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10 Minute Guide to PowerPoint 9710 Minute Guide to Lotus Notes Mail 4.6A Visual Basic 6 Programmer's Toolkit10 minute Guide to Mutual Funds10 Minute Guide to MS-DOS 6.210 Minute Guide to Microsoft ExchangeProject Management10 Minute Guide to Intranets10 Minute Guide to Motivating People10 Minute Guide to HTML 3.210 Minute Guide to the Mac10 Minute Guide to Schedule+ for Windows 9510 Minute Guide to Netscape Communicator 410 Minute Guide to Travel Planning on the NetTen Minute Guide to Windows 3, Ten-PackTen Minute Guide to PC Upgrades10 Minute Guide to Lotus Notes 4.610 Minute Guide to PowerPoint for Windows 95Meditation Now: A Beginner's Guide: 10-Minute Meditations to Restore Calm and Joy Anytime, Anywhere10 Minute Guide to Effective Leadership10 Minute Guide to Microsoft Project 3.010 Minute Guide to Excel 9710 Minute Guide to Microsoft Internet ExplorerMacromedia Dreamweaver 4Project Management10 Minute Guide to Lotus Notes 410 Minute Guide to HTML10 Minute Guide to Lotus Notes 4.5 Web Navigator10 Minute Guide to Lotus Notes Mail 4.510 Minute Guide to Beating Debt10 Minute Guide to Short-term Retirement Planning10 minute guide to the Internet10 Minute Guide to Teams and Teamwork10 Minute Guide to Lotus Approach10 Minute Guide to Cc:Mail with Cc:Mobile10 Minute Guide to Annual Reports and Prospectuses10 Minute Guide to Windows 9510 Minute Guide to Business Communication10 Minute Guide to Groove 2.010 Minute Guide to QuickBooks

The 10 Minute Guide to Microsoft Exchange offers simple, practical help for busy people who need fast results. Through goal-oriented, 10-minute lessons, you'll learn all the skills you need to communicate with colleagues quickly and easily. 10 minutes is all you need to learn how to send and receive messages and faxes; manage messages with folders; maintain an address book; create a custom cover page; communicate across multiple mail systems, including The Microsoft Network, CompuServe, and the Internet; and customize Microsoft Exchange to work like you do.Straightforward steps show casual PC users how to memory, upgrade the sound system, install a faster hard drive, or install new peripherals quickly and easily in order to improve the functionality and performance of the computer. Original. (Beginner).Ten minutes to a calmer, more peaceful you From the creators of the Wall Street Journal bestseller Mindfulness Made Simple comes a new book to help busy meditators release tension, relieve stress, and reconnect with peace and tranquility. Meditation Now: A Beginner's Guide provides friendly advice, step-by-step guidance, and a range of ten-minute meditations that fit easily into tight schedules. Filled with time-honored practices and insightful discussions, Meditation Now: A Beginner's Guide makes it easy to learn meditation, with: • Step-by-step instructions for 18 meditation techniques that can be practiced anytime, anywhere • 14 "Take Ten" meditations to promote mindfulness in everyday situations like traffic jams and work presentations • Essential advice and guidelines for overcoming common obstacles like boredom and relating skillfully to thoughts and emotions • 3 focused 28-day meditation plans for those months when you need extra emotional support, happiness, or relaxation • Inspirational quotations and practical tips that motivate you to deepen your practice With Meditation Now: A Beginner's Guide, peace, clarity, and wisdom can be yours with just ten minutes of restful breathing a day.The 10 Minute Guide to Excel 97 offers simple, practical help for busy people who need fast results. Through goal-oriented, 10-minute lessons, you'll learn all the essential tasks for creating powerful worksheets. 10 minutes is all you'll need to create and customize your own toolbar; enter different types of dat: numbers, dates, times, and more; create and save workbook files; add columns, rows, headers, and footers; perform calculations with formulas and functions; use styles to format cells; add cell borders and shading; and save Excel data in/on the Internet or an intranet.This 'Ten Minute Guide to Macromedia Dreamweaver 4' offers simple, practical help for busy people who need fast results.The 10 Minute Guide to Short-Term Retirement Planning is your guide to planning for retirement in the next 10 to 15 years. Each 10 minute lesson explains what you need to know to maximize your savings and investment. 10 minutes is all you need to learn how to figure out how much money you need to save for your retirement; select life, health and long-term disability insurance; get valuable financial information from publications and on-line services; choose safe investments that provide guaranteed income; and manage your money when early retirement becomes an option.Discusses making reservations; getting travel advisories, passports and visas; and joining travel newsgroups on the InternetDemonstrates the fundamentals of the e-mail management system while explaining how to format text, create an address book, and access the system remotelyA tutorial which teaches the basic features

