

Microsoft Excel 2013 Manual

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Introducing Microsoft Power BI Alberto Ferrari 2016-07-07 This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Introducing Microsoft Power BI enables you to evaluate when and how to use Power BI. Get inspired to improve business processes in your company by leveraging the available analytical and collaborative features of this environment. Be sure to watch for the publication of Alberto Ferrari and Marco Russo's upcoming retail book, Analyzing Data with Power BI and Power Pivot for Excel (ISBN 9781509302765). Go to the book's page at the Microsoft Press Store here for more details:<http://aka.ms/analyzingdata/details>. Learn more about Power BI at <https://powerbi.microsoft.com/>.

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 Only

Microsoft Teams 2020 Training Manual Classroom in a Book TeachUcomp 2020-10-19 Complete classroom training manual for Microsoft Teams 2020. 101 pages and 51 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to create and manage teams, channels, and users, setup and attend meetings, make calls, create live events, and much more. Topics Covered: Getting Acquainted with Teams 1. The Teams Environment 2. Viewing and Managing the Activity Feed 3. Customizing Settings 4. Setting Your Status and Creating Status Messages Setting Up Teams and Channels 1. Overview of Teams and Channels 2. Creating Teams and Adding Members 3. Ordering, Editing, Hiding, and Deleting Teams 4. Managing Teams and Members 5. Creating Channels 6. Renaming, Deleting, Hiding, Showing, and Pinning Channels 7. Sending Email to an Entire Channel Posts and Messages 1. Creating and Formatting Posts 2. Making an Announcement 3. Getting Attention with @Mentions 4. Posting to Multiple Channels at Once 5. Using Tags 6. Editing and Deleting Posts and Messages 7. Reading and Saving Posts and Messages File Sharing and Collaboration 1. Uploading and Sharing Files 2. Syncing SharePoint and Teams Files 3. Collaborating on Files in Channels Chats and Calls 1. Starting and Pinning Chats 2. Filtering, Hiding, and Muting Chats 3. Creating Contacts and Contact Groups 4. Adding People to Your Speed Dial List 5. Making Video and Audio Calls 6. Answering Calls and Using the Meeting Controls Toolbar 7. Configuring Call Answer Rules and Voicemail 8. Checking Call History and Voicemail 9. Setting Up a Delegate to Take Your Calls Meetings 1. Scheduling a Meeting and Inviting Attendees 2. Using Meet Now for Instant Meetings 3. Meeting Options 4. Managing and Replying to Meetings 5. Starting and Joining a Meeting 6. Changing the Video Background in a Meeting 7. Sharing Your Screen in a Meeting 8. Sharing PowerPoint Slides in a Meeting 9. Recording a Meeting 10. Raising Hands, Spotighting, Muting, and Removing Participants 11. Taking Notes in Meeting 12. Using Live Captions in Meetings 13. Ending a Meeting for Everyone in Attendance Live Events 1. Scheduling a Live Event 2. Producing a Live Event 3. Moderating a Live Event 4. Attending a Live Event Exploring Apps and Tools 1. Using Apps, Bots, and Connectors 2. Turing a File into a Tab 3. Using the Wiki Tab for Shared Information 4. Using the Command Box

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

New Perspectives on Microsoft Excel 2013, Introductory June Jamrich Parsons 2013-07-29 With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Excel 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Excel 2013: The Missing Manual Matthew MacDonald 2013-04-18 The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses.

Microsoft Excel 2013 Curtis D. Frye 2013 Describes the features of the software program, including writing formulas, presenting data visually, linking worksheets, using PivotTables, and collaborating online. **Microsoft Windows 11 Training Manual Classroom in a Book** TeachUcomp 2022-04-26 Complete classroom training manual for Microsoft Windows 11. 308 pages and 183 individual topics. Includes practice exercises and keyboard shortcuts. Professionally developed and sold all over the world, these materials are provided in full-color PDF format with not-for-profit reprinting rights and offer clear, concise, and easy-to-use instructions. You will learn File Explorer, how to adjust system and device settings, desktop management, creating documents, Using Microsoft Edge, and much more. Topics Covered: Windows Basics 1. About Windows 11 2. Sign-in to Windows 11 with a Microsoft User Account 3. How to Use the Mouse in Windows 11 4. How to Use Touch Gestures in Windows 11 5. The Windows 11 Desktop 6. How to Use the Start Button in Windows 11 7. How to Use the Start Menu in Windows 11 8. How to Customize the Start Menu in Windows 11 9. How to Search in Windows 11 10. How to Use Universal App Windows in Windows 11 11. How to Use Snap Layouts in Windows 11 12. How to Resize a Desktop Window in Windows 11 13. How to Scroll a Window in Windows 11 14. How to Use Multiple Desktops in Windows 11 15. How to Shut Down Windows 11 16. How to Use the Microsoft Store in Windows 11 17. Sign in Options in Windows 11 18. How to Change Your PIN in Windows 11 19. How to Use Widgets in Windows 11 File Explorer 1. File Explorer in Windows 11 2. Navigating Folders 3. Changing Folder Views 4. Sorting Folder Contents 5. Selecting Files 6. Opening a File 7. Reopening a Frequently Opened Folder 8. Creating a New Folder 9. Renaming Files and Folders 10. Cutting, Copying, and Pasting Files and Folders 11. Burning a CD or DVD 12. Deleting Files 13. 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. 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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

