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This UPDATED ready-to-use 220-slide PowerPoint presentation gives a comparison between 12 different Christian church denominations and their beliefs about God, Jesus, scripture, baptism, "what is the church," salvation, Lord's Supper, and more. From the Catholic Church to Lutheran Churches and Presbyterian Churches, get an in-depth overview of the top 12 Christian denominations. Includes Detailed Overview Comparing 12 Christian Denominations Includes-- When it was founded -- founder, number of members, etc. Scripture -- interpretation, canon, etc. God and Jesus -- who is God? Divinity of Jesus, etc. Salvation -- Christ, grace, etc. After death -- hell, heaven, pur-

gatory, etc. The Church -- role, hierarchy, etc. Rituals & sacraments -- baptism, communion, eucharist, etc. and more! A family tree shows how each denomination began. Trusted information is from official publications and directories of each church denomination. Denominations include: Baptist Churches of Christ Anabaptist Orthodox Presbyterian Anglican Lutheran Congregational Adventist Pentecostal Catholic Methodist Also features: Amish, Quakers, Roman Catholic, Calvinist (Reformed), Calvary Chapel, and more! With more than 220 slides, this presentation is customizable and flexible enough to teach for weeks or in one class. Show all twelve groups at once, or just one. You control the speed, the timing, and the

order. See system requirements below. Pamphlet version available for helpful handouts and giveaways. 3 Key Features of the Christian Denomination Comparison PowerPoint Lesson 1. Enjoy Having a Solid Overview of 12 Christian Denominations Easily get an understanding of how each denomination differs, what their origins are, and how their beliefs compare to one another! This Denomination Comparison PowerPoint presentation includes: Easy-to-understand overview of the 12 main church denominations Key information at a glance! This PowerPoint presentation compares 12 denominations in 7 key areas. A family tree that shows how each denomination began Helpful key terms on 13 "Important Words to Know" such as:

Apocrypha, Biblia Hebraica, Dead Sea Scrolls, Masoretic Text, Septuagint, and more! 2. Relevant. Easily Compare the Top 12 Christian Denominations Today! From the Catholic Church and the Anglican denomination to Presbyterian and Pentecostal Churches, learn the incredible histories of these denominations and how they came to be. 3. Reproducible Worksheets and Notes to Teach an Incredible Denomination Comparison Presentation Teaching has never been easier. Included in the PowerPoint CD you will find: Handy notes and additional references for teaching and your students An incredible chart of the Old Testament Canon according to denomination Application and quiz questions for discussion, study, and reflection A family tree of denominations A list of need-to-know key terms and definitions like: Apocrypha, Eucharist, Ecumenical, and much more! Give your class or Bible study the tools they need to know on comparing Christian denominations and equip them for a solid lifelong knowledge of Church history! Perfect for individual study, discipleship, small group or Sunday school class, Christian

school, homeschoolers, new believer's class, church library, and more! Master PowerPoint and improve your presentation skills with one book! In today's business climate, you need to know PowerPoint inside and out, and that's not all. You also need to be able to make a presentation that makes an impact. From using sophisticated transitions and animation in your PowerPoint presentations to interfacing in person with your audience, this information-packed book helps you succeed. Start creating professional-quality slides that captivate audiences and discover essential tips and techniques for making first-rate presentations, whether you're at a podium or online. Combines both the technical software skills and the soft presentation skills needed to be a successful presenter in today's business climate Explains PowerPoint 2013's features and tools in detail, so you can create impressive, professional presentations for your job Shows you essential formatting techniques, including tables and working with Layouts, Themes, and Masters Covers working with drawings and SmartArt, photos, charts, sounds, music, video, and

data from other sources Explains how to prepare for live presentations and also how to create and present material in the Cloud or online, including e-learning For compelling, successful presentations in person, in the cloud, or on the web, start with PowerPoint 2013 Bible.

This book looks at the new version of Microsoft Windows Office.

