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iWork Jessica Thornsby, Josh Clark, 2014 Provides information on how best to use iWork, including how to create documents, slideshows, and spreadsheets.

iWork: The Missing Manual Jessica Thornsby, Josh Clark, 2014-03-18 Apple's iWork is more versatile than ever now that there are versions for Mac, iOS, and even iCloud. The only thing iWork doesn't include is its own how-to guide. That's where this friendly, jargon-free Missing Manual comes in. With complete instructions and helpful examples, you'll quickly learn how to create stunning documents, slideshows, and spreadsheets with iWork's Pages, Keynote, and Numbers. The important stuff you need to know: Create elegant files in minutes. Save tons of time by using iWork's collection of prebuilt templates and themes. Craft a variety of documents. Use Pages to design attractive newsletters, catalogs, brochures, flyers, and posters. Build eye-popping presentations. Turn Keynote's themes and easy-to-use cinematic effects into beautiful custom slideshows. Organize and clearly convey information. Jazz up your Numbers spreadsheets with charts, images, and videos. Always have your work on hand. Store your files in iCloud and have them sync automatically to your Mac and iOS devices. Work anywhere, any time. Use the web-based iWork for iCloud to create projects on any computer, even a PC. Versions covered: This edition covers Pages for Mac 5.1, Keynote for Mac 6.1, Numbers for Mac 3.1, version 2.1 of each iOS app, and iWork for iCloud.

iPad: The Missing Manual David Pogue, 2014-11-20 iOS 8 for the iPad is the biggest iOS release ever, and this all-new Missing Manual includes everything you need to know about iPad's exciting features and new user interface. Missing Manual series creator David Pogue takes you on a guided iPad tour, complete with step-by-step instructions, crystal-clear explanations, and lots of tips, tricks, and surprises along the way. Learn how to sync and work on any file anywhere, on any device, with iCloud Drive. Use Family Sharing to circulate your calendars, photos, iBooks, and iTunes and App Store purchases with those closest to you. Track your activity, heart rate, and other fitness

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Living Green: The Missing Manual

Nancy Conner,2009-08-13 Taking care of the earth is more important than ever but the problems we re facing can seem overwhelming Living Green The Missing Manual helps make earth friendly decisions more manageable by narrowing them down to a few simple choices This all in one resource is packed with practical advice on ways you can help the environment by making simple changes in your home routine work habits and the way you shop and get around town You don t have to embark on a radical new lifestyle to make a difference Living Green The Missing Manual shows you how small changes can have a big impact With this book you will Learn how to make your home energy efficient and free of toxic chemicals Discover how to reduce waste repurpose and recycle and do more with less Build and remodel earth friendly homes with new techniques and materials Learn tips for buying organic food and what it takes to grow your own Get helpful information on fuel efficient cars including hybrid and electric models Make your workplace greener and more cost effective from changes at your desk to suggestions for company wide policies Explore how to choose renewable energies such as wind and solar power The book also provides you with ways to connect with like minded people and offers a survey of exciting new green technologies Learn how you can help the planet with Living Green The Missing Manual

Windows 8: The Missing Manual David Pogue,2013-02-27 With Windows 8 Microsoft completely reimaged the graphical user interface for its operating system and designed it to run on tablets as well as PCs It s a big change that calls for a trustworthy guide Windows 8 The Missing Manual New York Times columnist David Pogue provides technical insight lots of wit and hardnosed objectivity to help you hit the ground running with Microsoft s new OS This jargon free book explains Windows 8 features so clearly revealing which work well and which don t that it should have been in the box in the first place

iPhone David

Pogue,2011-12-15 Explains how to use the pocket computer cellular phone with iPod internet and camcorder in addition to video calling and 240 000 add on apps

iPhone UK: The Missing Manual David Pogue,2010-10-27 With multitasking and more than a 100 other new features iPhone 4 0 is a real treat cooked up with Apple s traditional secret sauce of simplicity intelligence and whimsy iPhone UK The Missing Manual gives you a guided tour of everything the new iPhone has

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Mac OS X Lion: The Missing Manual David Pogue,2011-10-19 With Lion Apple has unleashed the most innovative version of Mac OS X yet and once again David Pogue brings his humor and expertise to the 1 bestselling Mac book Mac OS X 10 7 completely transforms the Mac user interface with multi touch gestures borrowed from the iPhone and iPad and includes more than 250 brand new features This book reveals them all with a wealth of insight and detail and even does a deep dive into iCloud Apple s wireless free syncing service for Macs PCs iPhones and iPads Perfect for newcomers Get crystal clear jargon free introduction to the Dock the Mac OS X folder structure Safari Mail and iCloud Go in depth Learn how use key new features such as full screen apps Mission Control the new Mac App Store Launchpad Resume Auto Save Versions AirDrop and more Are you even more of a power user Learn to set up a network make a Lion flash drive and even learn the basics of Lion s underlying Unix There s something new on practically every page of this new edition and David Pogue brings his celebrated wit and expertise to every one of them Apple s brought a new cat to town and Mac OS X Lion The Missing Manual is the best way to tame it

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