Adobe Acrobat DC Training Manual Classroom in a Book TeachUcomp 2019-10-27 Complete classroom training manual for Adobe Acrobat DC. 315 pages and 163 individual topics. Includes practice exercises and keyboard shortcuts. Professionally developed and sold all over the world, these materials are provided in full-color PDF format with not-for-profit reprinting rights and offer clear, concise, and easy-to-use instructions. You will learn PDF creation, advanced PDF settings, exporting and rearranging PDFs, collaboration, creating forms, document security, and much more. Topics Covered: Getting Acquainted with Acrobat 1. Introduction to Adobe Acrobat Pro and PDFs 2. The Acrobat Environment 3. The Acrobat Home View 4. The Acrobat Tools View 5. The Acrobat Document View 6. The Menu Bar 7. Toolbars in Acrobat 8. The Common Tools Toolbar 9. Customizing the Common Tools Toolbar 10. Customizing the Quick Tools Toolbar 11. The Page Controls Toolbar 12. Resetting All Customizable Toolbars 13. Showing and Hiding All Toolbars and the Menu Bar 14. The Navigation Pane 15. The Tools Center 16. Customizing the Tools Pane Opening and Viewing PDFs 1. Opening PDFs 2. Selecting and Copying Text and Graphics 3. Rotating Pages 4. Changing the Viewing Options 5. Using the Zoom Tools 6. Reviewing Preferences 7. Finding Words and Phrases 8. Searching a PDF and Using the Search Pane 9. Sharing PDFs by Email 10. Sharing PDFs with Adobe Send and Track Creating PDFs 1. Creating New PDFs 2. Creating PDFs from a File 3. Creating PDFs from Multiple Files 4. Creating Multiple PDF Files at Once 5. Creating PDFs from Scanned Documents 6. Creating PDFs Using the PDF Printer 7. Creating PDFs from Web Pages Using a Browser 8. Creating PDFs from Web Pages Using Acrobat 9. Creating PDFs from the Clipboard 10. Creating PDFs Using Microsoft Office 11. Creating PDFs in Excel, PowerPoint, and Word 12. Creating PDFs in Adobe Applications 13. Creating PDFs in Outlook 14. Converting Folders to PDF in Outlook Custom PDF Creation Settings 1. PDF Preferences in Excel, PowerPoint, and Word 2. Adobe PDF Settings 3. Creating and Modifying Preset Adobe PDF Settings 4. The General Category in Preset Adobe PDF Settings 5. The Images Category in Preset Adobe PDF Settings 6. The Fonts Category in Preset Adobe PDF Settings 7. The Color Category in Preset Adobe PDF Settings 8. The Advanced Category in Preset Adobe PDF Settings 9. The Standards Category in Preset Adobe PDF Settings 10. Create PDF and Email in Excel, PowerPoint, and Word 11. Mail Merge and Email in Word 12. Create and Review in Excel, PowerPoint, and Word 13. Importing Acrobat Comments in Word 14. Embed Flash in PowerPoint and Word 15. PDF Settings and Automatic Archival in Outlook Basic PDF Editing 1. Initial View Settings for PDFs 2. Full Screen Mode 3. The Edit PDF Tool 4. Adding, Formatting, Resizing, Rotating and Moving Text 5. Editing Text 6. Managing Text Flow with Articles 7. Adding and Editing Images 8. Changing the Page Number Display 9. Cropping Pages and Documents Advanced PDF Settings 1. Adding and Removing Watermarks 2. Adding and Removing Page Backgrounds 3. Adding Headers and Footers 4. Attaching Files to a PDF 5. Adding Metadata 6. Optimizing a PDF for File Size and Compatibility Bookmarks 1. Using Bookmarks in a PDF 2. Modifying and Organizing Bookmarks 3. Assigning Actions to Bookmarks Adding Multimedia Content and Interactivity 1. Creating and Editing Buttons 2. Adding Video, Sound, and SWF Files 3. Adding 3D Content to PDFs 4. Adding Page Transitions Combining and Rearranging PDFs 1. Extracting and Replacing Pages 2. Splitting a PDF into Multiple Files 3. Inserting Pages from Files and Other Sources 4. Moving and Copying Pages 5. Combining PDFs Exporting and Converting Content 1. Exporting Text 2. Exporting Images 3. Exporting PDFs to Microsoft Word 4. Exporting PDFs to Microsoft Excel 5. Exporting PDFs to Microsoft PowerPoint Collaborating 1. Methods of Collaborating 2. Sending for Email Review 3. Sending for Shared Review 4. Reviewing Documents 5. Adding Comments and Annotation 6. The Comment Pane 7. Advanced Comments List Option Commands 8. Enabling Extended Commenting in Acrobat Reader 9. Using Drawing Tools 10. Stamping and Creating Custom Stamps 11. Importing Changes in a Review 12. Using Tracker to Manage PDF Reviews Creating and Working With Portfolios 1. Creating a PDF Portfolio 2. PDF Portfolio Views 3. Using Layout View 4. Managing Portfolio Content 5. Using Details View 6. Setting Portfolio Properties Getting Started With Forms 1. Creating a Form from an Existing PDF 2. Designing a Form in Microsoft Word 3. Creating a Form from a Scanned Document 4. Creating Forms from Image Files 5. Creating Text Fields 6. Creating Radio Buttons and Checkboxes 7. Creating Drop-Down and List Boxes 8. Creating Buttons 9. Creating a Digital Signature Field 10. General Properties of Form Fields 11. Appearance Properties of Form Fields 12. Position Properties of Form Fields 13. Options Properties of Form Fields 14. Actions Properties of Form Fields 15. Selection Change and Signed Properties of Form Fields 16. Format Properties of Form Fields 17. Validate Properties of Form Fields 18. Calculate Properties of Form Fields 19. Align, Center, Match Size, and Distribute Form Fields 20. Setting Form Field Tab Order 21. Enabling Users and Readers to Save Forms 22. Distributing Forms 23. Responding to a Form 24. Collecting Distributed Form Responses 25. Managing a Form Response File 26. Using Tracker with Forms Professional Print Production 1. Overview of Print Production Support 2. Previewing Color Separations 3. Color Management and Conversion 4. Using the Object Inspector 5. Using the Preflight Dialog Box 6. Correcting Hairlines 7. Saving as a Standards-Compliant PDF Scanning and Optical Character Recognition 1. Recognizing Text in a Scanned PDF 2. Recognizing Text in PDFs 3. Reviewing and Correcting OCR Suspects Automating Routine Tasks 1. Using Actions 2. Creating Custom Actions 3. Editing and Deleting Custom Actions 4. Sharing Actions Document Protection and Security 1. Methods of Securing a PDF 2. Password-Protecting a PDF 3. Creating and Registering Digital IDs 4. Using Certificate Encryption 5. Creating a Digital Signature 6. Digitally Signing a PDF 7. Certifying a PDF 8. Signing Documents with Adobe Sign 9. Getting Others to Sign Documents 10. Redacting Content in a PDF 11. Redaction Properties 12. Revealing and Clearing Hidden Information Adobe Reader and Document Cloud 1. Opening and Navigating PDFs in Reader 2. Adding Comments 3. Digitally Signing a PDF 4. Adobe Document Cloud Adobe Acrobat Help 1. Adobe Acrobat Help