Market_Desc: Any Office user who needs to do more than create a simple text document, spreadsheet, or brief presentation and needs to understand how to most effectively use several Office applications. Many Office users who haven't purchased books for several versions should need new books again this version Special Features: " All new for Office 2010" Combines content from best-selling books Excel Bible and Access Bible and authors John Walkenbach and Michael Alexander along with the content from the Word, Outlook, and PowerPoint Bibles to create an Office Bible that is the best of the Office suite" This version of Office features many changes to the user interfaces for all the applications. Even the most experienced users will be looking for a thorough book to

help them through the changes About The Book: Continuing with the successful format of the Office 2007 Bible, the Office 2010 Bible is built around the expertise of the extremely successful Bible authors on the individual applications. This Bible takes a best of the Bible approach and combines expert content from: " John Walkenbach's Excel 2010 Bible" Michael Groh's Access 2010 Bible" The Word 2010 Bible from Word MVP Herb Tyson" Faith Wempen's PowerPoint 2010 Bible combining PowerPoint technical how-to with business presentation strategy The book presents expert coverage focused on the topics within each application that the expert authors know readers need most.

Build interactive Web applications with Ajax Create live searches and online spreadsheets Discover programming mistakes to avoid! Create blazing-fast Web applications with powerful Ajax If you think that mastering Ajax is too difficult, guess again. You can create Web applications that look and feel like desktop apps in less time than you think with the comprehensive Ajax instruction in this in-depth book. You'll find easy-to-

follow tutorials, hundreds of tips and tricks, and so much practical information that even skilled developers will reach for this book first. Let this Bible be your guide as you jump into the hottest Web programming technology in years. * Master the fundamentals--JavaScript(r), XML, dynamic HTML, and CSS * Tie Ajax into Google with the Google(r) API * Handle simultaneous XMLHttpRequest objects in Ajax * Use Ajax frameworks such as Ruby on Rails, AjaxTags, and others * Understand the Document Object Model (DOM) * Create floating menus and effects with CSS * Encrypt data over plain HTTP using JavaScript * Adapt real-world examples to your own programs Companion Web site Find all the code used throughout the book at

www.wiley.com/go/ajaxbible

Do more in less time! Are you ready to harness the full power of Word 2013 to create professional documents? Then, you're ready for Word 2013 In Depth. In this comprehensive guide to Word, you'll learn the skills and techniques for efficiently building the documents you need for both your professional and your personal

life. Faith Wempen delivers step-by-step instructions, troubleshooting advice, and insider tips to help you improve your written image in business, academic, organizational, and personal settings. • Accelerate formatting by creating and applying themes and styles • Incorporate graphical content such as clip art, photos, SmartArt, and charts • Save your work in a variety of formats, including backward-compatible Word files, PDF and XPS page layouts, graphics, HTML, and more • Perform mail and data merges to generate catalogs, form letters, labels, and envelopes • Learn about the fields that drive many of Word's most powerful features, and how to look behind the scenes to customize field behaviors • Use indexing, tables of contents, and master documents to organize book-length works • Cite sources and document references in a variety of formats, including APA and MLA • Collaborate with other people, managing each person's comments and changes • Create complex math formulas without leaving Word • Write and edit macros that automate repeated tasks • Work with your Word documents any-

where via SkyDrive and the Office Web Apps • Create user-interactive forms that include a variety of field types All In Depth books offer • Comprehensive coverage with detailed solutions • Troubleshooting help for tough problems you can't fix on your own • Outstanding authors recognized worldwide for their expertise and teaching style Learning, reference, problem-solving...the only Word 2013 book you need!

Explains the features of Fedora 12, offering instructions on its installation, desktop interface, network and server set-up, and key system administration skills.