functions of the latest release of Windows, in approximately 20 mini-tutorials, each of which can be completed in 10 minutes or less. Timesaving Tips, Plain English definitions, and Panic Button advice help users throughout the book.The 10 Minute Guide to Schedule+ for Windows 95 offers simple, practical h for busy people who need fast results. Through goal-oriented, 10-minute lessons, you'll learn all the skills you need to get organized immediately. 10 minutes is all you need to learn how to schedule individual appointments and important events; attach files to meeting notices; track and update group tasks throu a network; create a contact database; and view your schedule daily, weekly, or monthly.Provides tips an techniques for leading people in the workplacePresents oral and written communication techniques, and discusses non-verbal communication, cross-cultural communication, and e-mailCreate impressive-looking presentations using charts, objects, and graphs. Learn how to add sounds, colors, and more.Offers instructions for creating simple to advanced HTML documents; discusses preformatted text and tables, graphics, and frames; and outlines the use of VBScript, ActiveX, VRML, and JavaFollowing the advice in this guide will not only help your get your project off on the right foot, but will also keep you and your marching along to its successful conclusion. You'll learn how to put together the best team for the job, to define your goals and motivate your teammates, how to monitor the teams progress and keep the pr on track, and how to stay within budget and time constraints. The book also explains how to use charts diagrams to detail and define various aspects of the project.Organized in a lesson format, this clear, con guide to Microsoft Project for Windows teaches readers the basics of the software through a series of tutorials, each of which can be completed in ten minutes or less. Original.Explains the different types of organizational teams, what to expect at each stage of development, how to deal with conflict, and how a proven problem solving procedure10 minutes is all you need to learn how to access an intranet with Netscape or Internet Explorer, use links to navigate intranet pages, create and use bookmarks in Netsca and favorite pages in Internet Explorer, use an intranet for e-mail and discover how to move to the Wor Wide Web.10 minutes is all you need to learn how to address e-mail with ease; send, read, and reply to messages; use the Calendar and Scheduling Tools; attach files to your documents; master linking and embedding; fine-tune Mail to fit your needs; and use Lotus Notes Mail remotely when you travel.The 10 Minute Guide to Lotus Notes 4 offers simple, practical help for busy people who need fast results. Thro goal-oriented, 10-minute lessons, you'll learn all the skills you need to get productive immediately. 10 minutes is all you need to learn how to receive, send, and manage your mail with Notes' e-mail; open, ed and post changes to documents in a database; use workspace icons for easy access to database inform create your own database; join discussion groups on the Notes network; work with Notes from home or the road; and customize Notes to work like you do.Explains the basic features of the shared communica platform, covering installation, contacts, instant message and chat features, account management, and to create a shared space and use shared space tools.This tutorial teaches the basic features and functie the latest release of cc:mail and cc:Mail Mobile, in approximately 20 mini-tutorials, each of which can be completed in 10 minutes or less. Timesaving tips, Plain English definitions, and Panic Button advice help users throughout the book.This book contains ten minute lessons to show how to use Quickbook to streamline accounting.10 Minute Guide to Mutual Funds The 10 Minute Guide to Mutual Funds is the essential guide to selecting and managing your mutual fund holdings. There are now more than 7,000 mutual funds and selecting the funds that match your needs can be confusing. This book offers easy to understand strategies that will help you better manage your fund portfolio. 