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Use Your Computer in a Weekend - Windows 7

Whether you use Windows 7, Vista, or XP learn how to use your computer like a pro. Learn the Desktop, Properties, Taskbar, Start Menu, Control Panel, Help & Support, Devices & Printers, Windows, Folders, Programs, Files, and Recycle Bin. Also learn about Microsoft Paint and Microsoft Entertainment programs. Learn how to navigate a Browser, how to set Security and Privacy levels, how to customize it, surf the Internet, and open an email account. Learn how to back up your files, back up your computer, and protect it with Firewalls and Windows Updates. Learn how to Disk Defrag & Disk Clean Up, find System Information, set up Task Scheduler, and learn how to uninstall programs to keep your computer running efficiently.

Microsoft Word, Excel, PowerPoint 2010 – The Basics!

Learn how to navigate and customize the Screen, the Ribbon, and the Quick Access Toolbar for all three programs. From scratch create a Resume in Word, a Cost of Living Spreadsheet in Excel, and a Show to share with others in PowerPoint while learning how to use these programs now.

Crash Course in Microsoft Word

Word 2007/2010 has a new look and is distinctly different from the previous 1997-2003 editions. Customize your Ribbon from the Quick Access Toolbar, create professional documents, set margins, drag & drop, format text, insert images & cover page themes. Create tables and mail merge a variety of documents, envelopes, and labels. Use Tabs and Tab Leaders, Insert Page Breaks, Headers & Footers, Page Numbers, and Section Breaks. Create a Table of Contents using Styles.

Microsoft Excel - Expert in a Weekend

Excel is a Spreadsheet Program. In this book you will create and format a useful Monthly Cost of Living Worksheet that you can use at your home or office. Learn how to format cells, add borders, fonts, and alignment. Add ClipArt, Freeze Panes, AutoFill, AutoSum, and AutoCorrect. Build Formulas, Functions, and other calculations. Layout, Filter, and Sort Database Lists, PivotTables, and Pivot Charts. Sort, Subtotal, Group, and Print. Create Comments, Validation messages, share cell information, create goals, scenarios, and learn how to password protect your Spreadsheet.

Microsoft PowerPoint - Shows in an Hour

Present your business to potential clients with this Presentation Program. Catch their attention using Animation, Slide Designs, Color Schemes, Visual Effects, ClipArt, and Sound.

Microsoft Access - Database in a Day!

Build an Access Database to store, sort, and retrieve records. Learn how to make Tables, customize Forms, generate Queries, and produce professional looking Reports.

Microsoft Outlook - Just the Steps

This E-mail program will assist you in managing your personal and business appointments, alert you of important dates, and let you communicate with others via E-Mail from your computer.

Quick Accounting with Intuit QuickBooks - QuickBooks is an Accounting Program that tracks the Income and Expenses of a business. Create a company file from scratch. Set up your Chart of Accounts, add Vendors and the Items you sell. Create Purchase Orders, track and adjust inventory. Add customers, customize your Invoices, Sales Receipts, and a variety of Forms in the Templates list. Sell your items, pay the bills, write checks, transfer funds, make deposits, reconcile a bank statement, and customize reports.

Intuit QuickBooks Payroll from Scratch

Set up QuickBooks Payroll from scratch. Create Federal and State Accounts, connect them to the Paycheck window. Pay Liabilities and create Reports.

QuickBooks - Beyond Basics

Track Independent Contractors, 1099s, and Sales Reps. Set up Fixed Assets and Long Term Liability Accounts. Memorize Transactions, Track Other Current Asset, Vehicle Mileage. Estimates, Late Charges, Reminders Statement, Terms, Billable Costs, Tax Line Mapping and Turbo Tax, Banking, Email forms.

Ring up your Sales with QuickBooks Point of Sale

Point of Sale is an advanced inventory tracking and Point of Sale Program designed to manage your retail store(s). As you order, receive, and sell merchandise, inventory quantities and costs are automatically updated. The sales activities you track in Point of Sale can be transferred directly into QuickBooks Financial Software.

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