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Heading 1



Lina Newman



Recent Notes



Work Notebook



Family Notebook



Finances



Personal

More Notebooks

Work Notebook



Onboarding

Administration

Meetings

Product Ideas

Email List

Customers

Website

Schedules

Resources

Inventory

Weekly Meeting

Event Planning

Summer Sale

Bike Fix Day

Gear Sale

Research

Shop Rules

Safety

Equipment

Wish List

Suggestions

Brainstorm Session

Bike Fix Day

Monday, December 3, 2019 11:00am

Date	Work Schedule
January 12	9am-2pm Mark, Whitney, Jay 3-6pm Jay, Tolly, Lina
January 13	9am-2pm Jay, Amy, Reid 3-6pm Tolly, Mark, Whitney



Microsoft Onenote 2013 User Guide

TeachUcomp

The logo for TeachUcomp, featuring a stylized red and white circular graphic with a gradient effect, positioned to the right of the text.

Microsoft Onenote 2013 User Guide:

SharePoint 2013 User's Guide Anthony Smith, Tony Smith, 2013-06-11 Provides an examination of the next generation of Microsoft SharePoint technologies explaining how to use the technologies to extend the information sharing and collaboration capabilities to develop enterprise information management sharing and collaboration solutions **Microsoft OneNote 2013 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts)** TeachUcomp Inc, 2014-10-02 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in OneNote 2013 When you need an answer fast you will find it right at your fingertips with this Microsoft OneNote 2013 Quick Reference Guide Simple and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts **Microsoft OneNote 2016 Training Manual Classroom in a Book** TeachUcomp , 2015-10-27 Complete classroom training manual for Microsoft OneNote 2019 122 pages and 67 individual topics Includes practice exercises and keyboard shortcuts You will learn note creation formatting working with Microsoft Outlook using tables sharing and collaboration formatting pages and much more Topics Covered Getting Acquainted with OneNote 1 The OneNote Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 The Scroll Bars 7 The Mini Toolbar Getting Started 1 Opening Saving and Closing Notebooks 2 Creating New Notebooks 3 Creating Moving and Deleting Sections and Pages 4 Creating Moving and Deleting Subpages Notes 1 Creating a Basic Note 2 Quick Notes 3 Copying and Pasting Content 4 Screen Clippings 5 Adding Pictures 6 Adding Audio Video Files 7 Inserting Online Video 8 Recording Audio Video Files 9 Adding Other Types of Files 10 Embedding an Excel Spreadsheet 11 Adding Mathematical Equations 12 Quick Filing Sending Information to OneNote Formatting Notes 1 Basic Text Formatting 2 Bullets and Numbering 3 Checking Spelling 4 Setting Default Proofing Options Working with Microsoft Outlook 1 Inserting Outlook Meetings 2 Sending Notebook Pages via Microsoft Outlook 3 Working with Microsoft Outlook Tasks Tables 1 Creating a Table 2 Working with Columns and Rows 3 Formatting Tables and Table Data 4 Moving Tables and Table Data Writing Tools 1 Pen Mode 2 Formatting Written Notes Drawings 3 Adding and Removing Note Space 4 Converting Handwriting to Type Viewing and Organizing Information 1 Organizing the OneNote Interface 2 Creating New Windows 3 Searching Content in a Notebook 4 Wiki Linking 5 Tagging Notes 6 Working with Sections 7 Section Groups Stationery and Templates 1 Applying Templates and Stationery 2 Custom Templates 3 Choosing a Default Template Formatting Pages 1 Defining Paper Size and Margins 2 Formatting Page Backgrounds 3 Adding a Background Graphic Printing 1 Previewing and Printing Sharing Notebooks Collaborating 1 Saving and Exporting Notebooks to Share 2 Creating a Shared Notebook and Inviting Others to Share 3 Sharing Notes in an Outlook Meeting Invitation 4 Synching Notebooks 5 Sending Pages in Various Formats 6 Author Indicators 7 Finding Newly Added Content with Highlighting 8 Page Versions 9 The Notebook Recycle Bin Researching with OneNote 1 Linked Notes 2 The Research Pane 3

Translating Text with the Mini Translator Changing OneNote Options 1 Customizing the Quick Access Toolbar and Ribbon 2 Changing OneNote Options Helping Yourself 1 Using OneNote Help *SharePoint 2013 Field Guide* Errin O'Connor, 2014-05-27 Covers SharePoint 2013 Office 365 s SharePoint Online and Other Office 365 Components In *SharePoint 2013 Field Guide* top consultant Errin O Connor and the team from EPC Group bring together best practices and proven strategies drawn from hundreds of successful SharePoint and Office 365 engagements Reflecting this unsurpassed experience they guide you through deployments of every type including the latest considerations around private public and hybrid cloud implementations from ECM to business intelligence BI as well as custom development and identity management O Connor reveals how world class consultants approach plan implement and deploy SharePoint 2013 and Office 365 s SharePoint Online to maximize both short and long term value He covers every phase and element of the process including initial whiteboarding consideration around the existing infrastructure IT roadmaps and the information architecture IA and planning for security and compliance in the new IT landscape of the hybrid cloud *SharePoint 2013 Field Guide* will be invaluable for implementation team members ranging from solution architects to support professionals CIOs to end users It s like having a team of senior level SharePoint and Office 365 hybrid architecture consultants by your side helping you optimize your success from start to finish Detailed Information on How to Develop a 24 36 month roadmap reflecting initial requirements longterm strategies and key unknowns for organizations from 100 users to 100 000 users Establish governance that reduces risk and increases value covering the system as well as information architecture components security compliance OneDrive SharePoint 2013 Office 365 SharePoint Online Microsoft Azure Amazon Web Services and identity management Address unique considerations of large global and or multilingual enterprises Plan for the hybrid cloud private public hybrid SaaS PaaS IaaS Integrate SharePoint with external data sources from Oracle and SQL Server to HR ERP or document management for business intelligence initiatives Optimize performance across multiple data centers or locations including US and EU compliance and regulatory considerations PHI PII HIPAA Safe Harbor etc Plan for disaster recovery business continuity data replication and archiving Enforce security via identity management and authentication Safely support mobile devices and apps including BYOD Implement true records management ECM RM to support legal compliance requirements Efficiently build custom applications workflows apps and web parts Leverage Microsoft Azure or Amazon Web Services AWS [Microsoft Excel 2019 for Lawyers Training Manual Classroom in a Book TeachUcomp](#) ,2019-10-27 Complete classroom training manuals for Microsoft Excel 2019 for Lawyers 479 pages and 224 individual topics Includes practice exercises and keyboard shortcuts You will learn how to effectively use legal templates legal business functions such as the Pv and Fv functions and simple IOLTA management In addition you ll receive our complete Excel curriculum Topics Covered Getting Acquainted with Excel 1 About Excel 2 The Excel Environment 3 The Title Bar 4 The Ribbon 5 The File Tab and Backstage View 6 Scroll Bars 7 The Quick Access Toolbar 8 Touch Mode 9 The Formula Bar 10 The Workbook Window

11 The Status Bar 12 The Workbook View Buttons 13 The Zoom Slider 14 The Mini Toolbar 15 Keyboard Shortcuts

File Management 1 Creating New Workbooks 2 Saving Workbooks 3 Closing Workbooks 4 Opening Workbooks 5 Recovering Unsaved Workbooks 6 Opening a Workbook in a New Window 7 Arranging Open Workbook Windows 8 Freeze Panes 9 Split Panes 10 Hiding and Unhiding Workbook Windows 11 Comparing Open Workbooks 12 Switching Open Workbooks 13 Switching to Full Screen View 14 Working With Excel File Formats 15 AutoSave Online Workbooks

