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3B4 - HARVEY LENNON

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 Sett-

ings 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

Both computer rookies and pros can thoroughly master Microsoft Word 2016 applications quickly and efficiently with ILLUSTRATED MICROSOFT OFFICE 365 & WORD 2016: COMPREHENSIVE. Skills are accessible and easy to follow with a hallmark two-page layout that allows readers to see an entire task without turning the page. Using a concise, focused approach and user-friendly format, this book incorporates Learning Outcomes that outline the Microsoft Word 2016 skills addressed in each lesson. Larger full-color images reflect exactly what readers should see on their own computer screens. Each module begins with a brief overview of the principles of the lesson and introduces an updated case study for further application to ensure readers gain a full understanding of Microsoft Word 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

This is the laboratory and exercise manual to accompany the text manual for Volume I of a corporate and law enforcement computer and digital forensics training system. This training system consists of a text manual with explanations and descriptions with more than 200 pictures, drawings and diagrams. This laboratory and exercise manual contains more than 40 forensic exercises to help prepare students for entry into the profession as a corporate or law enforcement computer examiner. The information presented in this training system is updated by industry practice and research. This training system is designed to be used in a lecture / demonstration environment and requires the use of associated case image files.

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. Password Protecting Excel Files Making Macros 1. Recording Macros 2. Running and Deleting Recorded Macros 3. The Personal Macro Workbook

Both computer rookies and hot shots can master Microsoft Office 2016 applications quickly and efficiently with this new book in the acclaimed Illustrated Series' newest book: ILLUSTRATED MICROSOFT OFFICE 365 & Office 2016: INTRODUCTORY. Using a concise, focused approach and user-friendly format, the Illustrated Series incorporates a hallmark two-page layout that allows readers to see an entire task without turning the page. Skills are accessible and easy to follow with Learning Outcomes that outline the skills addressed in each lesson. Larger full-color images reflect exactly what readers should see on their own computer screens. Each module begins with a brief overview of the principles of the lesson and introduces an updated case study for further application. Readers can count on ILLUSTRATED MICROSOFT OFFICE 365 & Office 2016: INTRODUCTORY to perfect the skills they need now and on the job. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Maximize the impact and precision of your message! Now in its fourth edition, the Microsoft Manual of Style provides essential guidance to content creators, journalists, technical writers, editors, and everyone else who writes about computer technology. Direct from the Editorial Style Board at Microsoft—you get a comprehensive glossary of both general technology terms and those specific to Microsoft; clear, concise usage and style guidelines with helpful examples and alternatives; guidance on grammar, tone, and voice; and best practices for writing content for the web, optimizing for accessibility, and communicating to a worldwide audience. Fully updated and optimized for ease of use, the Microsoft Manual of Style is designed to help you communicate clearly, consistently, and accurately about technical topics—across a range of audiences and media.

The most comprehensive guide to Microsoft Word 2016 If you're a professional who uses Word, but aren't aware of its many features or get confused about how they work best, Word 2016 For Professionals For Dummies answers all your burning questions about the world's number-one word processing software. Offering in-depth coverage of topics you won't find in Word 2016 For Dummies, this guide focuses on the professional's needs, giving you all you need to know not only do your job well, but to do it even better. As Microsoft continues to hone Word with each new release, new features are added beyond basic word processing. From using Word to create blog posts to importing data from Excel to expertly flowing text around objects, it covers the gamut of Word's more advanced capabilities—including those you probably don't know exist. Whether you're looking to use Word to build a master document, collaborate and share, publish an ebook, or anything in between, the thorough, step-by-step guidance in Word 2016 For Professionals For Dummies makes it easier. Discover neat Word editing tips and tricks to create complex documents Share documents and collaborate with others Format text, paragraphs, and pages like never before Add Excel charts and graphics to Word documents Create an ebook Essential reading for the Word power user who wants to be more productive and efficient at work, this handy guide gives you the boost to take your skills to the next level.