Microsoft Project 2013: The Missing Manual Bonnie Biafore 2013-04-17 Get up to speed on Microsoft Project 2013 and learn how to manage projects large and small. This crystal-clear book not only guides you step-by-step through Project 2013's new features, it also gives you real-world guidance: how to prep a project before touching your PC, and which Project tools will keep you on target. With this Missing Manual, you'll go from project manager to Project master. The important stuff you need to know Learn Project 2013 inside out. Get hands-on instructions for the Standard and Professional editions. Start with a project management primer. Discover what it takes to handle a project successfully. Build and refine your plan. Put together your team, schedule, and budget. Achieve the results you want. Build realistic schedules with Project, and learn how to keep costs under control. Track your progress. Measure your performance, make course corrections, and manage changes. Create attractive reports. Communicate clearly to stakeholders and team members using charts, tables, and dashboards. Use Project's power tools. Customize Project's features and views, and transfer info via the cloud, using Microsoft SkyDrive.

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 Outlook 2019 Training Manual Classroom in a Book TeachUcomp 2020-10-26 Complete classroom training manual for Microsoft Outlook 2019. 177 pages and 101 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to create and manage contacts, use advanced email techniques, manage and use the calendar, use tasks, create groups, use the journal, and much more. Topics Covered: CHAPTER 1- GETTING ACQUAINTED WITH OUTLOOK 1.1- The Outlook Environment 1.2- The Title Bar 1.3- The Ribbon 1.4- The Quick Access Toolbar 1.5- Touch Mode 1.6- The Navigation Bar, Folder Pane, Reading Pane, and To-Do Bar CHAPTER 2- MAKING CONTACTS 2.1- The Contacts Folder 2.2- Customizing the Contacts Folder View 2.3- Creating Contacts 2.4- Basic Contact Management 2.5- Printing Contacts 2.6- Creating Contact Groups 2.7- Categorizing Contacts 2.8- Searching for Contacts 2.9- Calling Contacts 2.10- Mapping a Contact's Address CHAPTER 3- EMAIL 3.1- Using the Inbox 3.2- Changing the Inbox View 3.3- Message Flags 3.4- Searching for Messages 3.5- Creating, Addressing, and Sending Messages 3.6- Checking Message Spelling 3.7- Setting Message Options 3.8- Formatting Messages 3.9- Using Signatures 3.10- Replying to Messages 3.11- Forwarding Messages 3.12- Sending Attachments 3.13- Opening Attachments 3.14- Ignoring Conversations CHAPTER 4- THE SENT ITEMS FOLDER 4.1- The Sent Items Folder 4.2- Resending Messages 4.3- Recalling Messages CHAPTER 5- The Outlook Folder 5.1- Using the Outbox 5.2- Using the Drafts Folder CHAPTER 6- USING THE CALENDAR 6.1- The Calendar Window 6.2- Switching the Calendar View 6.3- Navigating the Calendar 6.4- Appointments, Meetings, and Events 6.5- Manipulating Calendar Objects 6.6- Setting an Appointment 6.7- Scheduling a Meeting 6.8- Checking Meeting Attendance Status 6.9- Responding to Meeting Requests 6.10- Scheduling an Event 6.11- Setting Recurrence 6.12- Printing the Calendar 6.13- Teams Meetings in Outlook 6.14- Meeting Notes CHAPTER 7- Tasks 7.1- Using Tasks 7.2- Printing Tasks 7.3- Creating a Task 7.4- Setting Task Recurrence 7.5- Creating a Task Request 7.6- Responding to Task Requests 7.7- Sending Status Reports 7.8- Deleting Tasks CHAPTER 8- Deleted Items 8.1- The Deleted Items Folder 8.2- Permanently Deleting Items 8.3- Recovering Deleted Items 8.4- Recovering and Purging Permanently Deleted Items CHAPTER 9- GROUPS 9.1- Accessing Groups 9.2- Creating a New Group 9.3- Adding Members to Groups and Inviting Others 9.4- Contributing to Groups 9.5- Managing Files in Groups 9.6- Accessing the Group Calendar and Notebook 9.7- Following and Stop Following Groups 9.8- Leaving Groups 9.9- Editing, Managing and Deleting Groups CHAPTER 10- The Journal Folder 10.1- The Journal Folder 10.2- Switching the Journal View 10.3- Recording Journal Items 10.4- Opening Journal Entries and Documents 10.5- Deleting Journal Items CHAPTER 11- Public Folders 11.1- Creating Public Folders 11.2- Setting Permissions 11.3- Folder Rules 11.4- Copying Public Folders CHAPTER 12- Personal & Private Folders 12.1- Creating a Personal Folder 12.2- Setting AutoArchiving for Folders 12.3- Creating Private Folders 12.4- Creating Search Folders 12.5- One-Click Archiving CHAPTER 13- Notes 13.1- Creating and Using Notes CHAPTER 14- Advanced Mailbox Options 14.1- Creating Mailbox Rules 14.2- Creating Custom Mailbox Views 14.3- Handling Junk Mail 14.4- Color Categorizing 14.5- Advanced Find 14.6- Mailbox Cleanup CHAPTER 15- OUTLOOK OPTIONS 15.1- Using Shortcuts 15.2- Adding Additional Profiles 15.3- Adding Accounts 15.4- Outlook Options 15.5- Using Outlook Help CHAPTER 16- DELEGATES 16.1- Creating a Delegate 16.2- Acting as a Delegate 16.3- Deleting Delegates CHAPTER 17- SECURITY 17.1- Types of Email Encryption in Outlook 17.2- Sending Encrypted Email