Data Entry 1 Selecting Cells 2 Entering Text into Cells 3 Entering Numbers into Cells 4 AutoComplete 5 Pick from Drop Down List 6 Flash Fill 7 Selecting Ranges 8 Ranged Data Entry 9 Using AutoFill

Creating Formulas 1 Ranged Formula Syntax 2 Simple Formula Syntax 3 Writing Formulas 4 Using AutoSum 5 Inserting Functions 6 Editing a Range 7 Formula AutoCorrect 8 AutoCalculate 9 Function Compatibility

Copying Pasting Formulas 1 Relative References and Absolute References 2 Cutting Copying and Pasting Data 3 AutoFilling Cells 4 The Undo Button 5 The Redo Button

Columns Rows 1 Selecting Columns Rows 2 Adjusting Column Width and Row Height 3 Hiding and Unhiding Columns and Rows 4 Inserting and Deleting Columns and Rows

Formatting Worksheets 1 Formatting Cells 2 The Format Cells Dialog Box 3 Clearing All Formatting from Cells 4 Copying All Formatting from Cells to Another Area

Worksheet Tools 1 Inserting and Deleting Worksheets 2 Selecting Multiple Worksheets 3 Navigating Worksheets 4 Renaming Worksheets 5 Coloring Worksheet Tabs 6 Copying or Moving Worksheets

Setting Worksheet Layout 1 Using Page Break Preview 2 Using the Page Layout View 3 Opening The Page Setup Dialog Box 4 Page Settings 5 Setting Margins 6 Creating Headers and Footers 7 Sheet Settings

Printing Spreadsheets 1 Previewing and Printing Worksheets

Helping Yourself 1 Using Excel Help 2 The Tell Me Bar 3 Smart Lookup

Creating 3D Formulas 1 Creating 3D Formulas 2 3D Formula Syntax 3 Creating 3D Range References

Named Ranges 1 Naming Ranges 2 Creating Names from Headings 3 Moving to a Named Range 4 Using Named Ranges in Formulas 5 Naming 3D Ranges 6 Deleting Named Ranges

Conditional Formatting and Cell Styles 1 Conditional Formatting 2 Finding Cells with Conditional Formatting 3 Clearing Conditional Formatting 4 Using Table and Cell Styles

Paste Special 1 Using Paste Special 2 Pasting Links

Sharing Workbooks 1 About Co authoring and Sharing Workbooks 2 Co authoring Workbooks 3 Adding Shared Workbook Buttons in Excel 4 Traditional Workbook Sharing 5 Highlighting Changes 6 Reviewing Changes 7 Using Comments and Notes 8 Compare and Merge Workbooks

Auditing Worksheets 1 Auditing Worksheets 2 Tracing Precedent and Dependent Cells 3 Tracing Errors 4 Error Checking 5 Using the Watch Window 6 Cell Validation

Outlining Worksheets 1 Using Outlines 2 Applying and Removing Outlines 3 Applying Subtotals

Consolidating Worksheets 1 Consolidating Data Tables 1 Creating a Table 2 Adding an Editing Records 3 Inserting Records and Fields 4 Deleting Records and Fields

Sorting Data 1 Sorting Data 2 Custom Sort Orders

Filtering Data 1 Using AutoFilters 2 Using the Top 10 AutoFilter 3 Using a Custom AutoFilter 4 Creating Advanced Filters 5 Applying Multiple Criteria 6 Using Complex Criteria 7 Copying Filter Results to a New Location 8 Using Database Functions

Using What If Analysis 1 Using Data Tables 2 Using Scenario Manager 3 Using Goal Seek 4

Forecast Sheets Table Related Functions 1 The Hlookup and Vlookup Functions 2 Using the IF AND and OR Functions 3 The IFS Function Sparklines 1 Inserting and Deleting Sparklines 2 Modifying Sparklines Creating Charts In Excel 1 Creating Charts 2 Selecting Charts and Chart Elements 3 Adding Chart Elements 4 Moving and Resizing Charts 5 Changing the Chart Type 6 Changing the Data Range 7 Switching Column and Row Data 8 Choosing a Chart Layout 9 Choosing a Chart Style 10 Changing Color Schemes 11 Printing Charts 12 Deleting Charts Formatting Charts in Excel 1 Formatting Chart Objects 2 Inserting Objects into a Chart 3 Formatting Axes 4 Formatting Axis Titles 5 Formatting a Chart Title 6 Formatting Data Labels 7 Formatting a Data Table 8 Formatting Error Bars 9 Formatting Gridlines 10 Formatting a Legend 11 Formatting Drop and High Low Lines 12 Formatting Trendlines 13 Formatting Up Down Bars 14 Formatting the Chart and Plot Areas 15 Naming Charts 16 Applying Shape Styles 17 Applying WordArt Styles 18 Saving Custom Chart Templates Data Models 1 Creating a Data Model from External Relational Data 2 Creating a Data Model from Excel Tables 3 Enabling Legacy Data Connections 4 Relating Tables in a Data Model 5 Managing a Data Model PivotTables and PivotCharts 1 Creating Recommended PivotTables 2 Manually Creating a PivotTable 3 Creating a PivotChart 4 Manipulating a PivotTable or PivotChart 5 Changing Calculated Value Fields 6 Formatting PivotTables 7 Formatting PivotCharts 8 Setting PivotTable Options 9 Sorting and Filtering Using Field Headers PowerPivot 1 Starting PowerPivot 2 Managing the Data Model 3 Calculated Columns and Fields 4 Measures 5 Creating KPIs 6 Creating and Managing Perspectives 7 PowerPivot PivotTables and PivotCharts 3D Maps 1 Enabling 3D Maps 2 Creating a New 3D Maps Tour 3 Editing a 3D Maps Tour 4 Managing Layers in a 3D Maps Tour 5 Filtering Layers 6 Setting Layer Options 7 Managing Scenes 8 Custom 3D Maps 9 Custom Regions 10 World Map Options 11 Inserting 3D Map Objects 12 Previewing a Scene 13 Playing a 3D Maps Tour 14 Creating a Video of a 3D Maps Tour 15 3D Maps Options Slicers and Timelines 1 Inserting and Deleting Slicers 2 Modifying Slicers 3 Inserting and Deleting Timelines 4 Modifying Timelines Security Features 1 Unlocking Cells 2 Worksheet Protection 3 Workbook Protection 4 Password Protecting Excel Files Making Macros 1 Recording Macros 2 Running and Deleting Recorded Macros 3 The Personal Macro Workbook Using Online Templates 1 Downloading Online Templates 2 Saving a Template 3 Creating New Workbooks from Saved Templates Legal Templates 1 Chapter Overview 2 Using the Law Firm Financial Analysis Worksheet 3 Using the Law Firm Project Tracker 4 Using the Law Firm Project Plan Legal Business Functions 1 The Pv Function 2 The Fv Function 3 The IRR and XIRR Functions Simple IOLTA Management 1 IOLTA Basics 2 Using Excel for Simple IOLTA Management 3 Using the Simple IOLTA Template *Microsoft Access 2019 and 365 Training Manual Classroom in a Book* TeachUcomp,2021-08-11 Complete classroom training manual for Microsoft Access 2019 and 365 Includes 189 pages and 108 individual topics Includes practice exercises and keyboard shortcuts You will learn about creating relational databases from scratch using fields field properties joining and indexing tables queries forms controls subforms reports charting macros switchboard and navigation forms and much more Topics Covered Getting Acquainted with