Dan Gookin gets you up to speed so you can get down to work with all the new features of Word 2010! Bestselling and quintessential For Dummies author Dan Gookin employs his usual fun and friendly candor while walking you through the spectrum of new features of Word 2010. Completely in tune with the needs of the beginning Word user, Gookin shows you how to use Word quickly and efficiently so that you can spend more time working on your projects and less time trying to figure out how to make Word perform the tasks you need it to do. This newest edition of Word For Dummies explains how to navigate the user interface and take advantages of file formats, and skips the unnecessary jargon. Unparalleled author Dan Gookin applies his beloved For Dummies writing style to introduce you to all the features and functions of Word 2010 Escorts you through the capabilities of Word 2010 without weighing you down with unnecessary technical jargon Deciphers the

user interface and shows you how to take advantage of the file formats The word on the street is that Word 2010 For Dummies is a must-read!

The quick way to get started with Microsoft Office 2016! This is learning made easy. Get more done quickly with Microsoft Word, Excel, PowerPoint, and Outlook. Jump in wherever you need answers—brisk lessons and colorful screenshots show you exactly what to do, step by step. Covers Word, Excel, PowerPoint and Outlook Format documents for visual impact Quickly prepare personalized email messages and labels Build powerful workbooks for analysis and reporting Analyze alternative data sets with Quick Analysis Lens, Goal Seek, and Solver Prepare highly effective presentations Strengthen your presentations by adding tables and graphics Organize your email, scheduling, and contacts Look up just the tasks and lessons you need

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

Now readers can develop the more advanced Microsoft Word 2016 skills needed to be successful in college or the business world beyond with the in-depth coverage and emphasis on critical-thinking and problem-solving found in NEW PERSPECTIVES MICROSOFT OFFICE 365 & WORD 2016: INTERMEDIATE. Updated with all-new case scenarios, this edition clearly applies the basic and advanced Microsoft Word skills readers are learning to real-world situations, making the concepts even more relevant. All content and activities throughout NEW PERSPECTIVES MICROSOFT OFFICE 365 & WORD 2016: INTERMEDIATE help readers understand the importance of what they're learning. This edition focuses on strengthening learning outcomes and transferring skills to other applications and disciplines for further success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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

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 Re-

curing 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

Office 2016 For Beginners- The perfect guide on Microsoft office Including Microsoft Excel Microsoft PowerPoint Microsoft Word Microsoft Access and more! Finally a simple user guide that you can count on unlike the others! The different Microsoft 2016 software has so much potential...have you ever wondered what is possible? If only I could learn how to use the programs properly, and learn quickly and easily.....Well now you can! Perfect for using at work and even better for using at home for your own tasks! Also you get a MONEY BACK GUARANTEE if you do not like it! So why not check it out? With the new installment of multiple Microsoft programs for 2016 there is so much you can do to complete work and tasks easier than ever! Do you understand the changes? Or are you maybe new to some of these Microsoft programs altogether? We have accounted for all of this in the book! A guide optimized to gather all the important tools and have it laid out for you so it is quick and easy to understand! Don't settle for a low rated guide that promises but doesn't deliver! You will notice that this is the newest and best guide out there! And if you don't think so you get your money back! No risk at all. In fact the only risk is not at least checking this guide out, wouldn't you agree? Go from Beginner to Expert with this detailed yet easy to use guide!

Discover the most important new features that the latest version of Microsoft Word 2016 has to offer with the focused approach found in MICROSOFT OFFICE 365 & WORD 2016: INTRODUCTORY. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions. MICROSOFT OFFICE 365 & WORD 2016: INTRODUCTORY continues the Series' strong history of innovation with an enhanced learning approach to address the varied learning styles of today's readers. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of Microsoft Word 2016 through experimentation, critical thought, and personalization. This new edition promises to engage, improve retention, and prepare readers for success with Microsoft Word 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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

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

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

In-depth guidance on Word 2010 from a Microsoft MVP Microsoft Word 2010 arrives with many changes and improvements, and this comprehensive guide from Microsoft MVP Herb Tyson is your expert, one-stop resource for it all. Master Word's new features such as a new interface and customized Ribbon, major new productivity-boosting collaboration tools, how to publish directly to blogs, how to work with XML, and much more. Follow step-by-step instructions and best practices, avoid pitfalls, discover practical workarounds, and get the very most out of your new Word 2010 with this packed guide.