One man's quest to find the oldest Bible scrolls in the world and uncover the story of the brilliant, doomed antiquarian accused of forging them. In the summer of 1883, Moses Wilhelm Shapira—archaeological treasure hunter and inveterate social climber—showed up unannounced in London claiming to have discovered the oldest copy of the Bible in the world. But before the museum could pony up his £1 million asking price for the scrolls—which discovery called into question the divine authorship of the scrip-

tures—Shapira's nemesis, the French archaeologist Charles Clermont-Ganneau, denounced the manuscripts, turning the public against him. Distraught over this humiliating public rebuke, Shapira fled to the Netherlands and committed suicide. Then, in 1947 the Dead Sea Scrolls were discovered. Noting the similarities between these and Shapira's scrolls, scholars made efforts to re-examine Shapira's case, but it was too late: the primary piece of evidence, the parchment scrolls themselves had mysteriously vanished. Tigay, journalist and son of a renowned Biblical scholar, was galvanized by this peculiar story and this indecipherable man, and became determined to find the scrolls. He sets out on a quest that takes him to Australia, England, Holland, Germany where he meets Shapira's still aggrieved descendants and Jerusalem where Shapira is still referred to in the present tense as a "Naughty boy". He wades into museum storerooms, musty English attics, and even the Jordanian gorge where the scrolls were said to have been found all in a tireless effort to uncover the truth about the scrolls and about Shapira,

himself. At once historical drama and modern-day mystery, *The Lost Book of Moses* explores the nineteenth-century disappearance of Shapira's scrolls and Tigay's globetrotting hunt for the ancient manuscript. As it follows Tigay's trail to the truth, the book brings to light a flamboyant, romantic, devious, and ultimately tragic personality in a story that vibrates with the suspense of a classic detective tale.

The editors of *The Jewish Annotated New Testament* show how and why Jews and Christians read many of the same Biblical texts - including passages from the Pentateuch, the Prophets, and the Psalms - differently. Exploring and explaining these diverse perspectives, they reveal more clearly Scripture's beauty and power. Esteemed Bible scholars and teachers Amy-Jill Levine and Marc Z. Brettler take readers on a guided tour of the most popular Hebrew Bible passages quoted in the New Testament to show what the texts meant in their original contexts and then how Jews and Christians, over time, understood those same texts. Passages include the creation of the world, the role of

Adam and Eve, the Suffering Servant of Isaiah, the book of Jonah, and Psalm 22, whose words, "My God, my God, why have you forsaken me," Jesus quotes as he dies on the cross. Comparing various interpretations - historical, literary, and theological - of each ancient text, Levine and Brettler offer deeper understandings of the original narratives and their many afterlives. They show how the text speaks to different generations under changed circumstances, and so illuminate the Bible's ongoing significance. By understanding the depth and variety by which these passages have been, and can be, understood, *The Bible With and Without Jesus* does more than enhance our religious understandings, it helps us to see the Bible as a source of inspiration for any and all readers.

Market_Desc: Business users, sales, marketing and PR professionals, professional speakers and presentation specialists looking to get the most out of PowerPoint with the best possible presentation style and approach. **Special Features:** · The major software changes in PowerPoint 2007 - primarily the updated user-interface - will drive the need

for even the most experienced PowerPoint users to relearn much of what they knew, driving the need for this thorough book. In addition to strong PowerPoint how-to and reference coverage of all the important PowerPoint 2007 functions, the PowerPoint 2007 Bible incorporates good business and presentation advice to make better presentations, much like the information driving the sales of books like *Beyond Bullet Points* and *Cognitive Style of PowerPoint*. The author Faithe Wempen is an experienced PowerPoint author and educator, teaching PowerPoint to university business students. Her *PowerPoint 2003 Bible* (ISBN: 0764539728) has been a solid seller for more than 2 years, especially in the training and education markets. This Bible will feature an improved visual design, with more emphasis on readability through improved fonts and spacing. **About The Book:** It's no longer enough to have slide after slide of text, bullets, and charts. It's not even enough to have good speaking skills if your PowerPoint slides bore your audience. Presenters need to use PowerPoint well and make good pre-

sentations to make a good business impact. In the PowerPoint 2007 Bible, experienced PowerPoint author and trainer Faithe Wempen shows users how not just to use the features in PowerPoint, but how to make good presentations. The need for both types of information is evident from the success of focused technical books like the *Step-by-Step* but also the books that teach the soft-skills such as *Cognitive Style of PowerPoint* and *Beyond Bullet Points*. The PowerPoint 2007 Bible will be the first book to successfully combine both the technical software skills and the soft presentation skills needed to be a successful presenter in today's business climate. The classic Acrobat and PDF reference, updated to cover the latest release. Consistently the most authoritative and comprehensive resource on the Acrobat PDF format, this standard reference returns with in-depth coverage of the newest version of Acrobat. Written by bestselling author Ted Padova, this book is packed with real-world insights and techniques gained from Padova's daily use of Acrobat under deadline constraints. You'll discover everything there is to