Access 1 Creating a New Database 2 Overview of a Database 3 The Access Interface 4 Touch Mode 5 Viewing Database Objects in the Navigation Bar 6 Opening and Closing Databases Creating Relational Database Tables 1 The Flat File Method of Data Storage 2 The Relational Model of Data Storage 3 Tips for Creating a Relational Database 4 Creating Relational Database Tables 5 Assigning a Primary Key to a Table Using Tables 1 Using Datasheet View 2 Navigating in Datasheet View 3 Adding Records in Database View 4 Editing and Deleting Records in Datasheet View 5 Inserting New Fields 6 Renaming Fields 7 Deleting Fields Field Properties 1 Setting Field Properties 2 The Field Size Property 3 The Format Property for Date Time Fields 4 The Format Property for Logical Fields 5 Setting Default Values for Fields 6 Setting Input Masks 7 Setting Up Validation Rules and Responses 8 Requiring Field Input 9 Allowing Zero Length Entries Joining Tables 1 The Relationships Window 2 Enforcing Referential Integrity 3 Creating Lookup Fields Indexing Tables 1 Indexes 2 Creating Indexes 3 Deleting Indexes Queries 1 Using the Simple Query Wizard 2 Designing Queries 3 Joining Tables in a Query 4 Adding Criteria to the QBE Grid 5 Running a Query 6 SQL View 7 Sorting Query Results 8 Hiding Fields in a Result Set 9 Using Comparison Operators 10 Using AND and OR Conditions Advanced Queries 1 Using the Between And Condition 2 Using Wildcard Characters in Queries 3 Creating a Calculated Field 4 Creating Top Value Queries 5 Aggregate Function Queries 6 Parameter Queries Advanced Query Types 1 Make Table Queries 2 Update Queries 3 Append Queries 4 Delete Queries 5 Crosstab Queries 6 The Find Duplicates Query 7 Removing Duplicate Records from a Table 8 The Find Unmatched Query Creating Forms 1 Forms Overview 2 The Form Wizard 3 Creating Forms 4 Using Forms 5 Form and Report Layout View 6 Form and Report Design View 7 Viewing the Ruler and Grid 8 The Snap to Grid Feature 9 Creating a Form in Design View 10 Modifying Form Sections in Design View Form Report Controls 1 Selecting Controls 2 Deleting Controls 3 Moving and Resizing Controls 4 Sizing Controls to Fit 5 Nudging Controls 6 Aligning Spacing and Sizing Controls 7 Formatting Controls 8 Viewing Control Properties Using Controls 1 The Controls List 2 Adding Label Controls 3 Adding Logos and Image Controls 4 Adding Line and Rectangle Controls 5 Adding Combo Box Controls 6 Adding List Box Controls 7 Setting Tab Order Subforms 1 Creating Subforms 2 Using the Subform or Subreport Control Reports 1 Using the Report Wizard 2 Creating Basic Reports 3 Creating a Report in Design View 4 Sorting and Grouping Data in Reports 5 Creating Calculated Fields Subreports 1 Creating Subreports Charting Data 1 Using Charts 2 Insert a Modern Chart Macros 1 Creating a Standalone Macro 2 Assigning Macros to a Command Button 3 Assigning Macros to Events 4 Using Program Flow with Macros 5 Creating Autoexec Macros 6 Creating Data Macros 7 Editing Named Data Macros 8 Renaming and Deleting Named Data Macros Switchboard and Navigation Forms 1 Creating a Switchboard Form 2 Creating a Navigation Form 3 Controlling Startup Behavior Advanced Features 1 Getting External Data 2 Exporting Data 3 Setting a Database Password Helping Yourself 1 Using Access Help 2 The Tell Me Bar

Microsoft PowerPoint 2019 and 365 Training Manual Classroom in a Book
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and 102 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts from creating simple yet elegant presentations to adding animation and video and customization Topics Covered Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The Zoom Slider 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts Creating Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide Layouts 8 Slide Sections 9 Working with PowerPoint File Formats 10 AutoSave Online Presentations 11 Reuse Slides in PowerPoint Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5 Slide Show View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9 Picture Settings 10 Alt Text Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 The Format Shape Task Pane 4 Inserting WordArt Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables 3 Inserting Objects Inserting Video and Audio 1 Inserting Videos 2 Inserting Audio 3 Recording Audio 4 Screen Recording Collaborating In PowerPoint 1 Collaborating on a Presentation 2 Using Classic Comments in PowerPoint 3 Using Modern Comments in PowerPoint 4 Comparing Presentations Using Themes 1 Applying Themes 2 Customizing Theme Colors 3 Customizing Theme Fonts 4 Changing Theme Effects 5 Customizing Theme Background Styles Applying Animation 1 Adding Slide Transition Animation 2 Adding Object Animation 3 Animating Multimedia Playback Slide Shows 1 Start a Slide Show 2 Slide Show Pointer Options 3 Using Custom Shows 4 Set Up Show 5 Record a Slide Show 6 Rehearsing Timings 7 Subtitles in a Slide Show 8 Save a Slide Show as a Video 9 Save as Show 10 Publish to Stream 11 Hide a Slide in a Slide Show 12 Rehearse with Coach Zooms Links and Actions 1 Using Zooms 2 Using Links 3 Using Actions Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header and Footer 3 Previewing and Printing Presentations 4 Check Accessibility 5 Create a PDF Document Using Presentation Masters 1 Using Slide Masters and Slide Layouts 2 Using the Notes Master 3 Using the Handout Master 4 Saving a Presentation Template Helping Yourself 1 Using PowerPoint Help 2 The Tell Me Bar and Microsoft Search PowerPoint Options and Export Options 1 Setting PowerPoint Options 2 Creating an Animated GIF 3 Package a Presentation for CD 4 Exporting Handouts to Word

Microsoft OneNote 2013 Introductory Quick Reference Guide Laminated Cheat Sheet TeachUcomp,2014-10-06 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in OneNote 2013 When you need an answer fast you will find it right at your fingertips with this Microsoft OneNote 2013 Quick

Reference Guide Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts **Microsoft Access 2016 Training Manual**