Illustrated Course Guide: Microsoft Excel 2013 Advanced, Spiral bound Version Lynn Wermers 2013-12-31 Loved by students for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for learning Microsoft Excel 2013 regardless of your experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Excel 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

HTML and CSS Training Manual Classroom in a Book TeachUcomp Complete classroom training manual for HTML 5 and CSS. 190 pages and 125 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to create a website from scratch, while exploring all of the techniques to add the various elements of a website - text, links, images, CSS and much more. Topics Covered: Getting Acquainted with HTML 1. Introduction to the Internet 2. Introduction to HTML Terminology 3. Options for Writing HTML 4. Unicode Transformation Format (UTF) 5. HTML5 Resources New for HTML5 1. What's different in HTML5? 2. !DOCTYPE in HTML5 Designing a Webpage 1. Design Considerations and Planning 2. Basic Tags and Document Structure 3. HTML Tags 4. Head Tags 5. Title Tags 6. Body Tags 7. Metadata 8. Saving an HTML Page Page Formatting 1. Adding a New Paragraph 2. Adding a Line Break 3. Inserting Blank Space 4. Preformatted Text 5. Changing a Page's Background Color 6. Div Element Text Items and Objects 1. Headings 2. Comments 3. Block Quotes 4. Horizontal Lines 5. Special Characters Creating Lists 1. Numbered (Ordered) Lists 2. Bulleted (Unordered) Lists 3. Nested Lists 4. Definition Lists Links 1. What are Links? 2. Text Links 3. Image Links 4. Opening a Page in a New Window or Tab 5. Setting All Links on a Page to Open in a New Window or Tab 6. Linking to an Area on the Same Page (Bookmarks) 7. Linking to an E-mail Address 8. Linking to Other Types of Files Images 1. Introduction to Images for Webpages 2. Adding Images to Webpages 3. Re-Sizing an Image 4. Alternative (ALT) Text 5. Image Labels Basic Tables 1. Inserting a Table 2. Table Borders 3. Table Headers Iframes 1. What is an Iframe? 2. Inserting Iframes 3. Setting Height and Width 4. Using an Iframe for a Link Target Forms 1. About Forms 2. Sending to E-mail 3. Text Boxes 4. Text Areas 5. Check Boxes 6. Menu Lists 7. Radio Buttons 8. Submit Button 9. Reset Button 10. Changing the Tab Order Video and Audio 1. About Video and Audio Files 2. Linking to Video and Audio Files 3. Adding Video 4. Adding Audio 5. Using YouTube to Display Video Troubleshooting 1. Troubleshooting Cascading Style Sheets 1. What are Cascading Style Sheets? 2. CSS Syntax 3. Creating an Internal CSS 4. Linking to a CSS 5. Adding Comments and Notes to a CSS 6. Creating an Internal Style Sheet 7. ID and Class 8. Inline Styling Working With Text in CSS 1. Emphasizing Text (Bold and Italic) 2. Decoration 3. Indentation 4. Transformation 5. Text Alignment 6. Fonts 7. Font Sizes 8. Letter Spacing (Kerning) 9. Line Spacing (Leading) 10. Text Color 11. Margins 12. Padding 13. Borders 14. Styling Links 15. Number and Bullet Styles 16. Sizing Elements 17. Text Wrapping 18. Shadowing Creating Backgrounds in CSS 1. Colors 2. Images 3. Fixed Images Images in CSS 1. Opacity 2. Floating Images 3. Image Galleries 4. Image Sprites Box Model in CSS 1. What is a box model? 2. Margin 3. Padding 4. Border 5. Outline Working With Elements in CSS 1. Display and Visibility 2. Grouping and Nesting 3. Dimensions and Elements 4. Positioning 5. Floating 6. Pseudo-Classes/Pseudo-Elements Adding a Navigation Bar in CSS 1. Vertical Navigation Bar 2. Horizontal Navigation Bar - Inline 3. Horizontal Navigation Bar - Floating CSS Tables 1. Borders 2. Collapsed Borders 3. Table Width and Cell Height 4. Table Color 5. Table Text Alignment 6. Table Padding Working With Transforms in CSS 1. What are transforms? 2. 2D Transforms 3. 3D Transforms Transitions and Animations in CSS 1. Transitions 2. Animations CSS Shorthand 1. Shorthand Properties

Excel 2013: The Missing Manual Matthew MacDonald 2013-04-18 The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses.