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 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 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

Now readers can develop the complete Microsoft Word 2016 skills needed to be successful in college or the business world beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365 & WORD 2016: COMPREHENSIVE. Updated with all-new case scenarios, this edition clearly applies the Word 2016 skills readers are learning to real-world situations, making the concepts even more relevant. All content and activities throughout NEW PERSPECTIVES MICROSOFT OFFICE 365 & WORD 2016: COMPREHENSIVE help readers understand the importance of each Microsoft Word 2016 skill they are learning. This edition focuses on strengthening learning outcomes and transferring the complete Microsoft Word 2016 skill set to other applications and disciplines for further success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Now in full color! Easy lessons for essential tasks Big full-color visuals Skill-building practice files The quick way to learn Microsoft Word! This is learning made easy. Get productive fast with Word 2016 and jump in wherever you need answers—brisk lessons and colorful screen shots show you exactly what to do, step by step. Master core tools for designing and editing documents Manage page layout, style, and navigation Learn how to review and mark-up documents to collaborate with others Insert pictures, graphics and video

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. Teach the course YOU want in LESS TIME! In today's fast-moving, mobile environment, the GO! with Office 2016 series focuses on the job skills needed to succeed in the workforce. With job-related projects that put Microsoft Office® into context, students learn the how and why at the moment they need to know, all in the appropriate Microsoft procedural syntax. For Office 2016, the hallmark guided-practice to skill-mastery pathway is better than ever. Students have many opportunities to work live in Microsoft office to apply the skills they've learned. In addition, instructional projects are now available as grader projects in MyITLab, so students can work live in Office while receiving auto-graded feedback. These high-fidelity simulations match the text and provide an effective pathway for learning, practicing, and assessing their abilities. After completing the instructional projects, students can apply their skills with a variety of progressively challenging projects that require them to solve problems, think critically, and create on their own. New GO! Collaborate with Google projects allow students to apply their skills to a new environment that is already popular in many workplaces. Integrated Microsoft Office Specialist (MOS) objectives make GO! your one resource for learning Office, gaining critical productivity skills, and prepare for MOS certification. Also available with MyITLab MyITLab® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, to engage students and improve results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, so students learn more quickly and effectively, and build the critical skills needed for college and career success. Digital badges allow students to showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

Gregg College Keyboarding and Document Processing (GDP), 11e by Ober, Johnson, and Zimmerly: Your complete learning/teaching system. Your guide to success. GDP/11 is an integrated keyboarding system that cohesively lead students through each lesson to provide an easy path to success. As a solid product for over 50 years, this version of the GDP software has grown into an online functionality. The same program is now web-based with seamless updates to provide greater accessibil-

ity for use at home, in class, and in labs - perfect for distance learning! Strong enhancements to the book while maintaining key elements support the cohesive program's strong content. Skillbuilding is reinforced with MAP+ (Misstroke Analysis and Prescription). MAP+ is an individualized, diagnostic tool that is built into the software to help identify student's strengths and weaknesses while providing prescriptive drills to help them practice where they need it most. Also, MAP+ now has new, unlimited drill lines that begin at Lesson 1. GDP/11 automatically scores for keyboarding errors. As a result, instructors will appreciate the customization of course management tools in GDP/11, including the new GPS (Grade Posting System) which allows complete flexibility in setting up grades. GDP/11 your complete learning/teaching system. Your guide to success.

