# Microsoft Publisher 2010 Manual

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365 - Explained How to Design an **Invitation Using Microsoft Publisher** MS Publisher in Just 10 minutes -MS Publisher Tips in Hindi - every office user should know Top 15 Microsoft Word Tips \u0026 Tricks Publisher 2016 - Newsletter Design Tutorial - How to Make Create \u0026 Page 7/130

Use in Microsoft MS 365 Tutorial How to Create a Template in Word: Creating Templates in Word Publisher 2010: Working with Text Copying Full Page - Microsoft Publisher 2010 How to print a booklet in MS Publisher Publisher 2010: Working with Tables Page Numbering with Publisher Page 8/130

**2010** Publisher 2010: Producing a Publication

Publisher 2010: Working with Pictures Microsoft Publisher 2010 Manual Microsoft Word 2010 is an optimal business choice for communications ... information gathering or they can be printed for manual completion. Launch Page 9/130

Word and type the form name at the top of ...

How to Make a Fill-In-The-Blank Form With Microsoft Word 2010
Information may be in the manual or printed on previously used time cards. Warnings The information in this Page 10/130

article is relevant to Microsoft Excel 2010. You may notice differences when applying ...

How to Create an Excel Punch-in Time Card
Guillermo Rosas - Washington
University, St. Louis 'This new,
Page 11/130

practical, reader-friendly, how-to manual on computational social data analysis is both long overdue and a must-have for analysts ad ...

Introduction to Data Science for Social and Policy Research
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Page 12/130

in your grubby hands? Let us know in the comments and check out the lovely Zion waxing lyrical over his paperback copy of the Hand-Drawn Zelda manual below.

Hand-Drawn Game Guide Kickstarter Taken Down Following "Legal Trouble" Page 13/130

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A History of the Spanish Language
Page 14/130

A total of 1142 articles were identified and manual reference checking identified two extra articles. After removal of duplicates, 1114 articles were available for screening on title. After exclusion ...

Physical examination of the elbow, Page 15/130

what is the evidence? A systematic literature review One timed the manual process while the other timed the WCTM-assisted process. 25 Analyses were conducted using Microsoft Excel (Microsoft Corporation, Redmond, WA), SAS 9.4 (TS1M3; SAS Institute, Cary ...

Page 16/130

Artificial Intelligence Tool for Optimizing Eligibility Screening for Clinical Trials in a Large Community Cancer Center We calculated the t statistic 25 using the precise P value and the combined sample size as arguments in Microsoft Page 17/130

Excel's TINV (inverse T) function, multiplying t by ?1 when the study drug was ...

Selective Publication of
Antidepressant Trials and Its Influence
on Apparent Efficacy
Similarly, the car dealership Lookers
Page 18/130

saved 16 million sheets of paper per year by reducing contract workflow from 17 manual signatures ... Media business since 2010, adding European ...

Football transfer window: Retro tech in an ultra-modern world

Page 19/130

The Instant Pot Duo Nova has 15 one touch preset programs covering off the main foods you're likely to cook in the multi-cooker, as well as various manual settings for the different functions.

Instant Pot Duo Nova review
Page 20/130

Electric), By Operation (Manual, Autonomous), By End-Use (Farm, Construction And Mining), COVID-19 Growth And Change " in its research report store. It is the most comprehensive report available ...

(Color) Student reference manual designed for instructor-led computer training. Can also be used as a selfpaced tutorial for learning the basic concepts of Microsoft Publisher 2010. To download the exercise files that accompany this title, please visit http://www.ezref.com/exercise-files/ Page 22/130

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Help Creating a New Publication Changing Views & Viewing Options Saving, & Opening Files Spell Checker, AutoCorrect Changing Publication Options Inserting/Deleting Pages Page Numbering Headers and Footers Working with Layout and Ruler Guides Printing Files Basic Page 24/130

Editing, Deleting, Undeleting, Redoing Formatting Text (Fonts, Point Size, Color) Adjusting Margins/Line Spacing/Alignment Identifying Text Overflow Text Autofit Options Indenting, Centering, Right-Aligning Text Using the Format Painter Adding Bullets and Numbering Using the Page 25/130

Ruler The Measurement Toolbar Adding Drop Caps Using the Thesaurus Inserting Date & Time Symbols & Special Characters Copying, Moving & Using the Office Clipboard Working with Layers Adding Text, Graphic and Clipart Objects Working with Tables Adding WordArt, Page 26/130

Pictures and Building Blocks Inserting Hyperlinks Creating Web Pages Emailing Publications Editing the Master Page Using the Design Checker Preparing for Commercial Printing

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, Page 28/130

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 Page 29/130

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 Page 30/130

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 Page 31/130

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. Page 32/130

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 Page 33/130

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 Page 34/130

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 Page 35/130

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 Page 36/130

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 Page 37/130

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, Page 38/130

and Pinning Channels 7. Sending Fmail 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 Page 39/130

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 Page 40/130

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 Page 41/130

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 Page 42/130

in a Meeting 9. Recording a Meeting 10. Raising Hands, Spotlighting, 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.