Microsoft Windows 10 Training Manual Classroom in a Book TeachUcomp 2020-10-27 Complete classroom training manual for Microsoft Windows 10. 232 pages and 164 individual topics. Includes practice exercises and keyboard shortcuts. Professionally developed and sold all over the world, these materials are provided in full-color PDF format with not-for-profit reprinting rights and offer clear, concise, and easy-to-use instructions. You will learn File Explorer, how to adjust system and device settings, desktop management, creating documents, Using Microsoft Edge, and much more. Topics Covered: Introduction to Windows 1. About Windows 2. Sign in to Windows 10 with a Microsoft User Account 3. The Mouse 4. Touch Gestures in Windows 10 5. The Windows Desktop 6. The Start Button 7. The Start Menu in Windows 10 8. Customizing the Start Menu in Windows 10 9. The Start Screen in Windows 10 10. Customizing the Start Screen in Windows 10 11. Choosing the Start Menu or Start Screen 12. Tablet Mode Settings in Windows 10 13. Using Tablet Mode in Windows 10 14. Text Search in Windows 10 15. Search Using Cortana in Windows 10 16. Universal App Windows in Windows 10 17. App Snapping in Windows 10 18. Resizing a Desktop Window 19. Scrolling a Window 20. Shutting Down Windows 21. Downloading Apps from the Windows Store 22. Sign-in with a PIN or Picture 23. Changing or Removing a PIN or Picture Password File Explorer 1. File Explorer in Windows 10 2. Navigating Folders 3. Changing Folder Views 4. Sorting Folder Contents 5. Selecting Files 6. Opening a File 7. Reopening a Frequently Opened Folder 8. Creating a New Folder 9. Renaming Files and Folders 10. Cutting, Copying, and Pasting Files and Folders 11. Burning a CD or DVD 12. Deleting Files 13. Managing Libraries in Windows 10 14. Managing the Computer and Drives in Windows 10 15. Quick Access in Windows 10 16. OneDrive Folders in File Explorer 17. Zip Folders in File Explorer 18. Unzip Files in File Explorer Windows 10 Settings 1. Windows 10 Settings System Settings 1. Accessing the "System" Settings 2. Changing the Display Settings 3. Notification and Action Settings 4. Managing Apps and Features 5. Multitasking Settings in Windows 10 6. Battery Saver Settings in Windows 10 7. Power and Sleep Settings in Windows 10 8. Manage Storage Space in Windows 10 9. Download and Manage Offline Maps in Windows 10 10. Set the Default Apps in Windows 10 11. View Information About Your Device Devices Settings 1. Accessing the "Devices" Settings 2. Managing Printers and Scanners 3. Managing Other Connected Devices 4. Mouse and Touchpad Settings 5. Typing Settings 6. AutoPlay Settings Network and Internet Settings 1. Accessing the "Network and Internet" Settings 2. Connect to Wi-Fi Networks and Manage Wi-Fi Settings 3. Airplane Mode Settings 4. View Data Usage 5. VPN Settings 6. Dial-up Settings 7. Ethernet Settings 8. Proxy Settings Personalization Settings 1. Accessing the "Personalization" Settings 2. Changing the Background Settings 3. Changing the Color Settings 4. Lock Screen and Screen Saver Settings 5. Theme, Sound, and Desktop Icon Settings 6. Start Settings Accounts Settings 1. Accessing the "Accounts" Settings 2. Managing Your Account Settings 3. Manage Sign-in Options for Your Device 4. Managing Work Access Account Settings 5. Managing Family and Other Users 6. Managing Sync Settings Time and Language Settings 1. Accessing the "Time and Language" Settings 2. Date and Time Settings 3. Region and Language Settings 4. Speech Settings Ease of Access Settings 1. Accessing the "Ease of Access" Settings 2. Narrator Settings 3. Magnifier Settings 4. High Contrast Settings 5. Closed Captions Settings 6. Keyboard Accessibility Settings 7. Mouse Accessibility Settings 8. Cursor and Other Visual Accessibility Settings Privacy Settings 1. Accessing the "Privacy" Settings 2. General Privacy Settings 3. Location Privacy Settings 4. Camera Privacy Settings 5. Microphone Privacy Settings 6. Speech, Inking, and Typing Privacy Settings 7. Account Info Privacy Settings 8. Contacts Privacy Settings 9. Calendar Privacy Settings 10. Messaging Privacy Settings 11. Radios Privacy Settings 12. Privacy Settings for Other Devices 13. Feedback and Diagnostics Privacy Settings 14. Background Apps Privacy Settings Update and Security Settings 1. Accessing the "Update and Security" Settings 2. Windows Update Settings 3. Windows Defender Settings 4. Backup Settings 5. Recovery Settings 6. Activation Settings 7. Developer Settings Control Panel Settings 1. The Control Panel 2. File History 3. System Restore 4. Audio Adjustment 5. Adding Devices and Printers 6. Installing and Uninstalling Software Desktop Management 1. The Recycle Bin 2. Creating Desktop Shortcuts 3. Pinning Items to the Taskbar 4. Moving and Resizing the Taskbar 5. Setting the Date and Time Display 6. The Action Center 7. Virtual Desktops 8. OneDrive Settings 9. Using Cortana Creating Documents 1. Starting WordPad and Creating a New Document 2. Copying and Pasting Text 3. Formatting Text 4. Saving a Document 5. Opening a Document 6. Printing a Document 7. Closing a Document Drawing Pictures 1. Starting Paint and Creating a New Document 2. Drawing Shapes and Lines 3. Adding Text 4. Erasing Parts of a Picture 5. Saving a Picture 6. Opening a Picture Using the Internet and Microsoft Edge 1. About the Internet 2. Connecting to the Internet 3. The Microsoft Edge Interface 4. Viewing Web Pages in Microsoft Edge 5. Find Text in Web Pages in Microsoft Edge 6. Reading View in Microsoft Edge 7. Add a Favorite to Microsoft Edge 8. Add a Page to the Reading List 9. Manage Favorites in the Hub 10. Manage the Reading List in the Hub 11. Manage Browser History in the Hub 12. Manage Downloads in the Hub 13. Make a Web Note in Microsoft Edge 14. Sharing Web Pages in Microsoft Edge 15. Opening a New Window or New InPrivate Window 16. Zoom Web Pages in Microsoft Edge 17. Print Web Pages in Microsoft Edge 18. Settings in Microsoft Edge 19. Advanced Settings in Microsoft Edge 20. Using Cortana in Microsoft Edge 21. Windows Defender in Windows 10 Printing Information 1. Selecting a Printer 2. General Printing Options 3. Managing Print Jobs

Microsoft Excel 2010 Inside Out Craig Stinson 2010-08-31 You're beyond the basics, so dive in and really put your spreadsheet skills to work! This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Excel 2010-and challenge yourself to new levels of mastery! Learn expert techniques for designing powerful spreadsheets Apply built-in functions-or write your own-and carry out complex calculations Use rich charting and graphic capabilities to visualize data Perform sophisticated data analysis: financial, statistical, and "what-if" Design PivotTable reports to dynamically analyze data Share and collaborate with others-while managing sensitive data Link and embed Excel data into other documents Create macros with Microsoft Visual Basic for Applications Sample spreadsheets from inside the book Add-ins and other resources to help you extend Microsoft Office programs Links to demos, user communities, and product support

