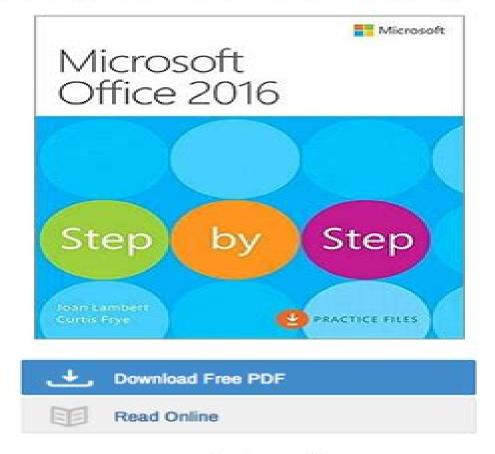
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the introduction of the iPad Pro the digital landscape changed as there is now a genuine Apple tablet contender for the workplace that can be used to replace laptops Not only does its size a 12 9 inch 327 6 mm Retina Display screen measured diagonally mean that it is more suited to viewing work documents such as spreadsheets and presentations it can also be used with the Smart Keyboard and Apple Pencil for increased functionality iPad at Work in easy steps details the productivity options for the iPad so that it can be used instead of a laptop or a desktop in the workplace at school or in higher education While covering the iPad Pro and the Smart Keyboard and Apple Pencil the main focus of the book is on productivity apps that can be used on any iPad Apps for word processing spreadsheets and presentations are covered in detail in the book specifically the Apple apps Pages Numbers and Keynote and the Microsoft Office apps Word Excel and PowerPoint The book also looks at sharing documents and collaborating on projects File Management on the iPad Email Management and a range of organization apps including those for note taking calendars address books and reminders Printing and scanning is also covered so that you can use your iPad for your entire productivity workflow iPad at Work in easy steps shows how anyone in the workplace or classroom can use the iPad for all aspects of their working life including creating and sharing documents managing documents performing organization tasks and printing documents Table of Contents iPads for Productivity Smart Keyboard and Apple Pencil Productivity Apps File Management Word Processing Spreadsheets Presentations Organization Apps Sharing and Collaboration Email Management Printing and Scanning Excel VBA in easy steps, 2nd Edition Mike McGrath, 2017-01-04 Excel VBA in easy steps has an easy to follow style that will appeal to anyone who wants to get more from the popular Microsoft Excel Office application using VBA programming Visual Basic for Applications Excel VBA in easy steps begins by explaining how to record and edit macro procedures to manipulate Excel worksheet entries then describes how to create your own macro programs in the Visual Basic Editor VBE that is included with the Excel application This book then demonstrates how to program Excel procedures provide Excel user forms and create Excel apps Each chapter builds your knowledge of Visual Basic for Applications Excel VBA in easy steps contains separate chapters on the major features of the VBA language There are complete example programs that demonstrate each aspect of Visual Basic for Applications together with screenshots that illustrate the output when that program has been executed The free downloadable sample code provided all has coloured syntax highlighting for clearer understanding By the end of this book you will have gained a sound understanding of Visual Basic for Applications and be able to write your own VBA programs that can be executed in the Microsoft Excel Office application You need have no previous knowledge of any programming language so it s ideal for the newcomer to computer programming Contents Getting started Writing macros Storing values Performing operations Making statements Executing procedures Employing functions Recognizing events Opening dialogs Providing user forms Developing apps Buku Ajar Microsoft Office dan Aplikasi Virtual Dr. Bresca Merina, S.IP., M.Ec.Dev., Muhaimin, S.Pd.I., M.M., Erwin, S.T., Siti Hadijah, S.I.Kom, Syahrul Romadhon, S.Kom, Buku Ajar Microsoft Office dan Aplikasi Virtual dirancang

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