Page 43/130

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 Office is the most widely Page 44/130

used software suite in the world. The half-dozen programs in Office 2010 are packed with amazing features, but most people just know the basics. This entertaining guide not only gets you started with Office, it reveals all kinds of useful things you didn't know the software could do -- with plenty of Page 45/130

power-user tips and tricks when you're ready for more. Create professionallooking documents. Learn everything you need to know to craft beautiful Word documents. Stay organized. Keep track of your email, calendar, and contacts with Outlook, Crunch numbers with ease. Assemble data, Page 46/130

make calculations, and summarize the results with Excel. Make eye-catching presentations. Build PowerPoint slideshows with video and audio clips, animations, and more. Build Access databases quickly. Make your data easy to find, sort, and manage. Manage your files more efficiently. Use Page 47/130

the new Backstage view to quickly work with your Office files. Get to know the whole suite. Learn to use other handy Office tools: Publisher, OneNote, and Office Web Apps.

Complete classroom training manual for Microsoft Outlook 2019. 177 pages

Page 48/130

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-**Page 49/130

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 Page 50/130

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 Page 51/130

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-Page 52/130

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 Page 53/130

CHAPTER 5- The Outbox 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 Page 54/130

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 Page 55/130

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-Page 56/130

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 Page 57/130

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-Page 58/130

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 Page 59/130

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 Page 60/130

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 Page 61/130

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

Complete classroom training manual for Microsoft Word 2019. 369 pages and 210 individual topics. Includes practice exercises and keyboard shortcuts. You will learn document creation, editing, proofing, formatting, styles, themes, tables, mailings, and much more. Topics Covered:

Page 63/130

CHAPTER 1- Getting Acquainted with Word 1.1- About Word 1.2- The Word Environment 1.3- The Title Bar 1.4-The Ribbon 1.5- The "File" Tab and Backstage View 1.6- The Quick Access Toolbar 1.7- Touch Mode 1.8-The Ruler 1.9- The Scroll Bars 1.10-The Document View Buttons 1.11- The Page 64/130

Zoom Slider 1.12- The Status Bar 1.13- The Mini Toolbar 1.14- Keyboard Shortcuts CHAPTER 2- Creating Basic Documents 2.1- Opening Documents 2.2- Closing Documents 2.3- Creating New Documents 2.4- Saving Documents 2.5- Recovering Unsaved Documents 2.6- Entering Text 2.7-Page 65/130

Moving through Text 2.8- Selecting Text 2.9- Non-Printing Characters 2.10- Working with Word File Formats 2.11- AutoSave Online Documents CHAPTER 3- Document views 3.1-Changing Document Views 3.2-Showing and Hiding the Ruler 3.3-Showing and Hiding Gridlines 3.4-Page 66/130

Using the Navigation Pane 3.5-Zooming the Document 3.6- Opening a Copy of a Document in a New Window 3.7- Arranging Open Document Windows 3.8- Split Window 3.9- Comparing Open Documents 3.10- Switching Open Documents 3.11- Switching to Full Screen View Page 67/130

CHAPTER 4- Basic Editing Skills 4.1-Deleting Text 4.2- Cutting, Copying. and Pasting 4.3- Undoing and Redoing Actions 4.4- Finding and Replacing Text 4.5- Selecting Text and Objects CHAPTER 5- BASIC PROOFING Tools 5.1- The Spelling and Grammar Tool 5.2- Setting Default Proofing Page 68/130

Options 5.3- Using the Thesaurus 5.4-Finding the Word Count 5.5-Translating Documents 5.6- Read Aloud in Word CHAPTER 6- FONT Formatting 6.1- Formatting Fonts 6.2-The Font Dialog Box 6.3- The Format Painter 6.4- Applying Styles to Text 6.5- Removing Styles from Text Page 69/130

CHAPTER 7- Formatting Paragraphs 7.1- Aligning Paragraphs 7.2-Indenting Paragraphs 7.3- Line Spacing and Paragraph Spacing CHAPTER 8- Document Layout 8.1-About Documents and Sections 8.2-Setting Page and Section Breaks 8.3-Creating Columns in a Document 8.4-Page 70/130