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

Now readers can develop the Microsoft Word 2016 skills needed to be successful in college or the business world beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365 & WORD 2016: INTRODUCTORY. Updated with all-new case scenarios, this edition clearly applies the skills readers are learning to real-world situations, making the concepts even more relevant. All content and activities throughout NEW PERSPECTIVES MICROSOFT OFFICE 365 & WORD 2016 INTRODUCTORY help readers understand the importance of what they're learning. This edition focuses on strengthening learning outcomes and transferring skills to other applications and disciplines for further success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Experience learning made easy—and quickly teach yourself how to create impressive documents with Word 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Apply styles and themes to your document for a polished look Add graphics and text effects—and see a live preview Organize information with new SmartArt diagrams and charts Insert references, footnotes, indexes, a table of contents Send documents for review and manage revisions Turn your ideas into blogs, Web pages, and more Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eBook—plus more resources and extras on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

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 sys-

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

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

Everything you need to get productive in the Cloud with Office 365 With 70 million users worldwide, Microsoft Office 365 combines the familiar Office desktop suite with cloud-based versions of Microsoft's next-generation communications and collaboration services. It offers many benefits including security, reliability, compatibility with other products, over-the-air updates in the cloud that don't require anything from the user, single sign on for access to everything right away, and so much more. Office 365 For Dummies offers a basic overview of cloud computing and goes on to cover Microsoft cloud solutions and the Office 365 product in a language you can understand. This includes an introduction to each component which leads into topics around using each feature in each application. Get up to speed on instant messaging Use audio, video, and web conferencing Get seamless access to the Office suite with Office Web apps Access information anywhere, anytime Office 365 is the key to office productivity — and now you can put it to use for you!

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: 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 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- 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- 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 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 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 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- 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 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 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 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 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 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- 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 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- 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- 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 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 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 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 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- 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 Co-authoring 25.2- Inserting Comments 25.3- Sharing by Email 25.4- Presenting Online 25.5- Posting to a 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- 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- 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 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 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 Document 33.3- Restrict Editing within a Document 33.4- Removing Editing Restrictions from a Document

Resource added for the Administrative Professional program 101066 and Office Professional program 311061.

ILLUSTRATED MICROSOFT OFFICE 365 & WORD 2016: INTERMEDIATE engages both computer rookies and hot shots as this edition guides readers in mastering both basic and more advanced Microsoft Word 2016 skills quickly and efficiently. Praised for its concise, focused approach and user-friendly format, this book, like all others in the Illustrated Series, incorporates a hallmark two-page layout that allows readers to see an entire task in one view. Each presentation is easy to follow with Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that reflect exactly what readers should see on their own computers. Each module begins with a brief overview of the lesson's principles and introduces a case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

This manual covers Templates, Auto Correct, Auto Format & Auto Text, Graph, SmartArt Graphics, Document Collaboration and Co-Authoring, Master Documents, Mail Merge, Track Changes, and Useful Tips on Word 2016

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

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

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Help

The ninth edition of this industry leader provides a highly flexible format on CD-ROM and 3.5" disks that will work with your current computer setup. New content reflecting changing technology and workplace needs is presented in four-color, side-spiral bound texts. Multiple software enhancements and a flexible Web-Based Instructor Management Web site support the program's strong content. The software, textbook, and manuals are integrated to provide students with a total learning experience. Instructors will appreciate the flexibility of using a program that can be successfully implemented in a variety of classroom environments.

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 Word 2016 and earn the credential that proves it! Demonstrate your expertise with Microsoft Word! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Word 2016 Core certification, this official Study Guide delivers:

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- 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 documents
- Format text, paragraphs, and sections
- Create tables and lists
- Create and manage references
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Readers discover how to maximize the advantages that the latest version of Microsoft Word has to offer with Shelly Cashman Series MICROSOFT OFFICE 365 & WORD 2016: INTERMEDIATE. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions. Shelly Cashman Series MICROSOFT OFFICE 365 & WORD 2016: INTERMEDIATE continues the Series' strong history of innovation with an enhanced learning approach that addresses the varied learning styles of today's readers. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of both basic and advanced Microsoft Word 2016 skills through experimentation, critical thought, and personalization. This new edition promises to engage, improve retention, and prepare readers for success with Microsoft Word 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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