

# Microsoft® Visio 2010 Quick Reference Card

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## Visio 2010 Workspace



## The Fundamentals

- The **File** tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.



- To Create a New Diagram from a Template:** Click the **File** tab, select **New**, select the template you wish to use, and click **Create**. Or, press **<Ctrl> + <N>**.
- To Create a New Diagram from Scratch:** Click the **File** tab, select **New**, and click the **Create** button. Or, press **<Ctrl> + <N>**.
- To Insert a Shape:** Click and drag the shape from the stencil in the Shapes window to the desired location in the diagram.
- To Add Text to a Shape:** Click the shape and start typing.
- To Select a Shape:** Click it.
- To Move a Shape:** Select the shape and drag it to a new location.
- To Resize a Shape:** Select the shape and drag one of its sizing handles.
- To Delete a Shape:** Select the shape(s) and press **<Delete>**.
- To Open a Diagram:** Click **File** tab and select **Open**. Or, press **<Ctrl> + <O>**.
- To Save a Diagram:** Click the **Save** button on the Quick Access Toolbar, or press **<Ctrl> + <S>**.
- To Print a Diagram:** Click the **File** tab and select **Print**. Or, press **<Ctrl> + <P>**.
- To View Advanced Printing Options:** Click the **File** tab and select **Print**. Select the options under Settings.
- To View a Diagram in Full Screen Mode:** Press **<F11>**. Use the mouse or the arrow keys to navigate between pages.
- To Change Page Orientation:** Click the **Design** tab on the Ribbon and click the **Orientation** button in the Page Setup group. Select **Portrait** or **Landscape**.
- To Find a Shape:** Click the **More Shapes** title bar in the Shapes window and select **Search for Shapes**. Click the list arrow, enter the search term, and press **<Enter>**.
- To Minimize the Ribbon:** Click the **Minimize Ribbon** button on the Ribbon. Or, press **<Ctrl> + <F11>**. Or, right-click a tab and select **Minimize the Ribbon** from the contextual menu.
- To Close a Diagram:** Click the **Close** button. Or, press **<Ctrl> + <F4>**.

## Keyboard Shortcuts

### General

Open File	<b>&lt;Ctrl&gt; + &lt;O&gt;</b>
Close File	<b>&lt;Ctrl&gt; + &lt;F4&gt;</b>
New Drawing	<b>&lt;Ctrl&gt; + &lt;N&gt;</b>
Cascade	<b>&lt;Alt&gt; + &lt;F7&gt;</b>
Full Screen	<b>&lt;F5&gt;</b>
Print	<b>&lt;Ctrl&gt; + &lt;P&gt;</b>
Print Preview	<b>&lt;Ctrl&gt; + &lt;F2&gt;</b>
Display Help	<b>&lt;F1&gt;</b>
Save	<b>&lt;Ctrl&gt; + &lt;S&gt;</b>

### Drawing

Actual Size	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;J&gt;</b>
Align Shapes	<b>&lt;F8&gt;</b>
Bring to Front	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;F&gt;</b>
Send to Back	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;B&gt;</b>
Fill	<b>&lt;F3&gt;</b>
Flip Horizontal	<b>&lt;Ctrl&gt; + &lt;H&gt;</b>
Flip Vertical	<b>&lt;Ctrl&gt; + &lt;V&gt;</b>
Group	<b>&lt;Ctrl&gt; + &lt;G&gt;</b>
Ungroup	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;U&gt;</b>
Line	<b>&lt;Shift&gt; + &lt;F3&gt;</b>
Rotate Left	<b>&lt;Ctrl&gt; + &lt;L&gt;</b>
Rotate Right	<b>&lt;Ctrl&gt; + &lt;R&gt;</b>
Toggle Snap	<b>&lt;Shift&gt; + &lt;F9&gt;</b>
Snap and Glue	<b>&lt;Alt&gt; + &lt;F9&gt;</b>