A Guide to Microsoft Excel 2013 for Scientists and Engineers Bernard Liengme 2015-03-17 Completely updated guide for students, scientists and engineers who want to use Microsoft Excel 2013 to its full potential. Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science. Microsoft Excel, as the industry standard spreadsheet, has a range of scientific functions that can be utilized for the modeling, analysis and presentation of quantitative data. This text provides a straightforward guide to using these functions of Microsoft Excel, guiding the reader from basic principles through to more complicated areas such as formulae, charts, curve-fitting, equation solving, integration, macros, statistical functions, and presenting quantitative data. Content written specifically for the requirements of science and engineering students and professionals working with Microsoft Excel, brought fully up to date with the new Microsoft Office release of Excel 2013. Features of Excel 2013 are illustrated through a wide variety of examples based in technical contexts, demonstrating the use of the program for analysis and presentation of experimental results. New to this edition: The Backstage is introduced (a new Office 2013 feature); all the 'external' operations like Save, Print etc. are now in one place The chapter on charting is totally revised and updated - Excel 2013 differs greatly from earlier versions Includes many new end-of-chapter problems Most chapters have been edited to improve readability

Succeeding in Business with Microsoft Excel 2013: A Problem-Solving Approach Debra Gross 2013-08-21 SUCCEEDING IN BUSINESS WITH MICROSOFT OFFICE EXCEL 2013 prepares your students to solve business problems by moving beyond the basic point and click skills to think critically about realistic business situations. When students combine software analysis with their own decision making abilities, they are more likely meet any business challenge with success. The Succeeding in Business Series emphasizes problem-solving, critical thinking, and analysis - challenging students to find efficient and effective solutions. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Publisher 2019 Training Manual Classroom in a Book TeachUcomp 2020-08-01 Complete classroom training manual for Microsoft Publisher 2019. 296 pages and 189 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to create publications, format objects, customize schemes, create tables, perform mailings, prepare print files, and much more. Topics Covered: Getting Acquainted with Publisher 1. The Publisher Environment 2. The Title Bar 3. The Ribbon 4. The File Tab and Backstage View 5. The Quick Access Toolbar 6. Touch Mode 7. The Scroll Bars 8. The Page Layout View Buttons 9. The Zoom Slider and Zoom Button 10. The Status Bar 11. The Mini Toolbar 12. Keyboard Shortcuts Creating Basic Publications 1. Creating New Publications 2. Changing the Publication Template 3. Using Business Information 4. Saving Publications 5. Closing Publications 6. Opening Publications 7. Inserting New Pages 8. Deleting Pages 9. Moving Pages Basic Skills 1. Inserting Text Boxes 2. Inserting Shapes 3. Adding Text to Shapes 4. Inserting Pictures Saved Locally 5. Inserting Online Pictures 6. Inserting Picture Placeholders 7. Using the Scratch Area 8. Moving, Resizing, and Rotating Objects 9. Deleting Objects 10. Using Find and Replace 11. Using AutoCorrect 12. Inserting WordArt Formatting Objects 1. Formatting Text 2. Formatting Shapes 3. Formatting Pictures Using Building Blocks 1. Creating Basic Building Blocks 2. Using Building Blocks Master Pages 1. Using Master Pages Customizing Schemes 1. Creating a Custom Color Scheme 2. Creating a Custom Font Scheme 3. Customizing Page Backgrounds Using Tables 1. Creating and Deleting Tables 2. Selecting Table Elements 3. Inserting and Deleting Columns and Rows 4. Merging Text in Table Cells 5. Modifying Text in Table Cells 6. Formatting Tables Page Setup and Layouts 1. Using Page Setup 2. Using Layout Guides 3. Using the Rulers 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. Previewing a Merge 7. Detaching the Data Source 8. Finishing a Mail Merge 9. Merging a Catalog Printing 1. Previewing and Printing 2. Using the Pack and Go Feature 3. Sharing and Exporting Publications Helping Yourself 1. Using Publisher Help

Outlook on the Web Training Manual Classroom in a Book TeachUcomp 2019-10-27 Complete classroom training manual for Microsoft Outlook on the Web. 143 pages and 94 individual topics. Includes practice exercises and keyboard shortcuts. You will learn all about email, tasks, effective use of the calendar, and much more. Topics Covered: Getting Acquainted with Outlook on the Web 1. Introduction to the Outlook on the Web 2. What is the Outlook on the Web? 3. Starting Outlook on the Web 4. The Outlook on the Web Environment 5. System Requirements for the Outlook on the Web 6. Using the Outlook on the Web (Light) Version 7. Applying a Theme 8. Adding and Managing Add-ins E-Mail 1. Using the Inbox 2. Creating and Addressing Messages 3. Entering and Formatting Messages 4. Checking Message Spelling 5. Saving Message Drafts 6. Sending Attachments from OneDrive 7. Sending Local Attachments 8. Inserting Pictures 9. Sending a Message 10. Receiving E-Mail Messages 11. Opening Messages 12. Printing Messages 13. Downloading Attachments 14. Replying to Messages 15. Forwarding Messages 16. Ignoring a Conversation Thread 17. The Deleted Items Folder 18. Permanently Deleting Items 19. Recovering Deleted Items Managing Items 1. Creating and Managing Categories 2. Categorizing Items 3. Marking Messages as Read or Unread 4. Flagging Items 5. Marking Messages as Junk 6. Pinning Messages 7. Archiving Messages 8. Changing the Display of Messages in the Inbox Pane 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

Enhanced Microsoft Excel 2013: Illustrated Complete Elizabeth Reding 2015-04-11 Both computer rookies and hot shots can master Microsoft Excel 2013 quickly and efficiently with this new book in the acclaimed Illustrated Series - ENHANCED MICROSOFT EXCEL 2013: ILLUSTRATED COMPLETE. Using a concise, focused approach and user-friendly format, the Illustrated Series provides a hallmark two-page layout that allows readers to work through an entire task without turning the page. Skills are accessible and easy to follow with new Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that preview what readers should see on their own computers. Each unit begins with a brief overview of the principles of the lesson and introduces a case study for further application. New and updated appendixes guide you in exploring cloud computing and other developments in more depth. Readers strengthen their understanding of the latest features in MS Excel 2013 for ongoing success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Building Dashboards with Microsoft Dynamics GP 2013 and Excel 2013 Mark Polino 2013-03-26 Follow

real-life, step-by-step examples that provide the building blocks to build engaging dashboards. This practical guide is all about doing. Get your data, open up Excel, and go! You don't need to be an expert to get the most out of your Dynamics GP implementation and build great-looking, easily maintained dashboards using Microsoft Excel. If you have a working knowledge of Dynamics and Excel you'll be producing amazing dashboards in hours not days.

