolution, creating radio buttons, adding a hit counter, creating an inline frame, and adding an embedded sound High-resolution screen shots accompanied by succinct explanations clearly illustrate each task, while "Apply It" and "Extra" sidebars highlight useful tips Companion Web site features all the code that appears in the text-ready to plug into the user's Web pages 'Windows Vista' teaches users the top 100 tips, tricks, and techniques for getting more done in less time. It covers the new interface, easier to navigate folder design, and updated versions of Internet Explorer, Media Player, and MovieMaker. You already know Photoshop Elements 4 basics. Now you'd like to go beyond with shortcuts, tricks, and tips that let you work smarter and faster. And because you learn more easily when someone shows you how, this is the book for you. Inside, you'll find clear, illustrated instructions for 100 tasks that reveal cool secrets, teach timesaving tricks, and explain great tips guaranteed to make you

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