10 minutes is all you need t learn how to: Research and evaluate financial performance of funds Select a fund that meets your investment objective Buy directly from the funds without using a broker Monitor the performance of yo funds Keep organized records of your fund purchases, redemptions and distributions for income tax purposes Werner Renberg is a syndicated financial columnist and author of The Bond Fund Advisor. Over 2 Million 10 Minute Guides Sold!The 10 Minute Guide to HTML offers simple, practical help for busy people who need fast results. Through goal-oriented, 10-minute lessons, you learn all the skills you need develop dazzling Web pages. 10 minutes is all you need to learn how to create simple to advanced HTML documents, set up your own typeface and style tags, link your documents with URLs, use anchors and li and compare your documents to real HTML examples.Discusses the basics of using the Web navigator including searching, using links, downloading, and sharing Web pagesExplains the basics of Lotus Notes, including how to participate in discussion databases, how to format text, how to replicate data, and how use advanced mail featuresSchlafer "s book is an adventure in homiletical spirituality and imagination. It leads us through reflection and practical exercises to deepen our self-awareness as preachers. These exercises allow us to discern whether we are poets, storytellers, or essayists; discover our preaching

Sparents and mentors, and develop a preaching style that avoids rigidity and self-preoccupation. Develop in workshops and conferences around the country, Your Way with God "s Word can also be used in diverse settings and groups, including homiletical workshops, sermon reflection groups in the parish, and preaching colleagues groups. The introduction to the book gives numerous practical suggestions for its As a personal preaching resource, this book is also a powerful aid to prayer and spirituality.Following the advice in this guide will not only help your get your project off on the right foot, but will also keep you your team marching along to its successful conclusion. You'll learn how to put together the best team f the job, how to define your goals and motivate your teammates, how to monitor the teams progress an keep the project on track, and how to stay within budget and time constraints. The book also explains h to use charts and diagrams to detail and define various aspects of the project.Offers a guide for manag for providing motivation in the workplace, including discussion of communication, correcting employee mistakes, and reducing stressExplains how to use the Netscape Communicator tools, create bookmarks, search Web sites by category, use plug-ins, and send e-mailA clear, concise guide to one of the hottest of the '90s--the Internet. Organized in lesson format, this book teaches users basic Internet survival ski mini-tutorials, each of which can be completed in 10 minutes or less.A fast, simple way to become immediately productive with Approach. This guide teaches the basic features and functions of the progr in approximately 20 mini-tutorials, each of which can be completed in 10 minutes or less. Along the way helps new users with Timesaver Tips, Plain English definitions, and Panic Button troubleshooting advice.Understanding what an annual report or prospectus is trying to state can be daunting for the uniniated. This guide translates complex accounting terms into easy-to-follow language that will help investors get the most out of annual reports and prospectuses. Full of definitions and investment hints, easy-to-follow guide will help both experienced and novice investors.Quickly teaches new Mac users the fundamentals. Twenty-one "mini-tutorials" state a goal and help the user reach that goal in 10 minutes less. Covers all the basics, including the Macintosh desktop, managing files and folders, Desk Accessories and System 7.Provides a series of lessons on consumer debt, budgeting, planning expenses, borrowing, credit cards, handling problems with debt, protecting one's credit rating, and related topicsInternet Explorer is part of Microsoft!, which will be bundled at a special discount with the retail version of Windows 95--so the installed base and potential market will be huge. It will also be available on-line through the Microsoft Network. This book will show users how to use Internet Explorer to cruise the W find what they are looking for, create their own home pages, and more.New users with limited time can learn DOS 6.2 fast! Approximately 20 lessons take the reader through basic DOS skills in only 10 minute apiece.-- Provides a concise DOS command reference-- Includes Timesaver Tips, Plain English definitions, and troubleshooting tips