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Updated for Excel 2016! Here's your chance to finally learn how to use Microsoft Excel! In a single sitting, this quick and easy user guide will help you learn MS Excel basics, from navigating the home screen to working with formulas and charts. It's a great Excel tutorial that will help you in the office, at school, or even at home. Excel Basics In 30 Minutes, 2nd Edition is written in plain English, with lots of step-by-step instructions and screenshots that demonstrate exactly what to do. This MS Excel tutorial references Excel 2016, but most of the step-by-step instructions apply to earlier versions of MS Excel released as part of the Microsoft Office and Office 365 suites, including Excel 2013 and Excel 2010. If you don't own Excel, the book explains how to use two free online spreadsheets programs: Excel Online and Google Sheets (part of the Google Drive online office suite). Topics in this top-selling Excel book include: Excel screen layout, cells, and terminology; Excel 2016 vs. Excel Online vs. Google Sheets; Basic Excel formatting; AutoFill; Excel formulas and functions; How to make charts in Excel; Sorting and filtering; Collaboration and sharing; Exporting PDF, CSV, and other forms; Printing tips; Excel import and export formats (PDF, .CSV, .TSV, text, etc.). The second edition is up-to-date with new

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Bennett, this genealogy book explains the joys, challenges, and triumphs of researching your family's origins. While many people assume genealogy research starts online, Combs-Bennett shows the importance of starting a family tree using documents that can be found in your own home! Genealogy Basics In 30 Minutes is written in a friendly, easy-to-understand style that avoids complex jargon. There are lots of examples, case studies, and advice that can help would-be family historians quickly get up to speed. In addition to listing best practices for conducting genealogical research, Genealogy Basics In 30 Minutes also warns readers about the many pitfalls of family research, from brick wall mysteries to time-wasting online searches. Topics include: Why are people so interested in family history? Evaluating clues, facts, and myths in family stories The importance of linking generations Vital records, from birth certificates to death records Non-vital records, from census forms to wills Religious records Five things that can trip up newbies researching family history Best practices for genealogy road trips Interviewing relatives, and dealing with skeptics Pros and cons of online genealogy research Genealogy communities and continuing education Genetic genealogy basics Understanding the Genetic Information Nondiscrimination Act (GINA) Genetic genealogy and adoptees Non-paternal events and other skeletons in the genetic closet Visualizing family history with charts Research logs and genealogy journals How to create good source citations Preserving records and research Genealogy software and GEDCOM files Planning for disasters Genealogy Basics In 30 Minutes is not a comprehensive guide. Nevertheless, in a single reading you will be able to understand some important research basics that will serve you well as you embark on a journey to figure out the origins of your family. Creating a strong family tree will not only satisfy your own curiosity, but will also serve as a record to share with relatives and future generations! Preorder the book today! ** About the Author Shannon Combs-Bennett is an author, researcher, and lecturer based in the Washington, D.C. metro area. She regularly speaks and

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writes about genetic genealogy, Virginia genealogy, and research methods. Shannon is a frequent contributor to Family Tree Magazine and Family Tree University, serves as the Creative Director for The In-Depth Genealogist, and is the founder of T2 Family History.

Do you have 30 minutes to spare? It's all of the time you'll need to get up to speed with Windows 8, the new Microsoft operating system designed for PCs and touch-screen tablets! Using step-by-step instructions, lots of screenshots, and a touch of humor, Windows expert Tim Fisher will cover Windows 8 personalization, app installation, email configuration, and more. He'll also walk you through dozens of important apps to download from the Windows Store, ranging from games to Microsoft Office! Other sections in Windows 8 Basics In 30 Minutes include: Changing the tiles on your Start Screen Setting up live tiles Security options How to use the Charms Bar Configuring Gmail, Outlook, and other email accounts Adding and removing apps Setting up notifications Windows 8 and Wi-Fi How to make Windows 8 look like Windows 7 Printers and Windows 8 Windows 8 keyboard shortcuts Upgrading to Windows 8.1 Windows 8 Basics In 30 Minutes is intended for people coming from the world of Windows 7, Vista, and XP, as well as users who are new to Windows. It applies to Windows 8 PCs as well as Windows 8 tablets made by Acer, Asus, Lenovo, Sony, Samsung, and Toshiba.

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