



iPad at Work For Dummies

Galen Gruman

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iPad at Work For Dummies Galen Gruman **Get the most out of using your iPad at work**

iPad at Work For Dummies provides essential and in-depth coverage for a variety of productivity-related tasks made possible on the iPad, from basics such as setting up and starting out with an iPad to tips on the best practices for enterprise-level word processing, spreadsheet creation, presenting, task management, project management, graphic design, and communication. Beyond that, it also includes down-to-earth examples of how to use an iPad at work, including synchronization, data backup, and communicating with Windows networks.

Written by an experienced and well-known iPad user, writer, podcaster, and lecturer who has taught many other professionals how to get the most from their Apple devices in the workplace, *iPad at Work For Dummies* goes beyond simple coverage of iWork to show you step-by-step the iPad's capabilities to quickly, professionally, and effectively create and interact with typical office documents and systems.

- Covers the best software and practices for productively integrating the iPad into a work environment
- Shows you how the iPad goes beyond use as an at-home device to make work easier
- Includes examples that bring the information and instructions to life

If you're considering integrating the use of an iPad at work, or have recently begun and want to grasp the full spectrum of its capabilities in the workplace, *iPad at Work For Dummies* has you covered.

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