Classroom in a Book TeachUcomp ,2015-10-27 Complete classroom training manuals for Microsoft Access 2016 Three manuals Introductory Intermediate Advanced in one book 174 pages and 105 individual topics Includes practice exercises and keyboard shortcuts You will learn all about relational databases advanced queries creating forms reporting macros and much more Topics Covered Getting Acquainted with Access 1 Creating a New Database 2 Overview of a Database 3 The Access Interface 4 Touch Mode 5 Viewing Database Objects in the Navigation Bar 6 Opening and Closing Databases Creating Relational Database Tables 1 The Flat File Method of Data Storage 2 The Relational Model of Data Storage 3 Tips for Creating a Relational Database 4 Creating Relational Database Tables 5 Assigning a Primary Key to a Table Using Tables 1 Using Datasheet View 2 Navigating in Datasheet View 3 Adding Records in Database View 4 Editing and Deleting Records in Datasheet View 5 Inserting New Fields 6 Renaming Fields 7 Deleting Fields Field Properties 1 Setting Field Properties 2 The Field Size Property 3 The Format Property for Date Time Fields 4 The Format Property for Logical Fields 5 Setting Default Values for Fields 6 Setting Input Masks 7 Setting Up Validation Rules and Responses 8 Requiring Field Input 9 Allowing Zero Length Entries Joining Tables in a Database 1 The Relationships Window 2 Enforcing Referential Integrity 3 Creating Lookup Fields Indexing Tables 1 Indexes 2 Creating Indexes 3 Deleting Indexes Queries 1 Using the Simple Query Wizard 2 Designing Queries 3 Joining Tables in a Query 4 Adding Criteria to the QBE Grid 5 Running A Query 6 How is Using the QBE Grid Writing SQL Code 7 Sorting Query Results 8 Hiding Fields in a Query 9 Using Comparison Operators 10 Using AND and OR Conditions Advanced Queries 1 Using the BETWEEN AND Condition 2 Using Wildcard Characters in Criteria 3 Creating a Calculated Field 4 Creating Top Value Queries 5 Function Queries 6 Parameter Queries Advanced Query Types 1 Make Table Queries 2 Update Queries 3 Append Queries 4 Delete Queries 5 Crosstab Queries 6 The Find Duplicates Query 7 The Find Unmatched Query Creating Forms 1 Forms Overview 2 The Form Wizard 3 Creating AutoForms 4 Using Forms 5 Form and Report Layout View 6 Form and Report Design View 7 Viewing the Ruler and Gridlines 8 The Snap to Grid Feature 9 Creating a Form in Design View 10 Modifying Form Selections in Design View Form Report Controls 1 Selecting Controls 2 Deleting Controls 3 Moving and Resizing Controls 4 Sizing Controls To Fit 5 Nudging Controls 6 Aligning Spacing and Sizing Controls 7 Formatting Controls 8 Viewing Control Properties Using Controls 1 The Controls Group 2 Adding Label Controls 3 Adding Logos and Image Controls 4 Adding Line and Rectangle Controls 5 Adding Combo Box Controls 6 Adding List Box Controls 7 Setting Tab Order Subforms 1 Creating Subforms 2 Using the Subform Subreport Control Reports 1 Using the Report Wizard 2 Using Basic Reports 3 Creating a Report in Design View 4 Sorting and Grouping Data in Reports 5 Creating Calculated Fields Subreports 1 Creating Subreports Charting Data 1 Using Charts Macros 1 Creating a Standalone Macro 2 Assigning Macros to a Command Button 3 Using Program Flow with Macros 4 Creating Autoexec Macros 5 Creating Data

Macros 6 Editing Named Data Macros 7 Renaming and Deleting Named Data Macros Switchboard and Navigation Forms 1
Creating a Switchboard Form 2 Creating a Navigation Form 3 Controlling Startup Behavior Advanced Features 1 Getting
External Data 2 Exporting Data 3 Setting a Database Password Helping Yourself 1 Using Access Help 2 The Tell Me Bar 2016
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Word 2 The Word Environment 3 The Title Bar 4 The Ribbon 5 The File Tab and Backstage View 6 The Quick Access Toolbar
7 Touch Mode 8 The Ruler 9 The Scroll Bars 10 The Document View Buttons 11 The Zoom Slider 12 The Status Bar 13 The
Mini Toolbar 14 Keyboard Shortcuts Creating Basic Documents 1 Opening Documents 2 Closing Documents 3 Creating New
Documents 4 Saving Documents 5 Recovering Unsaved Documents 6 Entering Text 7 Moving through Text 8 Selecting Text 9
Non Printing Characters 10 Working with Word File Formats 11 AutoSave Online Documents Document Views 1 Changing
Document Views 2 Showing and Hiding the Ruler 3 Showing and Hiding Gridlines 4 Showing and Hiding the Navigation Pane
5 Zooming the Document 6 Opening a Copy of a Document in a New Window 7 Arranging Open Document Windows 8 Split
Window 9 Comparing Open Documents 10 Switching Open Documents 11 Switching to Full Screen View Basic Editing Skills
1 Deleting Text 2 Cutting Copying and Pasting 3 Undoing and Redoing Actions 4 Finding and Replacing Text 5 Selecting Text
and Objects Basic Proofing Tools 1 The Spelling and Grammar Tool 2 Setting Default Proofing Options 3 Using the Thesaurus
4 Finding the Word Count 5 Translating Documents 6 Read Aloud in Word Font Formatting 1 Formatting Fonts 2 The Font
Dialog Box 3 The Format Painter 4 Applying Styles to Text 5 Removing Styles from Text Formatting Paragraphs 1 Aligning
Paragraphs 2 Indenting Paragraphs 3 Line Spacing and Paragraph Spacing Document Layout 1 About Documents and
Sections 2 Setting Page and Section Breaks 3 Creating Columns in a Document 4 Creating Column Breaks 5 Using Headers
and Footers 6 The Page Setup Dialog Box 7 Setting Margins 8 Paper Settings 9 Layout Settings 10 Adding Line Numbers 11
Hyphenation Settings Using Templates 1 Using Templates 2 Creating Personal Templates Printing Documents 1 Previewing
and Printing Documents Helping Yourself 1 The Tell Me Bar and Microsoft Search 2 Using Word Help 3 Smart Lookup
Working with Tabs 1 Using Tab Stops 2 Using the Tabs Dialog Box Pictures and Media 1 Inserting Online Pictures 2 Inserting
Your Own Pictures 3 Using Picture Tools 4 Using the Format Picture Task Pane 5 Fill Line Settings 6 Effects Settings 7 Alt
Text 8 Picture Settings 9 Inserting Screenshots 10 Inserting Screen Clippings 11 Inserting Online Video 12 Inserting Icons
13 Inserting 3D Models 14 Formatting 3D Models Drawing Objects 1 Inserting Shapes 2 Inserting WordArt 3 Inserting Text
Boxes 4 Formatting Shapes 5 The Format Shape Task Pane 6 Inserting SmartArt 7 Design and Format SmartArt 8 Inserting
Charts Using Building Blocks 1 Creating Building Blocks 2 Using Building Blocks Styles 1 About Styles 2 Applying Styles 3