### Editing

Cut	<b>&lt;Ctrl&gt; + &lt;X&gt;</b>
Copy	<b>&lt;Ctrl&gt; + &lt;C&gt;</b>
Duplicate	<b>&lt;Ctrl&gt; + &lt;D&gt;</b>
Redo	<b>&lt;Ctrl&gt; + &lt;Y&gt;</b>
Undo	<b>&lt;Ctrl&gt; + &lt;Z&gt;</b>
Repeat	<b>&lt;F4&gt;</b>
Find	<b>&lt;Ctrl&gt; + &lt;F&gt;</b>
Spelling	<b>&lt;F7&gt;</b>

### Formatting Text

Bold	<b>&lt;Ctrl&gt; + &lt;B&gt;</b>
Italic	<b>&lt;Ctrl&gt; + &lt;I&gt;</b>
Underline	<b>&lt;Ctrl&gt; + &lt;U&gt;</b>
Double Underline	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;D&gt;</b>
Small Caps	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;K&gt;</b>

# Visual Basic 2010 Quick Reference Sheet

**Helmut Kobler**



## Visual Basic 2010 Quick Reference Sheet:

**Microsoft Visual Basic 2010 Step by Step** Michael Halvorson, 2010-05-12 Your hands on step by step guide to learning Visual Basic 2010 Teach yourself the essential tools and techniques for Visual Basic 2010 one step at a time No matter what your skill level you ll find the practical guidance and examples you need to start building professional applications for Windows and the Web Discover how to Work in the Microsoft Visual Studio 2010 Integrated Development Environment IDE Master essential techniques from managing data and variables to using inheritance and dialog boxes Create professional looking Uis add visual effects and print support Build compelling Web features with the Visual Web Developer tool Use Microsoft ADO NET and advanced data presentation controls Debug your programs and handle run time errors Use new features such as Query Builder and Microsoft NET Framework For customers who purchase an ebook version of this title instructions for downloading the CD files can be found in the ebook *Visual Studio 2019 Tricks and Techniques*

**Paul Schroeder, Aaron Cure, 2021-01-15** Harness the full power of the Visual Studio IDE to take your coding skills to the next level by learning about IDE productivity practices and exclusive techniques Key Features Increase your productivity by leveraging Visual Studio 2019 s improvements and features Explore powerful editing code intelligence and source code control features to increase productivity Delve into VS s powerful untapped features such as custom project templates and extensions Book Description Visual Studio 2019 VS 2019 and Visual Studio Code VS Code are powerful professional development tools that help you to develop applications for any platform with ease Whether you want to create web mobile or desktop applications Microsoft Visual Studio is your one stop solution This book demonstrates some of the most sophisticated capabilities of the tooling and shows you how to use the integrated development environment IDE more efficiently to be more productive You ll begin by gradually building on concepts starting with the basics The introductory chapters cover shortcuts snippets and numerous optimization tricks along with debugging techniques source control integration and other important IDE features that will help you make your time more productive With that groundwork in place more advanced concepts such as the inner workings of project and item templates are covered You will also learn how to write quality secure code more efficiently as well as discover how certain Visual Studio features work under the hood By the end of this Visual Studio book you ll have learned how to write more secure code faster than ever using your knowledge of the extensions and processes that make developing successful solutions more enjoyable and repeatable What you will learn Understand the similarities and differences between VS 2019 and VS Code Get to grips with numerous keyboard shortcuts to improve efficiency Discover IDE tips and tricks that make it easier to write code Experiment with code snippets that make it easier to write repeating code patterns Find out how to customize project and item templates with the help of hands on exercises Use Visual Studio extensions for ease and improved productivity Delve into Visual Studio s behind the scene operations Who this book is for This book is for C and NET developers who want to become more efficient and take advantage of features they may not be aware

of in the IDE Those looking to increase their productivity and write quality code more quickly by fully utilizing the power of the Visual Studio IDE will also find this book useful