Creating Column Breaks 8.5- Using Headers and Footers 8.6- The Page Setup Dialog Box 8.7- Setting Margins 8.8- Paper Settings 8.9- Layout Settings 8.10- Adding Line Numbers 8.11- Hyphenation Settings CHAPTER 9- Using Templates 9.1- Using Templates 9.2- Creating Personal Page 71/130

Templates CHAPTER 10- Printing Documents 10.1- Previewing and Printing Documents CHAPTER 11-Helping Yourself 11.1- The Tell Me Bar and Microsoft Search 11.2- Using Word Help 11.3- Smart Lookup **CHAPTER 12- Working with Tabs** 12.1- Using Tab Stops 12.2- Using the Page 72/130

Tabs Dialog Box CHAPTER 13-Pictures and Media 13.1- Inserting Online Pictures 13.2- Inserting Your Own Pictures 13.3- Using Picture Tools 13.4- Using the Format Picture Task Pane 13.5- Fill & Line Settings 13.6- Effects Settings 13.7- Alt Text 13.8- Picture Settings 13.9- Inserting Page 73/130

Screenshots 13.10- Inserting Screen Clippings 13.11- Inserting Online Video 13.12- Inserting Icons 13.13-Inserting 3D Models 13.14- Formatting 3D Models CHAPTER 14- DRAWING **OBJECTS 14.1- Inserting Shapes** 14.2- Inserting WordArt 14.3- Inserting Text Boxes 14.4- Formatting Shapes Page 74/130

14.5- The Format Shape Task Pane 14.6- Inserting SmartArt 14.7- Design and Format SmartArt 14.8- Inserting Charts CHAPTER 15- USING **BUILDING BLOCKS 15.1- Creating** Building Blocks 15.2- Using Building Blocks CHAPTER 16- Styles 16.1-About Styles 16.2- Applying Styles Page 75/130

16.3- Showing Headings in the Navigation Pane 16.4- The Styles Task Pane 16.5- Clearing Styles from Text 16.6- Creating a New Style 16.7-Modifying an Existing Style 16.8-Selecting All Instances of a Style in a Document 16.9- Renaming Styles 16.10- Deleting Custom Styles 16.11-Page 76/130

Using the Style Inspector Pane 16.12-Using the Reveal Formatting Pane CHAPTER 17- Themes and style sets 17.1- Applying a Theme 17.2-Applying a Style Set 17.3- Applying and Customizing Theme Colors 17.4-Applying and Customizing Theme Fonts 17.5- Selecting Theme Effects Page 77/130

CHAPTER 18- PAGE **BACKGROUNDS 18.1- Applying** Watermarks 18.2- Creating Custom Watermarks 18.3- Removing Watermarks 18.4- Selecting a Page Background Color or Fill Effect 18.5-Applying Page Borders CHAPTER 19-BULLETS AND NUMBERING 19.1-Page 78/130

Applying Bullets and Numbering 19.2-Formatting Bullets and Numbering 19.3- Applying a Multilevel List 19.4-Modifying a Multilevel List Style CHAPTER 20- Tables 20.1- Using Tables 20.2- Creating Tables 20.3-Selecting Table Objects 20.4- Inserting and Deleting Columns and Rows 20.5-Page 79/130

Deleting Cells and Tables 20.6-Merging and Splitting Cells 20.7-Adjusting Cell Size 20.8- Aligning Text in Table Cells 20.9- Converting a Table into Text 20.10- Sorting Tables 20.11- Formatting Tables 20.12-Inserting Quick Tables CHAPTER 21-Table formulas 21.1- Inserting Table Page 80/130

Formulas 21.2- Recalculating Word Formulas 21.3- Viewing Formulas Vs. Formula Results 21.4- Inserting a Microsoft Excel Worksheet CHAPTER 22- Inserting page elements 22.1-Inserting Drop Caps 22.2- Inserting Equations 22.3- Inserting Ink Equations 22.4- Inserting Symbols Page 81/130

22.5- Inserting Bookmarks 22.6-Inserting Hyperlinks CHAPTER 23-Outlines 23.1- Using Outline View 23.2- Promoting and Demoting Outline Text 23.3- Moving Selected Outline Text 23.4- Collapsing and Expanding Outline Text CHAPTER 24- MAILINGS 24.1- Mail Merge 24.2- The Step by Page 82/130

Step Mail Merge Wizard 24.3-Creating a Data Source 24.4-Selecting Recipients 24.5- Inserting and Deleting Merge Fields 24.6- Error Checking 24.7- Detaching the Data Source 24.8- Finishing a Mail Merge 24.9- Mail Merge Rules 24.10- The Ask Mail Merge Rule 24.11- The Fill-in Page 83/130