know about using Acrobat X for print prepress, the Internet, CD-ROMs, and other forms of media. Popular author Ted Padova shares everything you need to know about the latest release of Acrobat—Acrobat X Explores the updated functions of the new Acrobat and using it for print prepress, the Internet, CD-ROMs, and more As the ultimate resource for all things Acrobat and PDF-related, Adobe Acrobat X PDF Bible is an update of a classic.

Who were the 12 men who were the closest to Jesus? This ready-to-use Twelve Disciples presentation takes you inside "the circle" to learn more about Jesus' devoted followers, their backgrounds, their strengths and weaknesses, their purpose, and their mission. The Twelve Disciples takes a look at the disciples' personalities, their encounters with Jesus, and the lessons we can learn from those who knew Jesus best while he was on earth. This resource is an excellent tool to help you (and those you teach) learn about those who were the closest to Jesus and what it takes to be a disciple of Jesus today. 4 Key Features of the Twelve Disciples PowerPoint 1. Highly Visu-

al Twelve Disciples Presentation Your students love diagrams. This presentation gives you plenty of interesting visual aids. Perfect for teaching people who are visually oriented. 2. Enjoy Presenting on All 12 Disciples in Great Detail Each of the sections on the twelve disciples will show you: An illustrations List of names or nicknames Key events in his life Challenges he faced His background and history 3. Ready-to-Use Customizable Slides for Flexible Teaching Use the presentation as-is or customize it to fit your teaching schedule! This flexible presentation format allows you to rearrange or add slides at your choosing! More than 200 slides, fully customizable for flexible teaching Teach on one part or run the entire presentation You control the timing, the speed, and order 4. All-In-One: Includes Handouts and Worksheets Packed with printable worksheets, tip sheets, and quick-reference charts, this Twelve Disciples PowerPoint presentation is all you need to teach a class about biblical archaeology. Includes: Printable slide handouts for easy notetaking Map and glossary handouts for easy teaching Discussion questions, quizzes, and

worksheets And more!

Includes cheat sheet perfect-bound into book.

A must-have collection of Office 2010 application Bibles, written by the world's leading experts Talk about a bargain! Office 2010 Library offers enormous savings on four invaluable resources that boast nearly 5,000 pages and cover the core Office programs: Excel, Access, PowerPoint, and Word. The world's leading experts of these applications provide you with an arsenal of information on the latest version of each program. Three CDs are also included that feature bonus material, including helpful templates, worksheets, examples, and more to enhance your Microsoft Office 2010 experiences. Features four essential books on the most popular applications included in the Office 2010 suite: Excel, Access, PowerPoint, and Word Excel 2010 Bible?serves as an indispensable reference for Excel users, no matter your level of expertise, and updates you on the latest Excel tips, tricks, and techniques Access 2010 Bible?offers a thorough introduction to database fundamentals and terminology PowerPoint 2010 Bible?shows

you how to use the new features of PowerPoint 2010 and make successful presentations Word 2010 Bible?begins with a detailed look at all the new features in Word 2010 and then expands to cover more advanced, intricate topics Office 2010 Library presents you with all-encompassing coverage that you won't find anywhere else!

The #1 Bible Reference book celebrates its 10th anniversary with this 230--page edition that features more Bible maps, charts and illustrations than the original! This stunning, easy-to-understand reference book still provides the same full-color, reproducible Bible charts and overviews that made the original a favorite--but in an easier-to-use, updated format! This 10th anniversary edition of the Rose Book of Bible Charts, Maps and Time Lines features over 200 Bible Charts, Maps, and Timelines--and includes more pages, 6 extra topics, updated information, and a bonus 24" fold-out on Jesus' Family Tree. Every church library and every home should have a copy of Rose Book of Bible Charts, Maps and Time Lines. This book contains thousands of facts that will enrich your unders-

