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Terry Goff

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immediately whether you got what you wanted Delete shots you don t like and retake them Improve your images on your computer Combine images into a montage Customize your pictures by adding special visual effects Digital photography is fun but whether you re an old hand at taking digital pictures or still picking out your first camera there are plenty of times when you know what you want to do and just want to figure out how to do it right now That s exactly what Digital Photography Just the Steps For Dummies helps you do It s designed so you can quickly find the task you want to perform and follow step by step instructions to get the job done right now Loaded with full color photos to show you what you can do Digital Photography Just the Steps For Dummies helps you Choose the camera lenses and flash equipment that are best for the type of photography you want to do Compose good pictures regardless of your subject Scan and digitize existing photos so you can enhance or repair them Change the size or format of an image Adjust color brightness contrast sharpness and other attributes of a digital image Repair tears creases or scratches in a scanned photo remove red eye and restore a faded image Use layers to alter an image add text or change the background Photograph items you want to sell online to show them at their best Sort and organize photos on your computer Print picture albums make photo T shirts create a slideshow or burn a video CD When you re looking for a clear set of instructions so you can get results right away you want a Just the Steps For Dummies book With Digital Photography Just the Steps For Dummies you ll find everything quickly comes into focus

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specifically helpful to teachers about which you may be unaware Simple Projects for Microsoft Word was designed to make your job easier and your students jobs more fun Enjoy   *Microsoft Word* Mindy Pines,Jamie Wu Liu,2000-12-05 Simple Projects for Microsoft Word includes curriculum centred activities in four major curricular areas language arts social studies science and maths Each lesson is assigned to a particular area but very easily adapted to other areas Most lessons have templates provided on the CD ROM for use with Microsoft 97 for Windows and Word 98 Macintosh Though Simple Projects for Microsoft Word was written mostly for the latest version of Word many of the same tools features and instructions apply to previous versions of Word In the Appendix we offer tips on how to save documents for use in different versions of Word We also offer tips on using many features specifically helpful to teachers about which you may be unaware Simple Projects for Microsoft Word was designed to make your job easier and your students jobs more fun Enjoy   *Microsoft Office Word 2003* Gary B. Shelly,Thomas J. Cashman,Misty Vermaat,2004 For the past three decades the Shelly Cashman Series has effectively introduced computers to millions of students consistently providing the highest quality most up to date and innovative materials in computer education Enjoy the proven step by step style and improved Excel 2003 updates of the Shelly Cashman Series and enhance your Office application skills today   Performing with Projects for the Entrepreneur Iris Blanc,Cathy Vento,2003-10 This workbook provides projects that require the creation of a variety of different documents for a new business   **Managing Web Projects For Dummies** Janine Warner,2001-09-15 Managing Web Projects For Dummies brings you eCommerce strategies for every stage and every type of business retailers e tailers b 2b b 2 c small businesses service companies high tech companies non profits and more The advice in this friendly guide will help you find the right partners and players from ISPs to consultants to designers Plus you ll discover the building blocks of a great business site including domain names image utility service databases and security Do business without fear Managing Web Projects For Dummies translates traditional business strategy into new economy terms without any intimidating or confusing technological mumbo jumbo   **Teaching and Learning with Microsoft Office and FrontPage** Timothy J. Newby,2004 Concise and to the point this book provides everything the reader needs to know in order to quickly and easily get up and running with Microsoft 190 Windows XP Office XP and FrontPage XP It guides readers step by step through the use of the software s basic commonly accessed features Numerous examples help lock in concepts Its three level approachnovice intermediate and advancedaccommodates those with varying skill levels by showing readers the functions of each software application while its concentration on an integrated group of software applications that use many of the same toolbars menus commands etc makes learning easy and fun helping build confidence and fostering early competence The accompanying CD ROM helps develop efficient and effective skills in an exciting interactive forum Topics covered include System Software MS Windows The basics of navigating the system Word Processing MS Word The basics of a writing assistant Spreadsheets MS Excel The basics of a number cruncher Data Management more MS Excel The basics of collecting organizing and retrieving

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Table of Contents Fun Microsoft Word Projects

14. Embracing eBook Trends
    - Integration of Multimedia Elements
    - Interactive and Gamified eBooks

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