Showing Headings in the Navigation Pane 4 The Styles Task Pane 5 Clearing Styles from Text 6 Creating a New Style 7
Modifying an Existing Style 8 Selecting All Instances of a Style in a Document 9 Renaming Styles 10 Deleting Custom Styles
11 Using the Style Inspector Pane 12 Using the Reveal Formatting Pane Themes and Style Sets 1 Applying a Theme 2
Applying a Style Set 3 Applying and Customizing Theme Colors 4 Applying and Customizing Theme Fonts 5 Selecting Theme
Effects Page Backgrounds 1 Applying Watermarks 2 Creating Custom Watermarks 3 Removing Watermarks 4 Selecting a
Page Background Color or Fill Effect 5 Applying Page Borders Bullets and Numbering 1 Applying Bullets and Numbering 2
Formatting Bullets and Numbering 3 Applying a Multilevel List 4 Modifying a Multilevel List Style Tables 1 Using Tables 2
Creating Tables 3 Selecting Table Objects 4 Inserting and Deleting Columns and Rows 5 Deleting Cells and Tables 6 Merging
and Splitting Cells 7 Adjusting Cell Size 8 Aligning Text in Table Cells 9 Converting a Table into Text 10 Sorting Tables 11
Formatting Tables 12 Inserting Quick Tables Table Formulas 1 Inserting Table Formulas 2 Recalculating Word Formulas 3
Viewing Formulas vs Formula Results 4 Inserting a Microsoft Excel Worksheet Inserting Page Elements 1 Inserting Drop
Caps 2 Inserting Equations 3 Inserting Ink Equations 4 Inserting Symbols 5 Inserting Bookmarks 6 Inserting Hyperlinks
Outlines 1 Using Outline View 2 Promoting and Demoting Outline Text 3 Moving Selected Outline Text 4 Collapsing and
Expanding Outline Text Mailings 1 Mail Merge 2 The Step by Step Mail Merge Wizard 3 Creating a Data Source 4 Selecting
Recipients 5 Inserting and Deleting Merge Fields 6 Error Checking 7 Detaching the Data Source 8 Finishing a Mail Merge 9
Mail Merge Rules 10 The Ask Mail Merge Rule 11 The Fill in Mail Merge Rule 12 The If Then Else Mail Merge Rule 13 The
Merge Record Mail Merge Rule 14 The Merge Sequence Mail Merge Rule 15 The Next Record Mail Merge Rule 16 The Next
Record If Mail Merge Rule 17 The Set Bookmark Mail Merge Rule 18 The Skip Record If Mail Merge Rule 19 Deleting Mail
Merge Rules in Word Sharing Documents 1 Sharing Documents in Word Using Co authoring 2 Inserting Comments 3 Sharing
by Email 4 Presenting Online 5 Posting to a Blog 6 Saving as a PDF or XPS File 7 Saving as a Different File Type Creating a
Table of Contents 1 Creating a Table of Contents 2 Customizing a Table of Contents 3 Updating a Table of Contents 4
Deleting a Table of Contents Creating an Index 1 Creating an Index 2 Customizing an Index 3 Updating an Index Citations
and Bibliography 1 Select a Citation Style 2 Insert a Citation 3 Insert a Citation Placeholder 4 Inserting Citations Using the
Researcher Pane 5 Managing Sources 6 Editing Sources 7 Creating a Bibliography Captions 1 Inserting Captions 2 Inserting
a Table of Figures 3 Inserting a Cross Reference 4 Updating a Table of Figures Creating Forms 1 Displaying the Developer
Tab 2 Creating a Form 3 Inserting Controls 4 Repeating Section Content Control 5 Adding Instructional Text 6 Protecting a
Form Making Macros 1 Recording Macros 2 Running and Deleting Recorded Macros 3 Assigning Macros Word Options 1
Setting Word Options 2 Setting Document Properties 3 Checking Accessibility Document Security 1 Applying Password
Protection to a Document 2 Removing Password Protection from a Document 3 Restrict Editing within a Document 4
Removing Editing Restrictions from a Document Legal Reviewing 1 Using the Compare Feature 2 Using the Combine Feature

3 Tracking Changes 4 Lock Tracking 5 Show Markup Options 6 Using the Document Inspector Citations and Authorities 1
 Marking Citations 2 Creating a Table of Authorities 3 Updating a Table of Authorities 4 Inserting Footnotes and Endnotes
 Legal Documents and Printing 1 Printing on Legal Paper 2 Using Legal Templates in Word 3 WordPerfect to Word Migration
 Issues **Microsoft PowerPoint 2016 Training Manual Classroom in a Book** TeachUcomp ,2015-10-27 Complete
 classroom training manuals for Microsoft PowerPoint 2016 Two manuals Introductory and Advanced in one book 161 pages
 and 82 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced
 concepts from creating simple yet elegant presentations to adding animation and video and customization Topics Covered
 Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and
 Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The
 Zoom Slider 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts 13 What's New in PowerPoint 2016 Creating
 Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5
 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide Layouts 8 Sharing Presentations 9 Working with
 PowerPoint File Formats Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5
 Slide Show View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4
 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling
 Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture
 Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9
 Picture Settings Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Using Slide Show View 1
 Running a Slide Show 2 Using Custom Shows Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header
 and Footer 3 Previewing and Printing Presentations Helping Yourself 1 Using PowerPoint Help 2 The Tell Me Bar 3 Smart
 Lookup and Insights Applying Animation 1 Adding Slide Transition Animation 2 Adding Object Animation Drawing Objects 1
 Inserting Shapes 2 Formatting Shapes 3 Inserting WordArt Inserting Video and Sound 1 Inserting Videos 2 Inserting Audio 3
 Animating Multimedia Playback 4 Recording a Sound 5 Screen Recording Using Themes 1 Applying Themes 2 Creating
 Custom Color Schemes 3 Creating Custom Font Schemes 4 Customizing the Slide Background Using Presentation Masters 1
 Using Slide Masters and Slide Layouts 2 Using the Notes Master 3 Using the Handout Master 4 Saving a Presentation
 Template Setting Up the Presentation 1 Setting Up the Slide Show 2 Recording Narration 3 Rehearsing Timings Applying
 Actions 1 Inserting Actions 2 Inserting Hyperlinks Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables
 3 Inserting Objects Setting PowerPoint Options 1 Setting PowerPoint Options *Microsoft Project 2016 Training Manual*
Classroom in a Book TeachUcomp ,2015-10-27 Complete classroom training manuals for Microsoft Project 2016 Two manuals
 Introductory and Advanced in one book 185 pages and 101 individual topics Includes practice exercises and keyboard

shortcuts You will learn introductory through advanced concepts including assigning and managing tasks and resources tracking project tasks developing dynamic reports and much more Topics Covered Getting Acquainted with Project 1 About Project 2 Starting Project 3 Project Management Terms and Concepts 4 The Project Environment 5 The Title Bar 6 The Ribbon 7 The File Tab and Backstage View 8 The Scroll Bars 9 The Quick Access Toolbar 10 The Entry Bar 11 The Status Bar 12 Touch Mode Project Basics 1 Opening Projects 2 Closing Projects 3 Creating New Projects 4 Saving Projects 5 Changing Project Views 6 Planning a Project Tasks 1 Creating Tasks 2 Editing and Deleting Tasks 3 Setting Task Duration 4 Linking Tasks 5 Marking Milestones 6 Using Phases and Summary Tasks 7 Using Task Notes Resources 1 Project Resources Overview 2 Creating Work Resources 3 Creating Material Resources 4 Creating Cost Resources 5 Entering Costs for Project Resources 6 Scheduling Work Resources 7 Creating New Base Calendars Resource and Task Assignment 1 Assigning Work Resources to Tasks 2 Assigning Material Resources to Tasks 3 Assigning Cost Resources to Tasks 4 The Team Planner Tracking Project Tasks 1 Creating Project Baselines 2 Updating Multiple Tasks in a Project 3 Updating Tasks Individually 4 Rescheduling Uncompleted Work Formatting Gantt Chart Views 1 Formatting Text in a Gantt Chart 2 Formatting Gridlines in a Gantt Chart 3 Formatting the Task Bar Layout in a Gantt Chart 4 Formatting Columns in Gantt Charts 5 Applying Bar and Gantt Chart Styles 6 Drawing Objects 7 Formatting Timescale in Gantt Charts 8 Creating Custom Views Other Project Views 1 Using Timeline View 2 Creating Multiple Timelines 3 The Task Usage View 4 The Network Diagram View 5 The Calendar View 6 Printing Views Advanced Task Management 1 Setting Task Lead and Lag Time 2 Using Task Constraints 3 Task Types 4 Setting Deadlines 5 Interrupting Tasks 6 Moving and Rescheduling Tasks 7 Inspecting Tasks 8 Creating Recurring Tasks 9 Entering Fixed Costs 10 Critical Paths 11 Using WBS Codes Advanced Resource Management 1 Applying Multiple Resource Rates 2 Advanced Resource Availability 3 Using Work Contours 4 Material Resource Consumption Rates 5 Delaying Resource Assignments Advanced Project Tracking 1 Monitoring Resource Allocation 2 Leveling Overallocated Resources 3 Monitoring Project Costs 4 Monitoring Project Statistics Advanced Project Tools 1 Using the Organizer 2 Making Macros 3 Customizing the Ribbon 4 Creating and Linking Resource Pools 5 Using and Updating Resource Pools 6 Consolidating and Linking Multiple Projects Reporting 1 Using Earned Value Analysis 2 Creating Basic Reports 3 Selecting Report Objects 4 Changing the Report View 5 Basic Report Formatting 6 Inserting Report Objects 7 Managing Reports 8 Basic Page Setup for Reports 9 Advanced Page Setup for Reports 10 Printing Reports Modifying Report Objects 1 Selecting Moving and Resizing Report Charts 2 Using the Field List with Report Charts 3 Designing Report Charts 4 Formatting Report Charts 5 Using Report Tables 6 Designing Report Tables 7 Setting Report Table Layout Options 8 Modifying Pictures Text Boxes and Shapes 9 Formatting Text Boxes and Shapes 10 Formatting Report Pictures Visual Reporting 1 Using Visual Reports **Office 2013 All-In-One Absolute Beginner's Guide** Patrice-Anne Rutledge,2014 Covers Excel Word Outlook OneNote and PowerPoint Cover Easy Computer Basics, Windows 8.1 Edition Michael Miller,2013-09-30 Easy Computer Basics See it done do it