tanding and study of the Bible, and will be a great resource as you teach others about the Word of God. "If I could give only two books to a new Christian, one would be the Bible and the other would be this book." --Dr. Ed Hindson, President of World Prophetic Ministry and pastor on the The King is Coming telecast Features more than 200 reproducible Bible charts, maps, and timelines, including: Foldout Posters: Bible Time Line and Jesus' Genealogy Overviews on Popular Old Testament Topics, including the Tabernacle, Ark of the Covenant, Names of God, Feasts & Holidays of the Bible, and much more Overviews on Popular New Testament Topics, including the 12 Disciples, Armor of God, Fruit of the Spirit, and much more Overviews of Jesus' Life and Teachings Bible Overview: Books of the Bible and Key Bible Stories Christian History, including "How We Got the Bible" and a Christian History Time Line Charts Comparing Christianity to Islam and 20 Other World Religions Overviews on Bible Prophecy, Revelation, and the End Times Bible Maps Bible Illustrations and Diagrams "It is awesome! Rose Publishing

has produced one of the finest books I have ever seen. Every aspect of the charts, maps and time lines leaps off the page with spectacular color, incredible accuracy and intricate detail. . . . A must for every pastor and teacher who wants to clearly present the truths of the Bible." --Dr. Jerry Falwell, Founder of Liberty University "A compendium of charts, time lines, lists and illustrations to accompany study of the Bible. This visually appealing resource provides a wide array of illustrative and textually concise references, beginning with three sets of charts covering the Bible as a whole, the Old Testament and the New Testament. These charts cover such topics as biblical weights and measures, feasts and holidays and the 12 disciples. Most of the charts use a variety of illustrative techniques to convey lessons and provide visual interest. A worthwhile example is 'How We Got the Bible, ' which provides a time line of translation history, comparisons of canons among faiths and portraits of important figures in biblical translation, such as Jerome and John Wycliffe. The book then presents a section of maps, followed by diagrams to conceptu-

alize such structures as Noah's Ark and Solomon's Temple. Finally, a section on Christianity, cults and other religions describes key aspects of history and doctrine for certain Christian sects and other faith traditions. Overall, the authors take a traditionalist, conservative approach. For instance, they list Moses as the author of the Pentateuch (the first five books of the Hebrew Bible) without making mention of claims to the contrary. When comparing various Christian sects and world religions, the emphasis is on doctrine and orthodox theology. Some chapters, however, may not completely align with the needs of Catholic and Orthodox churches. But the author's leanings are muted enough and do not detract from the work's usefulness. As a resource, it's well organized, inviting and visually stimulating. Even the most seasoned reader will learn something while browsing. Worthwhile reference stuffed with facts and illustrations." --Kirkus Reviews

Customer Service Management in Africa: A Strategic and Operational Perspective (978-0-367-14337-4, K410515) "Customer Service is Changing!" The message of 34 authors featured in Customer Ser-

vice Management in Africa: A Strategic and Operational Perspective is clear: Today's consumers are no longer 'passive audiences' but 'active players' that engage with businesses at each stage of product or service design and delivery systems. Consumer demands and expectations are also increasingly being dictated by changing personal preferences, enhanced access to information and expanding digital reality. The customer service principles - strategic and operational - advocated by these authors are universal, but particularly compelling as they apply to Africa's unique and dynamic operating environment. In recognition of the importance of excellent customer service, this comprehensive and well-timed book provides an essential guide on the increasing role of the customer to business success. This book discusses the management and delivery of customer service under seven broad themes: Customer Service as Shared Value, Customer Service Strategy, Customer Service Systems, Customer Service Style, Customer Service Culture, Customer Service Skills and Customer Experience - Advancing Customer Service in Africa.

Central questions posed and addressed include: What is the new definition of customer service management? How should organisations position themselves to create value for customers and stakeholders? How should employees project themselves to align with customer service promises made by their organisations? Overall, this book provides strategic and operational insights into effective customer service management in Africa. The customer service management concepts, roles and practices outlined, particularly as they apply to the African context, make it an important addition to scholars' or practitioners' reference works.