**The ActionScript 3.0 Quick Reference Guide: For Developers and Designers Using Flash** David Stiller, Rich Shupe, Jen deHaan, Darren Richardson, 2008-10-17 No matter what your background the pages that follow will provide you with some excellent knowledge insight and even a little bit of wisdom in the realm of Flash and ActionScript Happy learning Branden Hall from the Foreword Written by Flash insiders with extensive knowledge of the technology this guide is designed specifically to help Flash designers and developers make the leap from ActionScript 2 0 to the new object oriented ActionScript 3 0 quickly and painlessly Formatted so you can find any topic easily ActionScript 3 0 Quick Reference Guide explains Object oriented programming OOP concepts such as packages and classes ActionScript 3 0 features and player enhancements that improve performance Workflow differences between ActionScript 2 0 and ActionScript 3 0 including tools code editing component sets and image and font rendering Where did it go A guide to help you find familiar features in ActionScript 3 0 such as global functions operators properties and statements How do I Step by step solutions for performing tasks with ActionScript 3 0 including input sound video display events text and more Also included are overviews of Flash and ActionScript features and workflows ActionScript 3 0 is a huge upgrade to Flash s programming language and this guide helps you upgrade your skills to match it

***Visio Services Quick Guide*** Sahil Malik, Srini Sistla, 2014-12-29 In this fast paced 100 page guide you ll learn to load display and interact with dynamic data powered Visio diagrams in SharePoint 2013 or Office 365 Visio Services Quick Guide gives you the tools to build anything from a simple project workflow to an organizational infrastructure diagram powered by real data from SharePoint or SQL Server Colleagues can load your diagrams entirely in the browser meaning that a single Visio client installation is enough to get started Readers with JavaScript experience will also find out how to get additional control over Visio diagrams using the JavaScript mashup API and how to build a custom data provider The final chapter covers some useful information on administering Visio Services Get started bringing your Visio diagrams to life with the Visio Services Quick Guide

***The Photographer's Quick Guide to Photoshop CS6*** Rob Sylvan, 2012-04-23 Get up to speed fast on new Photoshop CS6 features that photographers need to know Photoshop has long been the industry standard editing tool for just about anyone who works with images for a living However Photoshop is such huge and powerful program that it can be overwhelming to discover and learn about just the new features that affect your workflow The Photographer s Quick Guide to Photoshop CS6 by Rob Sylvan is an eBook designed to get photographers started quickly with just the new features that are most relevant to them In this book you ll learn step by step how to Configure important preference settings Use new features in Adobe Camera Raw 7 0 Get the most out of the new Content Aware Move tool Leverage new powers built into the Patch tool Select skin tones with new features in Color Range

**Essential Angular for ASP.NET Core MVC 3** Adam Freeman, 2019-10-23 Combine the strengths of Angular the leading framework for developing complex client side applications and ASP NET Core

MVC 3 the latest evolution of Microsoft's framework for server side applications This new edition offers updated Angular ASP NET Core 3 Entity Framework Core 3 examples an all new chapter on interoperability with Blazor and more Best selling author Adam Freeman brings together these two key technologies and explains how to use ASP NET Core MVC 3 to provide back end services for Angular applications This fast paced and practical guide starts from the nuts and bolts and gives you the knowledge you need to combine Angular and ASP NET Core MVC 3 in your projects Each topic is covered clearly and concisely and is packed with the essential details you need to learn to be truly effective What You Will Learn Gain a solid understanding of how ASP NET Core MVC 3 and Angular can work together Utilize both Visual Studio and Visual Studio Code to develop Angular ASP NET Core MVC projects Create ASP NET Core RESTful web services to support Angular applications Expose data from Entity Framework Core to Angular applications Use ASP NET Core Identity to provide security services to Angular applications Understand how Angular and Blazor applications can work together Who This Book Is For This book is for developers with knowledge of ASP NET Core MVC who are introducing Angular into their projects

**Facebook For Dummies** Carolyn Abram, Leah Pearlman, 2008-02-11 A guide to using the online social network provides information on creating a profile communicating with friends using Facebook applications and using Facebook to improve one's business

**Apple TV For Dummies** Mark L. Chambers, 2007-08-27 Watch your iTunes downloads on a television screen with help from Apple TV For Dummies This comprehensive guide offers shopping tips easy to understand installation and setup directions and advanced material like content creation troubleshooting and optimizing network speeds You get the download on Apple TV setup and customizing High Definition video hardware State of the art audio hardware Connecting both computer and video equipment Using iTunes and the iTunes Store Cataloging your multimedia library Setting up a wireless network both on the Mac and the PC Working with Front Row and the Apple TV remote control Displaying photos using iPhoto and Photoshop Elements Audio and video formats including conversion between formats Syncing iTunes with the Apple TV Creating media for Apple TV using iTunes iPhoto and iMovie HD Customizing and optimizing your Apple TV system Troubleshooting upgrading and maintaining Apple TV All levels of users will find this guide full of useful information whether you're a multimedia High Definition beginner who hasn't invested a cent in hardware or an intermediate level enthusiast who already has an HDTV and surround sound system or an advanced electronic wizard who needs just a quick reference tool to troubleshoot a problem