yourself It s that Easy Easy Computer Basics Windows 8 1 Edition teaches you the fundamentals to help you get the most from your computer hardware and software Fully illustrated steps with simple instructions guide you through each task building the skills you need to perform the most common computer tasks No need to feel intimidated we ll hold your hand every step of the way Learn how to Set up and configure your new computer system Upgrade your computer with new hardware and software Use Microsoft Windows 8 1 and personalize it just for you Connect to the Internet for web surfing email Facebook and listening to digital music View and edit digital photos Watch your favorite movies and TV shows online with Netflix and Hulu Plus Protect your family and your computer from viruses spam and spyware Set up a wireless home network and share your Internet connection with multiple computers *Office 2013: The Missing Manual* Nancy

Conner,Matthew MacDonald,2013-05-22 Microsoft Office is the most widely used productivity software in the world but most people just know the basics This helpful guide gets you started with the programs in Office 2013 and provides lots of power user tips and tricks when you re ready for more You ll learn about Office s new templates and themes touchscreen features and other advances including Excel s Quick Analysis tool The important stuff you need to know Create professional looking documents Use Word to craft reports newsletters and brochures for the Web and desktop Stay organized Set up Outlook to track your email contacts appointments and tasks Work faster with Excel Determine the best way to present your data with the new Quick Analysis tool Make inspiring presentations Build PowerPoint slideshows with video and audio clips charts and graphs and animations Share your Access database Design a custom database and let other people view it in their web browsers Get to know the whole suite Use other handy Office tools Publisher OneNote and a full range of Office Web Apps Create and share documents in the cloud Upload and work with your Office files in Microsoft s SkyDrive Outlook on the Web Training Manual Classroom in a Book TeachUcomp ,2019-10-27 Complete classroom training manual for Microsoft

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Mailbox Management 1 Creating and Using Inbox and Sweep Rules 2 Creating a Folder 3 Moving and Copying Messages 4 Managing the Favorites Folder List 5 Filtering and Sorting Messages in the Inbox Pane 6 Setting and Managing Folder Permissions 7 Finding Items E Mail Options 1 Creating and Using E Mail Signatures 2 Using Automatic Replies Out of Office Assistant 3 Changing Your Password 4 Viewing Your Mailbox Usage 5 Enabling Online Access Calendar 1 Opening the Calendar 2 Navigating Calendar Dates 3 Creating Appointments and Events 4 Canceling Appointments and Events 5 Creating Recurring Appointments and Events 6 Printing the Calendar 7 Sharing Calendars 8 Managing Multiple Calendars 9 Adding Shared Calendars 10 Using the Scheduling Assistant 11 Using the Suggested Meetings App 12 Accessing Calendar Options 13 Changing Automatic Processing Settings 14 Changing the Calendar Appearance 15 Changing the Notifications Settings 16 Publishing Calendars 17 Changing Reminders Settings Meetings 1 Creating a Meeting Request 2 Responding to Meeting Requests 3 Viewing Meeting Request Responses 4 Editing and Updating Meetings 5 Creating Recurring Meetings People 1 Creating a New Contact 2 Adding Contacts from E Mail 3 Creating a Contact List 4 Linking Contacts 5 Finding Contacts 6 Connecting to Social Networks 7 Using the Directory 8 Importing Contacts Tasks 1 Creating a New Task 2 Editing Tasks 3 Attaching Files to Tasks 4 Viewing Tasks and Flagged Items 5 Sorting Tasks 6 Filtering Tasks 7 Deleting Tasks Groups 1 Accessing Groups 2 Creating a New Group 3 Adding Members to Groups 4 Contributing to Groups 5 Managing Files in Groups 6 Accessing the Group Calendar 7 Changing the View of Groups 8 Subscribing to and Unsubscribing from Groups 9 Leaving Groups 10 Editing Managing and Deleting Groups