Mail Merge Rule 24.12- The If...Then...Else Mail Merge Rule 24.13-The Merge Record # Mail Merge Rule 24.14- The Merge Sequence # Mail Merge Rule 24.15- The Next Record Mail Merge Rule 24.16- The Next Record If Mail Merge Rule 24.17- The Set Bookmark Mail Merge Rule 24.18-Page 84/130

The Skip Record If Mail Merge Rule 24.19- Deleting Mail Merge Rules in Word CHAPTER 25- SHARING **DOCUMENTS 25.1- Sharing** Documents in Word Using Coauthoring 25.2- Inserting Comments 25.3- Sharing by Email 25.4-Presenting Online 25.5- Posting to a Page 85/130

Blog 25.6- Saving as a PDF or XPS File 25.7- Saving as a Different File Type CHAPTER 26- CREATING A TABLE OF CONTENTS 26.1- Creating a Table of Contents 26.2- Customizing a Table of Contents 26.3- Updating a Table of Contents 26.4- Deleting a Table of Contents CHAPTER 27-

Page 86/130

CREATING AN INDEX 27.1- Creating an Index 27.2- Customizing an Index 27.3- Updating an Index CHAPTER 28- CITATIONS AND BIBLIOGRAPHY 28.1- Select a Citation Style 28.2-Insert a Citation 28.3- Insert a Citation Placeholder 28.4- Inserting Citations Using the Researcher Pane 28.5-Page 87/130

Managing Sources 28.6- Editing Sources 28.7- Creating a Bibliography CHAPTER 29- CAPTIONS 29.1-Inserting Captions 29.2- Inserting a Table of Figures 29.3- Inserting a Cross-reference 29.4- Updating a Table of Figures CHAPTER 30-**CREATING FORMS 30.1- Displaying** Page 88/130

the Developer Tab 30.2- Creating a Form 30.3- Inserting Controls 30.4-Repeating Section Content Control 30.5- Adding Instructional Text 30.6-Protecting a Form CHAPTER 31-MAKING MACROS 31.1- Recording Macros 31.2- Running and Deleting Recorded Macros 31.3- Assigning Page 89/130

Macros CHAPTER 32- WORD **OPTIONS 32.1- Setting Word Options** 32.2- Setting Document Properties 32.3- Checking Accessibility CHAPTER 33- DOCUMENT SECURITY 33.1- Applying Password Protection to a Document 33.2-Removing Password Protection from a Page 90/130

Document 33.3- Restrict Editing within a Document 33.4- Removing Editing Restrictions from a Document

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Page 91/130

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 Page 92/130

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.

Page 93/130

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. Page 94/130

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. Page 95/130

Entering Numbers into Cells 4. AutoComplete 5. Pick from Drop-Down List 6. Flash Fill 7. Selecting Ranges 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 Page 96/130

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. Page 97/130

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. Page 98/130

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 Page 99/130

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 Page 100/130

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. Page 101/130

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 Page 102/130

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 Page 103/130

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 Page 104/130

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 Page 105/130

AutoFilter 3. Using a Custom AutoFilter 4. Creating Advanced Filters 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 Page 106/130

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 Page 107/130

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 Page 108/130

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 Page 109/130

Legend 11. Formatting Drop and High-Low Lines 12. Formatting Trendlines 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 Page 110/130

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. Page 111/130

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 Page 112/130

Model 3, Calculated Columns and Fields 4. Measures 5. Creating KPIs 6. Creating and Managing Perspectives 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 Page 113/130

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 Page 114/130

Timelines 1. Inserting and Deleting Slicers 2. Modifying Slicers 3. Inserting and Deleting Timelines 4. Modifying Timelines Security Features 1. Unlocking Cells 2. Worksheet Protection 3. Workbook Protection 4. Password Protecting Excel Files Making Macros 1. Recording Macros Page 115/130

 Running and Deleting Recorded Macros 3. The Personal Macro Workbook

Complete classroom training manual for Microsoft Access 2019 and 365. Includes 189 pages and 108 individual topics. Includes practice exercises and Page 116/130

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 Page 117/130

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 Page 118/130

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 Using Datasheet View 2. Navigating in Datasheet View 3. Adding Records in Database View 4. Editing and Page 119/130

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 Page 120/130

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 Page 121/130

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 Page 122/130

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 Page 123/130

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 Page 124/130

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 Page 125/130

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 Adding Combo Box Controls 6. Page 126/130

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 Page 127/130

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 Page 128/130

Macros 7. Editing Named Data Macros 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 Page 129/130

Data 3. Setting a Database Password Helping Yourself 1. Using Access Help 2. The Tell Me Bar

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