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

Microsoft Excel 2013: Complete Steven M. Freund 2013-08-21 Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Excel 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed

to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Excel 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Excel 2013 for Medical Professionals Elizabeth Reding 2013-12-11 Master the Microsoft Excel 2013 skills essential for success in today's medical office or health-related career with MICROSOFT EXCEL 2013 FOR MEDICAL PROFESSIONALS. This reader-friendly book introduces Microsoft Excel 2013 using a clear, step-by-step format and visually driven approach. Actual medical examples and timely projects within a case study related to the medical industry prepare readers to meet contemporary medical office challenges. Both beginning and experienced computer users benefit from the book's straightforward approach and ongoing value as a reference tool. MICROSOFT EXCEL 2013 FOR MEDICAL PROFESSIONALS ensures readers quickly develop the spreadsheet skills necessary to support a front or back office of a clinic, hospital, or medical practice with great success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

New Perspectives on Microsoft Excel 2013, Comprehensive Enhanced Edition Roy Ageloff 2015-04-08 Readers develop the Microsoft Excel 2013 skills for academic and career success with this latest edition from the popular New Perspectives Series. Updated with all-new case-based tutorials, NEW PERSPECTIVES MICROSOFT EXCEL 2013, COMPREHENSIVE ENHANCED EDITION continues to apply MS Excel 2013 skills to real situations that fully demonstrate the relevance of concepts. A proven learning approach emphasizes critical thinking, problem-solving, and in-depth coverage. A new Troubleshoot case problem enhances analytical skills, while a new tutorial on Managing Your Files helps readers navigate Windows 8. Readers discover success with MS Excel 2013 as NEW PERSPECTIVES MICROSOFT EXCEL 2013 emphasizes the value and application of what they are learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

MOS 2016 Study Guide for Microsoft Excel Joan Lambert 2016-10-10 This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Advance your everyday proficiency with Excel 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft Excel! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Excel 2016 Core certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Practice files and sample solutions Sharpen the skills measured by these objectives: Create and manage worksheets and workbooks Manage data cells and ranges Create tables Perform operations with formulas and functions Create charts and objects About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams.

JavaScript Training Manual Classroom in a Book TeachUcomp 2017-10-27 Complete classroom training manual for JavaScript. 283 pages and 128 individual topics. Includes practice exercises and keyboard shortcuts. The purpose of this course is to educate the student in the basic language skills necessary to use JavaScript. There are many resources available on the Internet that allow you to download code and place it into your HTML document or JavaScript code file. However, it is important to first understand the underlying language and components of JavaScript to be able to alter the code to work in your desired application, and easily troubleshoot any errors that may occur. Whether you are looking to add interactivity to your website, control how a browser acts or alter your HTML document's content, it is important to have a firm grasp of the basics of JavaScript. We begin this course by discussing the basic components and structure of JavaScript as well as learning the terminology. Then, we'll advance through topics to cover some more advanced concepts and uses for JavaScript. Topics Covered: Getting Acquainted with JavaScript 1. Introduction to JavaScript 2. JavaScript vs. Java 3. The Tag 4. External JavaScript 5. Uses for JavaScript The Makeup of JavaScript 1. JavaScript Statements 2. Code and Code Blocks 3. Whitespace 4. Case Sensitivity 5. Breaking Up a Line of Code JavaScript Comments 1. Single Line Comments 2. Multi-Line Comments 3. End of Line Comments 4. Using Comments to Stop Execution JavaScript Variables 1. What are JavaScript Variables? 2. Syntax for Text and Numerical Values 3. Creating (Declaring) Variables 4. Re-Declaring Variables 5. Undefined Value 6. Using One Statement for Multiple Variables 7. Local Variables and Global Variables Exploring JavaScript Data Types 1. Dynamic Data Types in JavaScript 2. Null 3. Number 4. String 5. Boolean 6. Array 7. Object JavaScript Objects 1. Creating Objects 2. Accessing Object Properties 3. Accessing Object Methods JavaScript Functions 1. JavaScript Function Definition and Syntax 2. Functions with a Return Value 3. Calling a Function with Arguments 4. Assigning Values to Undeclared Variables JavaScript Operators 1. Arithmetic Operators 2. Assignment Operators 3. Adding Strings and Numbers 4. Comparison Operators 5. Logical Operators 6. Conditional Operators JavaScript Conditions 1. If Statements 2. The Switch Statement JavaScript Loops 1. The FOR Loop 2. The FOR...IN Loop 3. The WHILE Loop 4. The DO...WHILE Loop JavaScript Break and Continue 1. The Break Statement 2. The Continue Statement 3. JavaScript Labels JavaScript Errors 1. The Try...Catch Statement 2. The Throw Statement JavaScript Form Validation 1. Form Validation 2. E-Mail Validation JavaScript RegExp Object 1. RegExp Definition and Modifiers 2. RegExp Special Characters 3. RegExp Methods JavaScript Hoisting 1. Declarations 2. Initializations JavaScript USE STRICT Directive 1. What is the USE STRICT Directive and Why Use It? 2. What's Not Allowed in STRICT Mode? JavaScript HTML DOM 1. What is HTML DOM? 2. HTML DOM Methods and Properties 3. HTML DOM Document 4. Finding HTML Elements 5. Changing the Output Stream 6. Changing the Value of an Attribute 7. Changing CSS HTML DOM Events 1. Using Events 2. The ONCHANGE Event HTML DOM Navigation 1. DOM Nodes 2. Node Relationships 3. Child Nodes and Values 4. NODE...Properties 5. HTML DOM Nodelist 6. Root Nodes Adding and Removing DOM Nodes 1. Creating New HTML Elements (Nodes) 2. Removing Existing HTML Elements (Nodes) 3. Replacing HTML Elements (Nodes) JavaScript Browser Object Model (BOM) 1. What is the Browser Object Model (BOM)? 2. The Window Object 3. Window Size Properties 4. Other Window Methods and Properties Window Screen Object 1. What does the Window Screen Object Do? 2. Window Screen Object Properties. Window Location Object 1. What does the Window Location Object Do? 2. Window Location HREF Property 3. Window Location PATHNAME Property 4. Window Location ASSIGN() Method Window History Object 1. What does the Window History Object Do? 2. Window History Back and Forward Methods Window Navigator Object 1. What does the Window Navigator Object Do? JavaScript Popup Boxes 1. The Alert Box 2. The Confirm Box 3. The Prompt Box JavaScript Timing Events 1. What are JavaScript Timing Events? 2. SETINTERVAL() and CLEARINTERVAL() Methods 3. SETTIMEOUT() and CLARTIMEOUT() Methods 4. Creating a Clock JavaScript Cookies 1. What are Cookies? 2. Working with Cookies The JavaScript Console Object 1. The Console Object 2. Inline Grouping 3. Timers 4. String Substitution Advanced JavaScript Objects 1. The Object Literal and the Keyword New 2. Using an Object Constructor 3. JavaScript Prototype 4. Mutable Objects and Immutable Primitive Values 5. JavaScript Object Properties 6. Adding New Properties and Deleting Properties Number Object 1. What is a Number Object? 2. Hexadecimal Numbers 3. NaN - Not a Number 4. Infinity String Object 1. Using the String Object 2. String Properties and Methods 3. Special Characters Date Object 1. The Date Object 2. Set and Compare Dates 3. Convert the Date to a String Array Object 1. Create and Access an Array Object 2. Joining Arrays 3. Working with Arrays Math Object 1. The Math Object and Mathematical Constants 2. Math Object Methods JavaScript Libraries (Frameworks) 1. JavaScript Libraries or Frameworks 2. Testing jQuery