*Pro ASP.NET Core MVC* ADAM FREEMAN, 2016-09-15 Visual Studio 2017 updates for this book are now available Follow the Download Source Code link for this book on the Apress website Now in its 6th edition the best selling book on MVC is now updated for ASP NET Core MVC It contains detailed explanations of the new Core MVC functionality which enables developers to produce leaner cloud optimized and mobile ready applications for the NET platform This book puts ASP NET Core MVC into context and dives deep into the tools and techniques required to build modern cloud optimized extensible web applications All the new MVC features are described in detail and the author explains

how best to apply them to both new and existing projects The ASP NET Core MVC Framework is the latest evolution of Microsoft's ASP NET web platform built on a completely new foundation It represents a fundamental change to how Microsoft constructs and deploys web frameworks and is free of the legacy of earlier technologies such as Web Forms ASP NET Core MVC provides a host agnostic framework and a high productivity programming model that promotes cleaner code architecture test driven development and powerful extensibility Best selling author Adam Freeman has thoroughly revised this market leading book and explains how to get the most from ASP NET Core MVC He starts with the nuts and bolts and shows you everything through to advanced features going in depth to give you the knowledge you need This book follows the same format and style as the popular previous editions but brings everything up to date for the new ASP NET Core MVC release It presents a fully worked case study of a functioning ASP NET MVC application that readers can use as a template for their own projects What You Will Learn Gain a solid architectural understanding of ASP NET Core MVC Explore the entire ASP NET MVC Framework as a cohesive whole See how MVC and test driven development work in action Learn what's new in ASP NET Core MVC and how best to apply these new features to your own work See how to create RESTful web services and Single Page Applications Build on your existing knowledge of previous MVC releases to get up and running with the new programming model quickly and effectively Who This Book Is For This book is for web developers with a basic knowledge of ASP NET and C who want to incorporate the latest improvements and functionality in the new ASP NET Core MVC Framework

**Computerworld** ,1999-03-29 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld's award winning Web site Computerworld.com twice monthly publication focused conference series and custom research form the hub of the world's largest global IT media network

**PC Mag** ,1999-05-25 PCMag.com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology

**Robot Building For Dummies** Roger Arrick,Nancy Stevenson,2011-05-09 Always wanted to build a robot but didn't know where to start This user friendly guide shows what robots can do how they work and more Ready to enter the world of robotics Then this book is for you If you don't know much about electronics high tech tools or computer programming that's okay If you can work with some basic tools such as pliers a screwdriver and a cutting knife have a computer and know your way around it and want to make a robot you're in the right place Robot Building For Dummies walks you through building your very own little metal assistant from a kit dressing it up giving it a brain programming it to do things and even making it talk In this hands on guide that's illustrated with step by step instructions and written in plain English you get an overview of robotics and the tools technology and skills you need to become a robot builder You'll discover The various approaches to robot building such as building from scratch or starting with a kit The mechanical parts of a robot and how they fit together The components of an efficient workspace and how to set one up

Programming basics you need to enter and download commands into your robot How to add a controller which lets you download software programs to your robot Using an editor program to connect to your robot The importance of preparing the parts of a robot kit and then assembling the chassis wheels and sensor whiskers The fun of making your robot functional by adding motion detection light sensors and more How to troubleshoot common problems and fix them to save your robot's life Along the way you'll gather tidbits about robot history enthusiasts groups a list of parts suppliers and all important safety tips As an added bonus Robot Building For Dummies comes with rebates for your robot building kit no more waiting grab your copy and start building your robot today

