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Titolo	Degunking Microsoft Office / / Wayne Palaia, Christina Palaia
Pubbl/distr/stampa	Scottsdale, Ariz., : Paraglyph Press, Inc., c2005
Descrizione fisica	xxvi, 385 p. : ill
Altri autori (Persone)	PalaiaChristina
Disciplina	005.5
Soggetti	Business - Computer programs Integrated software
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index. User level: novice to intermediate.
Nota di contenuto	Intro -- About the Authors -- Acknowledgments -- Contents at a Glance -- Contents -- Introduction -- 1 Why Is Office So Gunked Up? -- 2 Degunking Your Office Setup -- 3 Performing a Gunk-Free Installation or Upgrade -- 4 Organizing Office-Related Files and Folders -- 5 Degunking Office's Common Features -- 6 Degunking Microsoft Word -- 7 Degunking Microsoft Excel -- 8 Degunking Microsoft PowerPoint -- 9 Degunking Microsoft Outlook -- 10 Improving How Office Applications Work Together -- 11 Securing Office -- 12 Backing Up and Restoring Office -- 13 Fixing Things That Break in Office -- Appendix A - Enhancing Office with Add-ins and Third- Party Tools -- Appendix B - Automate Office Using Macros -- Index.
Sommario/riassunto	"Degunking Microsoft Office covers the basics to help you quickly get your PCs back to top performance. The unique thing about "Degunking Microsoft Office is that it's organized according to the special "cleaning" process that will improve the performance of your computer. Shortcut and time calculation charts are provided at the beginning of the book to help you determine how much time is required to perform different degunking tasks. The book provides proven degunking maintenance tasks that you should perform on a regular basis to keep your machine running at optimum levels. Topics covered include the basics of degunking ("Why is my computer all gunked up in the first

place?"), cleaning files, hard drives, and making space, uninstalling programs you don't need, fixing your desktop and start menus, degunking email and dealing with spam, improving and cleaning the registry, hardware stuff to help with degunking, improving security, backing up precious files, doing a clean install when you really have to, and much more.

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