Publisher's Note - The online training portion of this product is no longer available. Create and work with Microsoft Office 2010 with this learning package Microsoft Office 2010 is the most commonly used office productivity suite 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 Microsoft Office 2010 course includes a full-color printed book and a Dummies interactive eLearning course

on CD. You'll discover the basics of the Office interface, how to navigate it, and how to use the features common to all Office programs. Then you'll get detailed instruction in working with Word, Excel, PowerPoint, and Outlook 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 Office 2010 Walks you through creating and formatting a Word document, creating and working with an Excel spreadsheet, managing e-mail and calendars with Outlook, and building a PowerPoint presentation with graphics and sound 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 Office 2010 eLearning Kit For Dummies helps you get the very most out of all the ap-

plications in the Office 2010 suite. 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.

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 will find clear, step-by-step screen shots that show you how to tackle more than 170 Access 2007 tasks. Each task-based spread includes easy, visual directions for performing necessary operations, including * Navigating the new interface * Using templates to create databases * Entering and editing data * Working with tables and fields * Creating simple or summary queries * Linking to Excel(r) worksheets * Helpful sidebars offer practical tips and tricks * Full-color screen shots demonstrate each task * Succinct explanations walk you through step by step * Two-page lessons break big topics into bite-sized modules

This was written for teachers who want to use PowerPoint in the classroom to enhance your presentations, teach your students how to use the applica-

tion, and create interactive educational projects. Easily teach your small group, congregation, or Bible class how each of the top 20 English Bible translations compare! This 100-slide PowerPoint presentation includes everything you need to lead a class! With the click of a mouse, get an overview of the major English translations available. Get an understanding of how each translation differs, what the purposes or origins of the translations are, and even decide which translation is right for you!

Top-to-bottom coverage of the top-selling Microsoft Office application If you want to use Microsoft Word to create more than just simple documents, start with this ultimate Word guide. Packed with the in-depth content that is the hallmark of all Wiley Bibles, this book covers it all. You'll first find out what's new in Word 2013 on the features level - formatting, styles, tables, and more - before you dive into the big stuff that can help you become more efficient. From document design to creating master documents to applying security to collaborating in the Cloud, you'll learn not just how to do tasks, but the best ways

to do them, and why. Details everything you need to know to get the most out of Word 2013 Walks you through new or refreshed basics, such as formatting, styles, charts, and tables Shows you how to use data sources, create envelopes and labels, and make forms Takes your Word skills up a notch with coverage of keyboard customization, security, collaborating on the Cloud, comparing documents, and much more Start creating documents at a new level and wow your colleagues, with Word 2013 Bible.

Completely revised for Office 2007, this “best of the Bible” presents Office you with the most useful content from leading experts like John Walkenbach, Cary Prague, Faithe Wempen, and Herb Tyson. The book features valuable information to help you—no matter your level of expertise—get up to speed on the new features in Excel, Access, Outlook, Word, and PowerPoint. You’ll quickly get savvy with the most widely used business application suite worldwide.

Find just what you need to incorporate PDFs in your workflows with the newest edition of this perennial top-selling reference and tutorial from Acrobat gu-

ru, Ted Padova. He packs these pages with tips guaranteed to help you get the most out of this powerful software. You'll find techniques for creating, editing, and repurposing PDFs for everything from print to CD-ROMs, the Internet, e-book content, and more. Keep this classic within reach—you'll turn to it again and again. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

This fantastic overview of the entire book of Acts in a ready-to-use PowerPoint Presentation, features over 150 full-color slides packed with simple summaries, full-color maps, and quick-reference charts! It will help you teach through the entire Book of Acts with this ready-to-use, fully-customizable PowerPoint and save you hours of preparation!