**Solaris 9 For Dummies** David Taylor, 2003-10-21 Discover new security features and easier installation Light up your system with a new resource manager volume manager and directory server In the dark about Solaris 9 Open this book and let the sun shine in It'll help you chart a course for StarOffice explore CDE and GNOME desktops and harness Solaris power to configure Web servers access Internet services build great Web sites manage files and directories and a galaxy of other tasks The Dummies Way Explanations in plain English Get in get out information Icons and other navigational aids Tear out cheat sheet Top ten lists A dash of humor and fun

**Automating SOLIDWORKS 2023 Using Macros** Mike Spens, 2023-05-04 Learn how to save time by automating repetitive work Teaches you how to develop macros for SOLIDWORKS the SOLIDWORKS Document Manager and SOLIDWORKS PDM Professional Programming experience is not required Covers many of the major API functions through practical use cases Focuses on the Visual Studio Tools for Applications macro interface Engineers working with SOLIDWORKS are often faced with tedious repetitive work that can consume a lot of time but it doesn't have to be this way One of the most exciting aspects of SOLIDWORKS is its robust programming interface or API The SOLIDWORKS API allows you to write code that can perform almost any series of actions for you SOLIDWORKS was built from the ground up to automate and in this book you will learn how to take advantage of these powerful tools to speed up your work Automating SOLIDWORKS 2023 Using Macros is designed as a tutorial to help beginner to intermediate programmers develop macros for SOLIDWORKS Experience with programming isn't required The book starts with a chapter on the fundamentals of Visual Basic .NET and the SOLIDWORKS API to make the learning process easier for beginners The rest of the book introduces you to developing macros using the SOLIDWORKS API The book concludes with a chapter dedicated to some of the author's favorite source code for you to use as the basis for typical automation procedures The focus of this book is primarily on the Visual Studio Tools for Applications VSTA macro interface It covers many of the major API functions through practical use cases It will teach you the fundamentals of Visual Basic .NET as well as SOLIDWORKS SOLIDWORKS PDM Professional SOLIDWORKS Document Manager and Excel API functions Author Mike Spens has been professionally developing macros for SOLIDWORKS for more than a decade He has helped numerous companies develop their own programs and streamline their workflows If you want to learn how to develop your own macros for SOLIDWORKS following best practices and using well-written code then this is the

perfect book for you What you ll learn Record macros Control Custom Properties Create parts and features Build assemblies Batch create drawings Extract information from PDM Create add ins from macros Create many other time saving utilities

**Essential Angular for ASP.NET Core MVC** Adam Freeman,2017-07-26 Angular 5 and NET Core 2 updates for this book are now available Follow the Download Source Code link for this book on the Apress website Discover Angular the leading client side web framework from the point of view of an ASP NET Core MVC developer Best selling author Adam Freeman brings these two key technologies together and explains how to use ASP NET Core MVC to provide back end services for Angular applications This fast paced practical guide starts from the nuts and bolt and gives you the knowledge you need to combine Angular from version 2 0 up and ASP NET Core MVC in your projects What You ll Learn Gain a solid understanding of how ASP NET Core MVC and Angular can work together Use Visual Studio 2017 to develop Angular ASP NET Core MVC projects Create ASP NET Core RESTful web services to support Angular applications Expose data from Entity Framework Core to Angular applications Use ASP NET Core Identity to provide security services to Angular applications Each topic is covered clearly and concisely and is packed with the essential details you need to learn to be truly effective Who This Book Is For This book is for developers with a knowledge of ASP NET Core MVC who are introducing Angular into their projects

*Law School For Dummies* Rebecca Greene,2011-04-27 The straightforward guide to surviving and thriving in law school Every year more than 40 000 students enter law school and at any given moment there are over 125 000 law school students in the United States Law school s highly pressurized super competitive atmosphere often leaves students stressed out and confused especially in their first year Balancing life and schoolwork passing the bar and landing a job are challenges that students often need help facing In *Law School For Dummies* former law school student Rebecca Fae Greene uses straight talk sound advice and gentle humor to help students sort through the swamp of coursework and focus on what s important all while maintaining a life She also offers rare insight on the law school experience for women minorities non traditional and non Ivy League students