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Managing Libraries in Windows 11 14 Managing the Computer and Drives in Windows 11 15 Quick Access in Windows 11 16 OneDrive Folders in File Explorer 17 Zip Folders in File Explorer 18 Unzip Files in File Explorer Windows 11 Settings 1 Accessing Settings in Windows 11 System Settings 1 Accessing the System Settings 2 Display Settings in Windows 11 3 Sound Settings in Windows 11 4 Notifications Settings in Windows 11 5 Focus Assist Settings in Windows 11 6 Power Battery Settings in Windows 11 7 Storage Settings in Windows 11 8 Nearby Sharing Settings in Windows 11 9 Multitasking Settings in Windows 11 10 Activation Settings in Windows 11 11 Troubleshoot Settings in Windows 11 12 Recovery Settings in Windows 11 13 Projecting to This PC Settings in Windows 11 14 Remote Desktop Settings in Windows 11 15 Clipboard Settings in Windows 11 16 About Settings in Windows 11 Bluetooth Devices Settings 1 Accessing the Bluetooth Devices Settings 2 How to Enable Bluetooth in Windows 11 3 How to Add a Device in Windows 11 4 How to Manage Devices in Windows 11 5 How to Manage Printers Scanners in Windows 11 6 Your Phone Settings in Windows 11 7 How to Manage Cameras in Windows 11 8 Mouse Settings in Windows 11 9 Touchpad Settings in Windows 11 10 Pen Windows Ink Settings in Windows 11 11 AutoPlay Settings in Windows 11 12 USB Settings in Windows 11 Network Internet Settings 1 Accessing the Network Internet Settings 2 Wi Fi Settings in Windows 11 3 Ethernet Settings in Windows 11 4 VPN Settings in Windows 11 5 Mobile Hotspot Settings in Windows 11 6 Airplane Mode Settings in Windows 11 7 Proxy Settings in Windows 11 8 Dial up Settings in Windows 11 9 Advanced Network Settings in Windows 11 Personalization Settings 1 Accessing the Personalization Settings 2 Background Settings in Windows 11 3 Colors Settings in Windows 11 4 Themes Settings in Windows 11 5 Lock Screen Settings in Windows 11 6 Touch Keyboard Settings in Windows 11 7 Start Settings in Windows 11 8 Taskbar Settings in Windows 11 9 Fonts Settings in Windows 11 10 Device Usage Settings in Windows 11 Apps Settings 1 Accessing the Apps Settings 2 Apps Features Settings in Windows 11 3 Default Apps Settings in Windows 11 4 Offline Maps Settings in Windows 11 5 Optional Features Settings in Windows 11 6 Apps for Websites Settings in Windows 11 7 Video Playback Settings in Windows 11 8 Startup Settings in Windows 11 Accounts Settings 1 Accessing the Accounts Settings 2 Your Microsoft Account Settings in Windows 11 3 Your Info Settings in Windows 11 4 Email Accounts Settings in Windows 11 5 Sign in Options Settings in Windows 11 6 Family Other Users Settings in Windows 11 7 Windows Backup Settings in Windows 11 8 Access Work or School Settings in Windows 11 Time Language Settings 1 Accessing the Time Language Settings 2 Date Time Settings in Windows 11 3 Language Region Settings in Windows 11 4 Typing Settings in Windows 11 5 Speech Settings in Windows 11 Gaming Settings 1 Accessing the Gaming Settings 2 Xbox Game Bar Settings in Windows 11 3 Captures Settings in Windows 11 4 Game Mode Settings in Windows 11 Accessibility Settings 1 Accessing the Accessibility Settings 2 Text Size Settings in Windows 11 3 Visual Effects Settings in Windows 11 4 Mouse Pointer and Touch Settings in Windows 11 5 Text Cursor Settings in Windows 11 6 Magnifier Settings in Windows 11 7 Color Filters Settings in Windows 11 8 Contrast Themes Settings in Windows 11 9 Narrator Settings in Windows 11 10 Audio Accessibility Settings in Windows

11 11 Captions Settings in Windows 11 12 Speech Accessibility Settings in Windows 11 13 Keyboard Accessibility Settings in Windows 11 14 Mouse Accessibility Settings in Windows 11 15 Eye Control Settings in Windows 11 Privacy Security Settings
 1 Accessing the Privacy Security Settings 2 Windows Security Settings in Windows 11 3 Find My Device Settings in Windows 11 4 Device Encryption Settings in Windows 11 5 For Developers Settings in Windows 11 6 General Privacy Settings in Windows 11 7 Speech Privacy Settings in Windows 11 8 Inking Typing Personalization Setting in Windows 11 9 Diagnostics Feedback Settings in Window 11 10 Activity History Settings in Windows 11 11 Search Permissions Settings in Windows 11 12 Searching Windows Settings in Windows 11 13 App Permissions Settings in Windows 11 Windows Update Settings 1 Accessing the Windows Update Settings 2 Windows Update in Windows 11 3 Pause Windows Updates in Windows 11 4 Update History in Windows 11 5 Advanced Windows Update Options in Windows 11 6 Windows Insider Program Settings Windows Features 1 The Control Panel in Windows 11 2 File History in Windows 11 3 System Restore in Windows 11 4 Chat in Windows 11 5 Installing Amazon Appstore Mobile Apps in Windows 11 6 Installing and Uninstalling Software Desktop Management 1 The Recycle Bin in Windows 11 2 Creating Desktop Shortcuts in Windows 11 3 Pinning Apps to the Taskbar in Windows 11 4 Notification Center and Quick Settings in Windows 11 5 OneDrive Settings in Windows 11 Creating Documents in WordPad 1 Starting WordPad and Creating a New Document 2 Copying and Pasting Text in WordPad 3 Formatting Text in WordPad 4 Saving a Document in WordPad 5 Closing and Opening a Document in WordPad 6 Printing a Document in WordPad Drawing Pictures in Paint 1 Starting Paint and Creating a New Document 2 Drawing Shapes and Lines in Paint 3 Using Tools and Brushes in Paint 4 Selections in Paint 5 Saving a Picture in Paint 6 Closing and Opening a Picture in Paint Using Microsoft Edge 1 About the Internet and World Wide Web 2 Connecting to the Internet in Windows 11 3 The Microsoft Edge Interface in Windows 11 4 Viewing Web Pages in Microsoft Edge 5 Find Text in Web Pages in Microsoft Edge 6 Immersive Reader in Microsoft Edge 7 Add a Favorite to Microsoft Edge 8 Manage Favorites in Microsoft Edge 9 Manage Browser History in Microsoft Edge 10 Manage Downloads in Microsoft Edge 11 How to Manually Update Microsoft Edge 12 Sharing Web Pages in Microsoft Edge 13 Open a Window or InPrivate Window in Microsoft Edge 14 Zoom Web Pages in Microsoft Edge 15 Print Web Pages in Microsoft Edge 16 Settings in Microsoft Edge

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Excel for Microsoft 365 Training Tutorial Manual Classroom in a Book

TeachUcomp, 2024-01-18. Complete classroom training manual for Excel for Microsoft 365. 345 pages and 211 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to create spreadsheets and advanced formulas, format and manipulate spreadsheet layout, sharing and auditing workbooks, create charts, maps, macros, and much more.

Topics Covered:

- Getting Acquainted with Excel
- 1 About Excel
- 2 The Excel Environment
- 3 The Title Bar
- 4 The Ribbon
- 5 The File Tab and Backstage View
- 6 Scroll Bars
- 7 The Quick Access Toolbar
- 8 Touch Mode
- 9 The Formula Bar
- 10 The Workbook Window
- 11 The Status Bar
- 12 The Workbook View Buttons
- 13 The Zoom Slider
- 14 The Mini Toolbar
- 15 Keyboard Shortcuts

File Management

- 1 Creating New Workbooks
- 2 Saving Workbooks
- 3 Closing Workbooks
- 4 Opening Workbooks
- 5 Recovering Unsaved Workbooks
- 6 Opening a Workbook in a New Window
- 7 Arranging Open Workbook Windows
- 8 Freeze Panes
- 9 Split Panes
- 10 Hiding and Unhiding Workbook Windows
- 11 Comparing Open Workbooks
- 12 Switching Open Workbooks
- 13 Switching to Full Screen Mode
- 14 Working With Excel File Formats
- 15 AutoSave Online Workbooks

Data Entry

- 1 Selecting Cells
- 2 Entering Text into Cells
- 3 Entering Numbers into Cells
- 4 AutoComplete
- 5 Pick from Drop Down List
- 6 Flash Fill
- 7 Selecting Ranges
- 8 Ranged Data Entry
- 9 Using AutoFill

Creating Formulas

- 1 Ranged Formula Syntax
- 2 Simple Formula Syntax
- 3 Writing Formulas
- 4 Using AutoSum
- 5 Inserting Functions
- 6 Editing a Range
- 7 Formula AutoCorrect
- 8 AutoCalculate
- 9 Function Compatibility

Copying/Pasting Formulas

- 1 Relative References and Absolute References
- 2 Cutting, Copying, and Pasting Data
- 3 AutoFilling Cells
- 4 The Undo Button
- 5 The Redo Button