Excel 2013 In Depth Bill Jelen 2013-01-08 Get more out of Microsoft Excel® 2013: more productivity and better answers for greater success! Drawing on his unsurpassed Excel experience, Bill Jelen ("Mr Excel") brings together all the intensely useful knowledge you need: insights, techniques, tips, and shortcuts you just won't find anywhere else. Excel 2013 In Depth is the fastest, best way to master Excel 2013's full power; get comfortable with its updated interface; and leverage its new tools for everything from formulas, charts, and functions to dashboards, data visualization, and social media integration. Start by taking a quick "tour" of Excel 2013's most valuable new features. Then, learn how to Build more trustworthy, error-resistant, flexible, extensible, intelligent, and understandable spreadsheets Get more productive with Excel 2013's new Start Screen and Timelines Create formulas, charts, subtotals, and pivot tables faster with new Flash Fill and Analysis Lens Quickly apply attractive, consistent formats Master every function you'll ever need,- including powerful new web services functions Solve real-world business intelligence analysis problems Create amazing PowerPivot data mashups that integrate information from anywhere Use Power View to generate stunningly intuitive maps, dashboards, and data visualizations Share workbooks on the Web and social networks Leverage the improved Excel Web App to create highly interactive web pages and online surveys Automate repetitive functions using Excel macros Supercharge your workbooks with new apps from the Excel App Store Like all In Depth books, Excel 2013 In Depth delivers complete coverage with detailed solutions, and troubleshooting help for tough problems you can't fix on your own. Whatever

you intend to do with Excel 2013, this is the only book you'll need!

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

Microsoft Word 2019 for Lawyers Training Manual Classroom in a Book TeachUcomp 2020-10-27 Complete classroom training manuals for Microsoft Word 2019 for Lawyers. 396 pages and 223 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to perform legal reviews, create citations and authorities and use legal templates. In addition, you'll receive our complete Word curriculum. Topics Covered: Getting Acquainted with Word 1. About 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 Office Excel 2013 Tim Barnosky This two-part course workbook is designed to help the student use Microsoft Office Excel 2013 to create and develop worksheets and workbooks in order to work with and analyze the data that is critical to the success of an organization. Part 1 of the course guide covers basic tasks such as how to: get started with Excel 2013; perform calculations; modify and format a worksheet; and print and manage workbooks. Part 2 covers more advanced tasks such as how to: customize the Excel environment; create advanced formulas; analyze data by using functions and conditional formatting; organize and analyze datasets and tables; visualize data by using basic charts; and analyze data by using

PivotTables, slicers, and PivotCharts. This Logical Operations courseware addresses skills that are tested on the Microsoft Office Specialist (MOS) certification exams 77-420, 77-427, and 77-428 for Excel 2013. *Microsoft PowerPoint 2019 and 365 Training Manual Classroom in a Book* TeachUcomp 2021-10-29 Complete classroom training manuals for Microsoft PowerPoint 2019 and 365. Contains 213 pages 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

Office 2013: The Missing Manual Nancy Conner 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.

New Perspectives on Microsoft Excel 2013, Brief June Jamrich Parsons 2013-05-13 With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Excel 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they’re learning is important. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Excel 2010 Advanced Stephen Moffat 2011

Shelly Cashman Series Gary B. Shelly 1999-06-01

Microsoft Excel 2019 Training Manual Classroom in a Book TeachUcomp 2019-08-01 Complete classroom training manual for Microsoft Excel 2019. 453 pages and 212 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 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. 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