*Networking For Dummies* Doug Lowe,2004-10-13 *Networking For Dummies* has long been the leading networking beginner book The 7th Edition provides valuable updates on the latest tools and trends in networking including updates to Windows XP through Service Pack 2 Windows Server 2003 Linux Mac OS X and Novell Netware Server 6 5 plus the latest information on broadband technologies A must have reference for network administrators and novices who want to set up a network in their home or office this covers all the bases and basics including Using a network printer and sharing files and printers Using Microsoft Office on a network Network operating systems Setting up a wireless network Configuring client computers Written by Doug Lowe a seasoned For Dummies author who has demystified everything from Microsoft Office to networking to creating Web pages and written more than 50 computer books including *Networking All in One Desk Reference For Dummies* this guide includes whole new chapters on Wireless networking IP addressing Common security problems Troubleshooting Indexed to help you find answers fast and written in plain English

instead of technotalk this keeps you from getting all shook up while you're getting all hooked up      Adoption For Dummies  
Tracy L. Barr, Katrina Carlisle, 2011-04-22 You hear all sorts of things said or implied about adoption. Some information comes from people who know a lot about it while some comes from people who don't know anything about it but make assumptions anyway. Some comes from people whose experiences have been good, some from those whose experiences have been bad. The result: Enough conflicting information to make your head spin. So when everyone has an opinion and most of the books on the market deal with specific aspects on adoption or particular types of adoptions, where do you turn to for reliable information? Start with *Adoption For Dummies*. The great thing about this guide is that you decide where to start and what to read. It's a reference you can jump into and out of at will. Just head to the table of contents or the index to find the information you want. Each part of *Adoption For Dummies* covers a particular aspect of adoption including: Answering the basic adoption questions: How much does it cost? Who's involved? How long does it take? What do I need to know that I don't know to ask? And more. Getting started and figuring out what steps you have to take. Dealing with birthmothers and birthfathers and why, even though they may not be part of your life, they're still important to you. Confronting the issues adoptive families face: issues from sharing the adoption story with your child to answering your child's questions about his birthparents to handling rude family members who treat your child differently than her cousins. Finding help from books, resources, and support groups. No adoption book at least no adoption book that you can carry around without a hydraulic lift can tell you everything there is to know about adoption. What *Adoption For Dummies* tells you is what you need to know all in an easy-to-use reference.

**Final Cut Pro HD For Dummies** Helmut Kobler, 2004-09-24 Edit video like a pro. Save it in the edit. It is a common saying among film professionals. Editing makes the difference between boring vacation movies and exciting travelogues, between the whole dull news conference and the highlights on the evening news. Whether you're a budding Spielberg, a proud parent who wants two-year-old Junior's every feat documented for posterity, or a band that wants your music video to rock, *Final Cut Pro HD For Dummies* tells you what you need to know to edit regular digital or high definition video like a pro. It covers the basics of capturing, importing, and editing digital videos with detailed how-to for: Organizing your media. Navigating the audio and video Timeline tracks and selecting clips and frames on the Timelines. Getting fancier with split roll, ripple slip, and slide edits. Working with audio including mixing, editing out scratches and pops, and using filters to create effects. Using Soundtrack to compose a musical score even if you don't know the difference between horns and strings. Applying transitions such as 3D simulation, dissolve, iris, stretch, and squeeze, and more. Adding text for captions, opening titles, and closing credits. Color correcting video. Compositing, rendering, and outputting your final product to tape, CD, DVD, or the Web. Three bonus chapters online go into more depth about rendering, customizing the interface, and managing media so you can refine your skills even further. *Final Cut Pro HD For Dummies* was written by Helmut Kobler, a Los Angeles-based filmmaker, owner of K2Films, and a frequent contributor to MacAddict Magazine. Having this book next to your editing equipment is the next best thing to having

him sit next to you and guide you through the editing process      **Quicken 2005 For Dummies** Stephen L. Nelson, 2004-09-07 The fun and easy way to get started with Quicken the #1 personal financial software with more than fifteen million users A bestseller year after year now updated throughout for the latest release of Quicken Helps readers take control of their money by showing how to track their day to day finances better manage their investments and evaluate the tax implications of their financial decisions all without hiring expensive professional financial consultants Expert advice shows how to manage bills maximize investment performance save money for college or retirement bank online maintain detailed financial records and more Written by veteran For Dummies author Stephen L Nelson MBA CPA and author of more than 100 books

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