Seniors who are new to computers can learn Office applications quickly and easily If you're over 50 and new to computers, everything about them can seem intimidating. The most common applications you'll want to use are part of the Microsoft Office suite - Word, Excel, PowerPoint, and Outlook. Microsoft Office 2007 For

Seniors For Dummies shows you how to use each one in a straightforward, fun manner that takes all the apprehension away. This plain-English guide shows you just what you need to know to write letters with Word, keep a budget with an Excel spreadsheet, create fun slideshows with PowerPoint, and set up an e-mail account using Outlook. Microsoft Office 2007 For Seniors For Dummies doesn't assume you were born knowing how to use a computer; it starts at the beginning and makes learning easy and quick. Each chapter lists the tasks covered, with page references to help you locate what you need Shows how to start each application and navigate the elements on the screen Covers how to create documents in Word and provides templates for letters and faxes Explains how to create spreadsheets and includes a grid for budgeting Guides you through creating a PowerPoint presentation Demonstrates how to set up an e-mail account with Outlook and communicate with others Microsoft Office 2007 For Seniors For Dummies will have you using basic Office applications in no time, and boost your confi-

dence too.

Clear, easy-to-understand instructions for seniors who want to get the most out of Microsoft Office 2010 Seniors are buying computers—both desktops and laptops—in record numbers to stay in touch with family and friends, connect with peers, research areas of interest, make purchases online, or learn a new skill. Assuming no prior knowledge of Microsoft Office, this book is aimed at seniors who are interested in maximizing the capabilities of Microsoft Word, Excel, PowerPoint, and Outlook. Written in large typeface and featuring enlarged figures and drawings to make the book easier to read, this fun and friendly book begins by showing you how to start each application and maneuver the interface. You'll benefit from detailed explanations on how to accomplish specific tasks through the use of examples and templates. Targets seniors who are interested in using the Microsoft Office suite for any number of reasons: keep in touch with family and friends, research topics of interest, shop online, learn a new skill, and more Assumes no prior knowledge of Microsoft Office and walks

you through each application: Word (documents), Excel (spreadsheets), PowerPoint (presentations), and Outlook (e-mail) Features a large font for text and enlarged figures and drawings to make the book accessible and easy to read Explains how to open each application and navigate the interface, and clearly demonstrates how to accomplish specific tasks in each application Includes helpful examples and templates of letters, faxes, a budget grid, and more to assist with the learning process With age comes wisdom—and with Office 2010 For Seniors For Dummies comes the information you need to establish positive Office 2010 habits!

In-depth guidance on Word 2010 from a Microsoft MVP Microsoft Word 2010 arrives with many changes and improvements, and this comprehensive guide from Microsoft MVP Herb Tyson is your expert, one-stop resource for it all. Master Word's new features such as a new interface and customized Ribbon, major new productivity-boosting collaboration tools, how to publish directly to blogs, how to work with XML, and much more. Follow step-by-step instructions and best practices, avoid

pitfalls, discover practical workarounds, and get the very most out of your new Word 2010 with this packed guide.

Packed with examples, techniques, and tips from Microsoft MVP John Walkenbach, this perennial bestseller has been updated for Excel 2007 and is equally valuable for beginners and power users. You'll learn how to master Excel's new "menuless" Ribbon interface, develop custom functions, create UserForms, analyze data with external database files and PivotTables, and much more. Here's valuable comprehensive coverage of the fundamentals as well as advanced 2007 features like the new user interface and wider use of XML and Web services.

The most comprehensive guidebook available on the most popular spreadsheet program, fully updated to include all-new "X" features Written by the leading Excel guru known as "Mr. Spreadsheet," John Walkenbach, who has written more than thirty books and 300 articles on related topics and maintains the popular Spreadsheet Page at www.j-walk.com/ss The definitive reference book for beginning to advanced

users, featuring expert advice and hundreds of examples, tips, techniques, shortcuts, work-arounds, and more Covers expanded use of XML and Web services to facilitate data reporting, analysis, importing, and exporting information Explores Excel programming for those who want advanced information CD-ROM includes all templates and worksheets used in the book, as well as sample chapters from all Wiley Office "X" related Bibles and useful third party software, including John Walkenbach's Power Utility Pak Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Master the leading spreadsheet and data analysis tool with this book-and-CD package! Learn step by step to create worksheets, work with formulas and functions, format data, use financial functions, and more.

Examines the new features and enhancements of the presentation software, describing the new user interface and explaining how to combine text, animation, video, photographs, sound effects, narration, and other features into a professional-looking presentation.