Columns/Rows

- 1 Selecting Columns/Rows
- 2 Adjusting Column Width and Row Height
- 3 Hiding and Unhiding Columns and Rows
- 4 Inserting and Deleting Columns and Rows

Formatting Worksheets

- 1 Formatting Cells
- 2 The Format Cells Dialog Box
- 3 Clearing All Formatting from Cells
- 4 Copying All Formatting from Cells to Another Area

Worksheet Tools

- 1 Inserting and Deleting Worksheets
- 2 Selecting Multiple Worksheets
- 3 Navigating Worksheets
- 4 Renaming Worksheets
- 5 Coloring Worksheet Tabs
- 6 Copying or Moving Worksheets

Setting Worksheet Layout

- 1 Using Page Break Preview
- 2 Using the Page Layout View
- 3 Opening The Page Setup Dialog Box
- 4 Page Settings
- 5 Setting Margins
- 6 Creating Headers and Footers
- 7 Sheet Settings

Printing Spreadsheets

- 1 Previewing and Printing Worksheets

Helping Yourself

- 1 Using Excel Help
- 2 Microsoft Search in Excel
- 3 Smart Lookup
- Creating 3D Formulas

1 Creating 3D Formulas 2 3D Formula Syntax 3 Creating 3D Range References Named Ranges 1 Naming Ranges 2 Creating Names from Headings 3 Moving to a Named Range 4 Using Named Ranges in Formulas 5 Naming 3D Ranges 6 Deleting Named Ranges Conditional Formatting and Cell Styles 1 Conditional Formatting 2 Finding Cells with Conditional Formatting 3 Clearing Conditional Formatting 4 Using Table and Cell Styles Paste Special 1 Using Paste Special 2 Pasting Links Sharing Workbooks 1 About Co authoring and Sharing Workbooks 2 Co authoring Workbooks 3 Adding Shared Workbook Buttons in Excel 4 Traditional Workbook Sharing 5 Highlighting Changes 6 Reviewing Changes 7 Using Comments and Notes 8 Compare and Merge Workbooks Auditing Worksheets 1 Auditing Worksheets 2 Tracing Precedent and Dependent Cells 3 Tracing Errors 4 Error Checking 5 Using the Watch Window 6 Cell Validation Outlining Worksheets 1 Using Outlines 2 Applying and Removing Outlines 3 Applying Subtotals Consolidating Worksheets 1 Consolidating Data Tables 1 Creating a Table 2 Adding an Editing Records 3 Inserting Records and Fields 4 Deleting Records and Fields Sorting Data 1 Sorting Data 2 Custom Sort Orders Filtering Data 1 Using AutoFilters 2 Using the Top 10 AutoFilter 3 Using a Custom AutoFilter 4 Creating Advanced Filters 5 Applying Multiple Criteria 6 Using Complex Criteria 7 Copying Filter Results to a New Location 8 Using Database Functions Using What If Analysis 1 Using Data Tables 2 Using Scenario Manager 3 Using Goal Seek 4 Forecast Sheets Table Related Functions 1 The Hlookup and Vlookup Functions 2 Using the IF AND and OR Functions 3 The IFS Function Sparklines 1 Inserting and Deleting Sparklines 2 Modifying Sparklines Creating Charts In Excel 1 Creating Charts 2 Selecting Charts and Chart Elements 3 Adding Chart Elements 4 Moving and Resizing Charts 5 Changing the Chart Type 6 Changing the Data Range 7 Switching Column and Row Data 8 Choosing a Chart Layout 9 Choosing a Chart Style 10 Changing Color Schemes 11 Printing Charts 12 Deleting Charts Formatting Charts in Excel 1 Formatting Chart Objects 2 Inserting Objects into a Chart 3 Formatting Axes 4 Formatting Axis Titles 5 Formatting a Chart Title 6 Formatting Data Labels 7 Formatting a Data Table 8 Formatting Error Bars 9 Formatting Gridlines 10 Formatting a Legend 11 Formatting Drop and High Low Lines 12 Formatting Trendlines 13 Formatting Up Down Bars 14 Formatting the Chart and Plot Areas 15 Naming Charts 16 Applying Shape Styles 17 Applying WordArt Styles 18 Saving Custom Chart Templates Data Models 1 Creating a Data Model from External Relational Data 2 Creating a Data Model from Excel Tables 3 Enabling Legacy Data Connections 4 Relating Tables in a Data Model 5 Managing a Data Model PivotTables and PivotCharts 1 Creating Recommended PivotTables 2 Manually Creating a PivotTable 3 Creating a PivotChart 4 Manipulating a PivotTable or PivotChart 5 Changing Calculated Value Fields 6 Formatting PivotTables 7 Formatting PivotCharts 8 Setting PivotTable Options 9 Sorting and Filtering Using Field Headers PowerPivot 1 Starting PowerPivot 2 Managing the Data Model 3 Calculated Columns and Fields 4 Measures 5 Creating KPIs 6 Creating and Managing Perspectives 7 PowerPivot PivotTables and PivotCharts 3D Maps 1 Enabling 3D Maps 2 Creating a New 3D Maps Tour 3 Editing a 3D Maps Tour 4 Managing Layers in a 3D Maps Tour 5 Filtering Layers 6 Setting Layer Options 7 Managing Scenes 8 Custom 3D Maps 9 Custom Regions 10

World Map Options 11 Inserting 3D Map Objects 12 Previewing a Scene 13 Playing a 3D Maps Tour 14 Creating a Video of a 3D Maps Tour 15 3D Maps Options Slicers and Timelines 1 Inserting and Deleting Slicers 2 Modifying Slicers 3 Inserting and Deleting Timelines 4 Modifying Timelines Security Features 1 Unlocking Cells 2 Worksheet Protection 3 Workbook Protection 4 Password Protecting Excel Files Making Macros 1 Recording Macros 2 Running and Deleting Recorded Macros 3 The Personal Macro Workbook

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Table of Contents Microsoft Onenote 2013 User Guide

1. Understanding the eBook Microsoft Onenote 2013 User Guide
 - The Rise of Digital Reading Microsoft Onenote 2013 User Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Onenote 2013 User Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Onenote 2013 User Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Onenote 2013 User Guide
 - Personalized Recommendations
 - Microsoft Onenote 2013 User Guide User Reviews and Ratings
 - Microsoft Onenote 2013 User Guide and Bestseller Lists
5. Accessing Microsoft Onenote 2013 User Guide Free and Paid eBooks
 - Microsoft Onenote 2013 User Guide Public Domain eBooks
 - Microsoft Onenote 2013 User Guide eBook Subscription Services
 - Microsoft Onenote 2013 User Guide Budget-Friendly Options

6. Navigating Microsoft OneNote 2013 User Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft OneNote 2013 User Guide Compatibility with Devices
 - Microsoft OneNote 2013 User Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft OneNote 2013 User Guide
 - Highlighting and Note-Taking Microsoft OneNote 2013 User Guide
 - Interactive Elements Microsoft OneNote 2013 User Guide
8. Staying Engaged with Microsoft OneNote 2013 User Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft OneNote 2013 User Guide
9. Balancing eBooks and Physical Books Microsoft OneNote 2013 User Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft OneNote 2013 User Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft OneNote 2013 User Guide
 - Setting Reading Goals Microsoft OneNote 2013 User Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft OneNote 2013 User Guide
 - Fact-Checking eBook Content of Microsoft OneNote 2013 User Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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