The best of the best from our Excel, Word, Access,

and PowerPoint Bibles! Learn the sought-after features of the core applications from the Office 2013 suite. This Office 2013 Bible features the best-of-the-best content from the Excel 2013 Bible, by "Mr. Spreadsheet" John Walkenbach; the Word 2013 Bible, by Office expert Lisa A. Bucki; the PowerPoint 2013 Bible, by MOS Master Instructor and PowerPoint expert Faithe Wempen; and the Access 2013 Bible from Microsoft Certified Application Developer Michael Alexander and Office and Access expert Dick Kusleika. This major resource also covers Outlook, Publisher, OneNote, SkyDrive, and other important features in the Office 2013 suite. If you want to quickly and effectively use Office 2013, start in the experts' corner with this must-have book. Gives you the best-of-the-best content on Office 2013 from the leading experts, authors, and contributors to our Excel, Word, PowerPoint, and Access Bibles Includes content from John Walkenbach, aka "Mr. Spreadsheet"; Word and Office expert Lisa A. Bucki; MOS Master Instructor and PowerPoint expert Faithe Wempen; Microsoft Certified Application Developer Michael Alexander; and

Office and Access expert Dick Kusleika Takes you beyond creating simple text documents, spreadsheets, and presentations to help you use multiple Office applications at once to accomplish critical business tasks Also covers Publisher, OneNote, SkyDrive, the Cloud, and other key features and topics for Office 2013 Get the best of four Office 2013 books in one with this power-packed reference!

This is the companion participant guide to the Feasts of the Bible 6-Session DVD-based Study. It gives the participant discussion questions, quizzes, a place for taking notes and listing prayer requests, additional Old Testament information about types of offerings, the role of the priests, the meaning of Jesus' teaching that he was "Lord of the Sabbath," and more. Includes a calendar of the feasts (they change dates each year) and diagrams and charts for the tabernacle and the feasts of the Lord. Some Christians miss the importance of the biblical feasts, seeing them as merely "Jewish" holidays, but Scripture says these are the Feasts of the Lord God established for all people for all time. Now

you can connect the Hebrew roots of Christianity and the symbolism that points to Jesus Christ using this 6-session DVD-based study and Participation Guide, *The Feasts of the Bible*, sold separately. Discover all the ways Outlook can make your life with this book. In the handy package that is Outlook, you get the tools you use constantly: e-mail, a calendar and appointment book, a contacts list, a to-do list, and more. Learn to use them together, and you have a sophisticated system for managing your day. This complete A-to-Z guide can teach you, whether you're just venturing into Outlook or are ready to customize and tweak it with VBA programming.

5 Ways Knowing God's Traits Will Improve Your Life Perspective Have you ever questioned God's goodness during tough seasons? It's easy to accept that God is loving when you receive a promotion and that he's merciful when someone forgives you. But, God's characteristics during troubling times can appear so abstract that applying his identity to our life circumstances can seem like a theological puzzle: we possess all the pieces but don't know how they fit to-

gether. How can God be good and my life remain troubled, uncertain, and unstable? Let's face the truth. Logically knowing God's traits is not enough to change our perspectives. We need an overview that allows us to meditate on his traits and that suggests practical ways to apply his identity to our everyday lives. Rose Publishing's *Attributes of God*, a full color, 14-page pamphlet, explains 20 traits of God in an easy-to-reference chart. This easy-to-understand pamphlet explains each attribute, and provides probing questions and devotion-based activities to help you apply the insights to your personal walk. Experience the relief, joy, and hope that comes from deepening your understanding of God's identity with Rose Publishing's *Attributes of God*. Knowing God's attributes will affect you—

- **Worship** by deepening your understanding of God's praiseworthy attributes.
- **Life Perspective** by enabling you to discover the hope that comes from realizing that his very nature meets your every need.
- **Relationship with God** by fostering a more intimate awareness of His traits.
- **Relationship with Others** by revealing

the traits you can develop as you seek after him, such as patience, faithfulness, and love.

- **Identity** by revealing to you your worth, as you focus on the astounding attributes of the God who loves you.

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